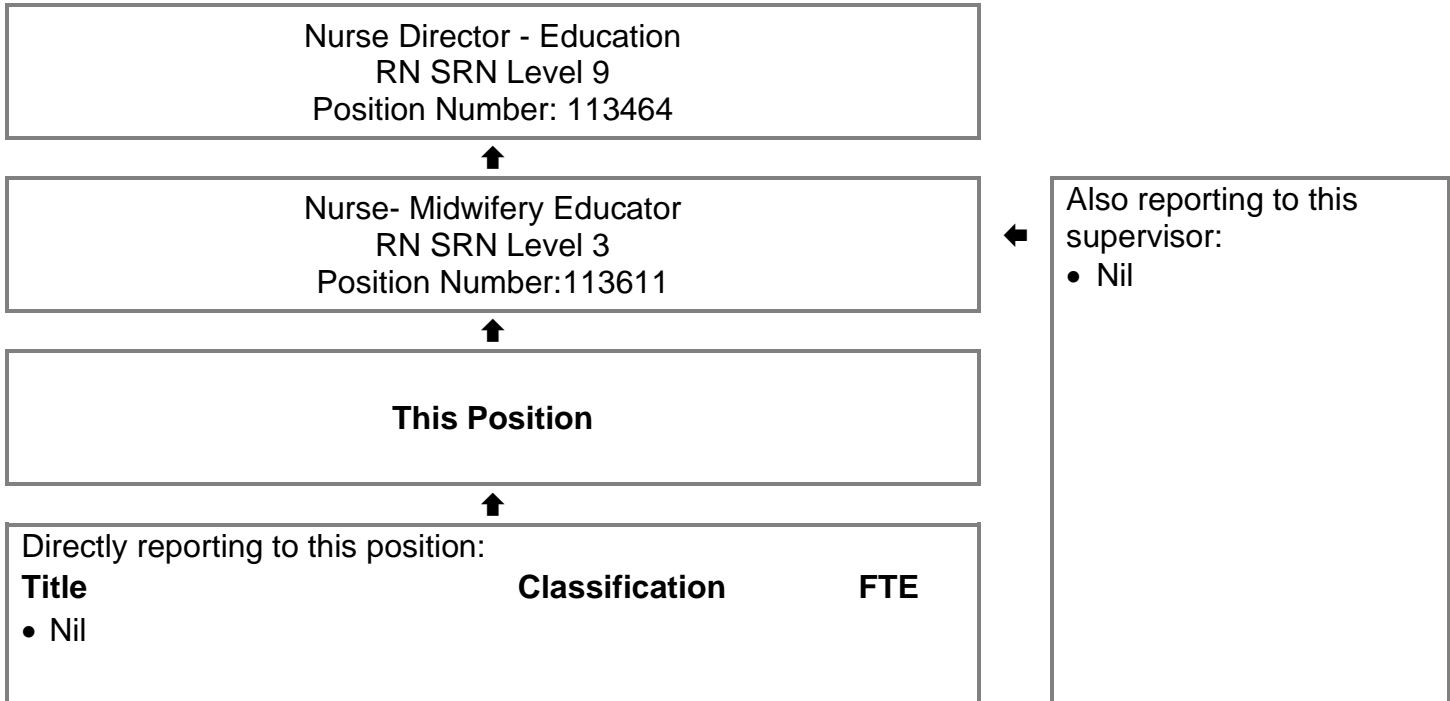




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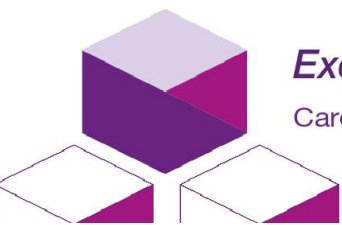
Clinical Nurse Educator
Nurses and Midwives Agreement: RN SRN Level 1
Position Number: SM113803
General Surgery
Fiona Stanley Fremantle Hospital Group / South Metropolitan Health Service

Reporting Relationships



Key Responsibilities

Identifies strategies to promote and embed a learning culture that supports positive patient outcomes and delivery of a patient centred service. Collaborates with the Unit Manager in development and management of orientation and performance development programs to meet the education and training needs of nursing / midwifery staff in the general surgery ward. Collaborates with the Unit Manager to determine personal and professional competencies integral to care delivery in the general surgery ward and required of nursing / midwifery staff. Under the direction of the Unit Manager oversees all individual staff performance appraisal and development activities within the general surgery ward.



Brief Summary of Duties (in order of importance)

1. Facilitates Nursing & Midwifery Clinical Education

- 1.1. Develops and manages the unique service orientation and clinical education program for a specified clinical area(s).
- 1.2. Provides clinical support, coaching, mentorship, assessment, supervision and education to staff within a clinical setting.
- 1.3. Collaborates with the Unit Manager to develop and maintain optimal staff skill sets to meet the needs of the clinical patient case-mix.
- 1.4. Provides mentorship, educational leadership, supervision and coaching to the Clinical Nurse/Midwife cohort ensure consistency of education and clinical practice across all shifts.
- 1.5. Monitors and facilitates staff compliance with training requirements and maintains accurate documentation and reports to provide evidence that training/competency compliance is maintained at required standards.
- 1.6. Delivers educational lectures and presentations and participates in hospital orientation, annual competency day programs, training and educational programs across services as required.
- 1.7. Assists with identification and relationship management between preceptors and new staff, monitors the performance of the preceptors in their support of new staff and provides coaching and constructive feedback to preceptors.
- 1.8. Works alongside staff to provide effective and timely direction, delegation, support and supervision to promote autonomy, develop initiative and ensure safe practice is maintained.

2. Nursing & Midwifery Staff Performance Development

- 2.1. Guides and provides clinical support to the nursing/midwifery workforce to ensure they are working within their scope of practice, appropriately following pathways, policies, procedures and demonstrating a risk management approach to service delivery.
- 2.2. Actively participates in the development of clinical leadership and the capability of the Clinical Nurse/Clinical Midwife cohort.
- 2.3. Oversees all individual performance appraisal and development activities within specific clinical unit(s) ensuring all nursing/midwifery staff have active performance development plans that identify and support individual learning needs.
- 2.4. Monitors the achievement of clinical objectives and staff performance to evaluate skills, abilities and attitudes toward patient care, identifying unsafe practice and providing constructive feedback to staff and Unit Manager.
- 2.5. Oversees the clinical practice review process for staff failing to meet clinical practice standards, develops, implements, and monitors appropriate performance improvement plans with under-performing nursing/midwifery staff.
- 2.6. Compiles and assesses performance evidence to provide formal recommendation to support the Unit Manager in addressing causes of unsafe or unprofessional practice and negative workplace behaviour.

3. Innovation and Quality Improvement

- 3.1. Participates in risk management and quality improvement activities collaborating with the Unit Manager to implement risk reduction strategies, including development of relevant education programs to minimise potential or actual risks within the clinical environment.

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- 3.2. Supports change initiatives and supports the Unit Manager to facilitate change processes arising from incident review
- 3.3. Assists staff through the implementation of changed processes by providing coaching, education and training.

4. Communication

- 4.1. Contribute effectively as part of the leadership team for the unit, communicating regularly with the Unit Manager.
- 4.2. Forges strong internal networks and facilitate a cooperative partnership approach to achieving the education and training goals and organisational objectives.
- 4.3. Maintains open and collaborative communication with relevant key stakeholders demonstrating advanced written and verbal communication skills.

5. Professional Accountability

- 5.1. Complies with legislation affecting nursing and midwifery practice including Nursing and Midwifery Board of Australia – Code of Conduct and Ethics, National Safety and Quality Health Service Standards.
- 5.2. Participates in own performance development with direct line supervisor and professional lead.

6. SMHS Governance, Safety and Quality Requirements

- 6.1. Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 6.2. Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 6.3. 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.
- 6.4. Completes mandatory training (including safety and quality training) as relevant to role.
- 6.5. Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 6.6. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

7. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Eligible for registration in the category of Registered Nurse/Midwife by the Nursing and Midwifery Board of Australia.
2. Demonstrated advanced clinical knowledge and experience in the delivery of nursing / midwifery care in the relevant area of specialty.
3. Demonstrated skills and experience in the supervision, mentoring and performance development of staff in an acute care clinical setting.
4. Demonstrated problem solving and analytical ability in an acute care clinical setting.
5. High level interpersonal and communication skills (written and verbal)
6. Demonstrated knowledge and experience in the application of the National Safety & Quality Health Service Standards.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Demonstrated experience and skills in development, facilitation and delivery of clinically situated training, education programs and presentations.
2. Postgraduate qualification or evidence of significant progression towards one.
3. Demonstrated computer literacy, in particular competence with office productivity applications.

Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration by the Nursing and Midwifery Board of Australia must be provided prior to commencement.
- Provision of the minimum identity proofing requirements.
- 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 | Signature or | HE Number | Date |
| Penny Keogh | | 20234 | 06/05/2020 |
| Dept. / Division Head Name | Signature or | HE Number | Date |

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

| | | | |
|----------------------|---------------------|------------------|-------------|
| Occupant Name | Signature or | HE Number | Date |
| Effective Date | | | |

HCN Registration Details (to be completed by HCN)

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|-------------------|------------------------|----------|
| Created on | Last Updated on | MAY 2020 |
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