



HSS registered

## Staff Development Nurse

**Nurses and Midwives Agreement: RN Level 2**

Position Number: CG008982

Learning and Development - Workforce – Business and Performance

North Metropolitan Health Service

### Reporting Relationships

Manager Learning and Development  
HSO Level: G-10  
Position Number: CG006270



Staff Development Consultant EDC  
ANF Level: SRN 3  
Position Number: CG003605



**This Position**



← Also reporting to this supervisor:

- Education Consultant MH, HSO G-6

Directly reporting to this position:

Title	Classification	FTE
N/A		

Other positions under control

- N/A

### 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.

Operates within a team environment to promote, implement, evaluate and review the organisations key mandatory training education programs for sites / services across the North Metropolitan Health Service (NMHS).

## **Brief Summary of Duties**

### **1. Mandatory Training**

- 1.1 Maintain and review the NMHS Mandatory Training Program in accordance with the Occupational Safety and Health Act and the Work Safe WA Manual Task Code of Practice.
- 1.2 Conduct training sessions in the management of workplace aggression and other programs as requested in line with organisational requirements.
- 1.3 Completes mandatory training (including safety and quality training) as relevant to role.

### **2. Training and Competency Assessment and Design, Delivery and Evaluation**

- 2.1 Conduct training and competency assessment sessions in accordance with the schedule.
- 2.2 Promote the inclusion of competency assessment standards in the performance development cycle.
- 2.3 Conduct training and competency assessment sessions in regional WA Monday to Friday in accordance with the schedule.
- 2.4 Promote the Manual Handling Education Program throughout the Hospital and the NMHS and ensure training and assessment sessions are appropriately publicised.
- 2.5 Develop and implement appropriate Manual Handling Education Program evaluation strategies.

### **3. Stakeholder Engagement**

- 3.1 Liaise with NMHS Learning and Development, Area Occupational Health, NMHS Manual Handling Risk Management Group and other stakeholders, to ensure the development and delivery of education sessions, generic and needs-based training, as well as competency based assessments.
- 3.2 Develop training schedules and session plans in liaison with managers/supervisors to conduct generic and needs based education and competency assessments.

### **4. Other**

- 4.1 May be required to travel intrastate to train regional staff.

### **5. Records Management**

- 5.1 Maintain record-keeping and reporting systems to monitor and evaluate the Manual Handling Education Program and related activities.
- 5.2 Provide regular progress reports against key performance indicators as required.

### **6. NMHS Governance, Safety and Quality Requirements**

- 6.1 Participates in the maintenance of a safe work environment.
- 6.2 Participates in an annual performance development review.  
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.
- 6.3 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.
- 6.4 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 with the Nursing and Midwifery Board of Australia.
2. Demonstrates an expert nursing knowledge and advanced skills relevant to area of practice.
3. Demonstrated effective leadership, communication and interpersonal skills and ability to work within a collegiate team environment.
4. Demonstrated ability to facilitate clinical education activities incorporating adult learning principles.
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.

**Desirable Selection Criteria**

1. Completion of or progress towards relevant qualification in workplace education and assessment would be highly regarded.
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.
- Provision of 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**

**Dept./Division Head**

**Position Occupant**

Name:  
Signature/HE:  
Date:

Name:  
Signature:  
Date:

Name:  
Signature:  
Date: