



North Metropolitan Health Service
Job Description Form

HSS REGISTERED

Staff Development Nurse
Nurses and Midwives Agreement: RN Level 2
 Position Number: 003607
 Emergency Department / Medical Division
 Sir Charles Gairdner Hospital / North Metropolitan Health Service

Reporting Relationships

Coordinator of Nursing
 RN SRN Level 7
 Position Number: 005930



Staff Development Educator
 RN SRN Level 3
 Position Number: 005919



This Position



← Also reporting to this supervisor:

- NIL

Directly reporting to this position:	Other positions under control						
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%; text-align: left;">Title</th> <th style="width: 33%; text-align: left;">Classification</th> <th style="width: 33%; text-align: left;">FTE</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Title	Classification	FTE				<ul style="list-style-type: none"> • NIL
Title	Classification	FTE					

Prime Function / Key Responsibilities:

Under the direction of the relevant Senior Registered Nurse(s) practises as a Staff Development Nurse in keeping with the Australian Nursing and Midwifery Board Registration Standards and Nursing Practice Decision Flowchart. Ongoing assessment of the knowledge and skills of nursing staff in designated ward/unit. Planning and implementation of education and training programs and participation in the planning and implementation of hospital wide Staff Development programs. Provision of support for new staff, including orientation, coaching and preceptorship. Provides clinical knowledge and expertise within the clinical areas. Upholds and functions within the core organisational values of Accountability, Compassion, Continuous Learning & Teamwork.

Brief Summary of Duties (in order of importance)

1. Leadership

- Monitors and promotes clinical and professional development of staff, addresses deficits and monitors progress.
- Utilises proficient communication skills and provides effective documentation and feedback for learners and others.
- Promotes and develops co-operative relationships with nursing colleagues, other staff and the public.
- Engages and supports management in anticipating and facilitating effective change management.
- Acts as a clinical resource.

2. Empowerment

- Conducts Training Needs Analysis (TNA) to determine the learning needs of staff in the area.
- Coordinates, facilitates and delivers learning opportunities/ in-service programs to enable nurses to attain and sustain competency in clinical performance.
- Seeks internal and external clinical and education related learning opportunities to ensure own knowledge and skills are maintained.

3. Professional Practice

- Plans, prepares and manages training and development activities based on TNA for new and established staff.
- Facilitates assignment of suitable preceptors to new staff and liaises with preceptors to evaluate the progress of new staff.
- Supports the performance management of local staff in collaboration with relevant SRN/s.
- Acts as an assessor of basic life support and manual handling, and other competencies relevant at a local and hospital wide level.
- Manages and maintains training and development records, including electronically.
- Maintain recency of practice requirements as required by AHPRA.
- Assists in the provision of nursing care to support staff in times of unplanned staffing deficit.

4. Innovation

- Utilises evidence based nursing research findings in education programs.
- Evaluates learning outcomes to improve future training and development programs.
- Participates in internal and external committees or working groups relevant to the area of specialty or interest.

5. NMHS Governance, Safety and Quality Requirements

- Participates in the maintenance of a safe work environment.
- Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.

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Staff Development Nurse | RN Level 2 | 003607

- Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

6. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Eligible for registration in the category of Registered Nurse with the Nursing and Midwifery Board of Australia.
2. Demonstrated advanced clinical skills and experience relevant to the area.
3. Demonstrated ability to provide leadership consistent with the organisational values and behaviours.
4. Demonstrates ability to apply adult learning principles to facilitate opportunities in clinical and formal education contexts.
5. Ability to collaboratively design, develop, conduct and evaluate both teaching and learning experiences.
6. Ability to work in a team environment using effective communication and interpersonal skills.
7. Demonstrated ability to adapt to changes in the workplace (including clinical situations).
8. Demonstrates an active role in quality improvement & risk management activities.

Desirable Selection Criteria

1. Possess or be working towards a certificate or qualification relevant to the position.
2. 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 must be provided prior to commencement.
- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia. Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

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Certification

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

Manager/Supervisor

Name: Lisa Gray
Signature/HE: he04989
Date:

Dept./Division Head

Name: Amanda McKnight
Signature: he54234
Date:

Position Occupant

Name:
Signature:
Date: