



North Metropolitan Health Service
Job Description Form

HSS Registered December 2017

Nurse Educator

Nurses and Midwives Agreement: SRN Level 3

Position Number: 005719

WA Cancer & Palliative Care Network / Clinical Leadership and Reform

Reporting Relationships

Co-Director and Director of Nursing
Award Level: HSO Level G12
Position Number: 005506



Coordinator of Nursing
Award Level: SRN Level 6
Position Number: 006229



This Position



← Also reporting to this supervisor:

- 005585 Cancer Nurse Coordinator
RN SRN Level 4
- 005975 – Clinical Nurse Specialist
RN SRN Level 2
- 006031 – Administration Officer
HSO Level G3

Directly reporting to this position:

Title	Classification	FTE
<p>Other positions under control</p> <ul style="list-style-type: none"> • Nil 		

Other positions under control

- Nil

Prime Function / Key Responsibilities

Strategically plans, facilitates and evaluates education and development strategies and programs for the WA Cancer and Palliative Care Network staff. Promotes maintenance of clinical standards and quality of care in alignment with the National Safety and Quality Health Service Standards and the WA Cancer Plan. Demonstrates leadership and role modelling.

Brief Summary of Duties

1. Designs, implements and evaluates relevant curricula/teaching programs and initiatives that are based on best practice in alignment with the WA Cancer Plan.
2. Liaises and negotiates with education and training institutions and other hospitals to establish and maintain articulation of relevant programs for WA Cancer & Palliative Care Network Staff.
3. Initiates and coordinates the development of training needs analysis for all WA Cancer & Palliative Care Network Staff.
4. Implements and maintains professional development management systems which support the ongoing development of staff and implementation of new initiatives.
5. Monitors the progress of students through a process of theoretical and clinical assessments.
6. Promotes excellence in interpersonal skills, leadership and motivating staff in times of change and conflict.
7. Provides advice, support and feedback in the design of education programs and utilisation of effective teaching/learning strategies.
8. Promotes a state-wide team approach to decision-making.
9. Undertakes special projects and associated duties as required.
10. Analyses research findings to determine clinical and management trends and ensures the implementation of national and international best practice in the delivery of appropriate educational and training programs and/or resources to promote excellence in patient care.

NMHS Governance, Safety and Quality Requirements

11. Participates in the maintenance of a safe work environment.
12. Participates in an annual professional development review.
13. Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
14. Completes mandatory training (including safety and quality training) as relevant to role.
15. Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
16. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
17. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Expert clinical skills and extensive professional experience in a relevant care setting.
3. Certificate IV in Workplace Assessment and Training or demonstrated understanding and application of contemporary education, training and development theory and practice.
4. Extensive experience in the development, facilitation and evaluation of education and program development interventions using continuous improvement principles.
5. Advanced interpersonal and communication (written & verbal) skills including consultation and negotiation skills.
6. Well-developed organisational and administrative skills.
7. Well-developed conceptual, analytical and synthesis skills.

Desirable Selection Criteria

1. Possess, or be working towards, a Bachelor of Health Science or similar.
2. Relevant post-graduate qualifications in education/staff development.
3. Ability to develop, conduct and evaluate clinical teaching and orientation programs.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration by the Nursing and Midwifery Board of Australia.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor

Name: Gregory Bock
Signature: HE09402
Date: 28 November 2017

Dept./Division Head

Name: Violet Platt
Signature: HE40054
Date: 28 November 2017

Position Occupant

Name:
Signature:
Date: