

Position Title: Nurse Educator

Classification	SRN Level 3
Employment Instrument	Health Salaried Officers Agreement
Organisation	Health Support Services
Business Unit	Workforce and Organisational Development
Function	NurseWest
Location	Perth Metropolitan Area

KEY ROLE STATEMENT

As part of the Health Support Services (HSS) NurseWest Business Area, the Nurse Educator SRN3 is responsible for:

- providing leadership as a senior member of the NurseWest multi-disciplinary team.
- Developing, facilitating, implementing and evaluating educational programs, resources and strategies for NurseWest nursing and office staff.
- Setting and monitoring of clinical standards.
- Developing educational policy.

REPORTING RELATIONSHIPS:

Director, Assurance and Knowledge Management
HSO Level G11



Manager, Nursewest
HSO Level G11



This position



Directly reporting to this position:

Title	Classification	FTE
Administrative Assistant	HSO Level G3	3+
Nurse Educator	SRN1	2+

ORGANISATIONAL CONTEXT:

Health Support Services (HSS) is the shared service centre for the WA health system. HSS provides a suite of services to support WA public hospitals and health services and over 50,000 WA health staff. Our services include:

- Information, communication and technology services (ICT)
- Procurement and supply
- Workforce services including payroll, recruitment and appointment and workforce data
- Financial services

At HSS, we are striving to achieve our vision of 'Great services, valued partner, healthy Western Australians' and fulfil our purpose of supporting our customers to provide excellent health care.

We have commenced a major business transformation to establish HSS as a modern shared services organisation and we're looking for people to grow our team.- It is an exciting time in the health sector and a defining one for HSS. Find out more about us www.hss.health.wa.gov.au

HSS VALUES

Our five values underpin everything we do at HSS and act as principles that guide the way we work, how we make decisions and the way we behave:

- We put our customers at the heart of what we do
- We value and care for each other
- We promise, we own, we do
- We will find a way
- We make a difference together

BUSINESS UNIT ROLE:

NurseWest is a Business Area within the Workforce Services Directorate and provides a state-wide, centrally co-ordinated service for the recruitment and deployment of temporary nursing and assistants in nursing to all public hospitals and health services within WA Health. NurseWest offers nurses and assistants in nursing the opportunity to join a government temporary staff pool. The pool allows for flexible modes of employment in public hospitals throughout Western Australia.

NurseWest offers casual shifts in all public metropolitan hospitals and health services and also short term placements for those who wish to work in rural and remote hospitals and health services.

NurseWest currently employs, on a casual basis, approximately 1450 nurses, midwives and assistants in nursing who are equipped to work across all specialties and are available to work across all public hospitals and health service sites. If NurseWest is unable to fill the position with its own staff, it will source staff from external agencies via a panel contract to provide cost effective temporary personnel services to WA Health. These have been designed to meet Government savings objectives and increased efficiencies.

POSITION RESPONSIBILITIES:

HSS Participation (Team):

- Manages and contributes to the well-being and achievements of the team.
- Ensures staff and team members are held accountable for demonstrating the HSS values.
- Sets clear standards for performance, providing support when required and acknowledging individual and team achievements.
- Promotes self-development amongst team members, providing opportunities for further learning.

HSS Participation (Self):

- Maintains the HSS “Think Customer First” culture and demonstrate a constant approach to the organisation, values and behaviours.
- Contributes effectively to business improvement and change management activities.
- Undertakes all duties in accordance with the WA health system’s Code of Conduct, WA Public Sector Code of Ethics, Occupational Safety and Health and Equal Employment requirements, and other relevant legislation.
- Proactively contribute in maintaining the HSS Occupational Safety and Health Management (OHS) Framework.
- Takes personal accountability of own performance, and participates in all performance development activities.
- Collaboratively engages with team members, encouraging discussion whilst harnessing different viewpoints creating positive outcomes for key stakeholders.

Role Specific Responsibilities and Key Outcomes:

- Provides educational leadership and consultancy for the design of educational and training programs / resources, and utilisation of effective teaching strategies.
- Coordinates and provides staff development activities for nursing and NurseWest office staff.
- Designs, implements and evaluates relevant curricular / teaching programs / resources based on best practice.
- Develops, implements and promotes evidence based standards and policies (of direct relevance to this position) that are compliant with relevant professional, industrial and legislative requirements.
- Analyses the research to determine clinical and educational best practice; is consulted on and promotes best practice activities that support the delivery of appropriate educational programs and resources.
- Conducts formal and informal education and training programs. Cultivates mutually beneficial (education) relationships between industry and NurseWest.
- Maintains excellence in interpersonal skills and use of leadership to guide appropriate patient / client care and / or service delivery.
- Promotes and facilitates a multi-disciplinary team approach to decision making.
- Develops innovative techniques for complex problem solving for relevant function and speciality.
- Uses effective change management strategies to improve practice.
- Provides leadership in the coordination and implementation quality improvement activities.
- Implements and maintains performance management activities.
- Operates within the allocated / available budgets for the area of responsibility.
- Develops funding proposals for staff development activities according to analysis of needs and available resources.
- Contributes to the formulation for business plans and strategies to facilitate effective utilisation of allocated human, financial and physical resources consistent with clinical unit, division and corporate priorities.
- Actively participates in the recruitment, selection and orientation of staff.

- Develop and maintain performance management system for NurseWest Nurses
- Develop and implement program of clinical appraisals for NurseWest Nurses
- Conduct and review training needs analysis for NurseWest Nurses and NurseWest office staff
- Develop, implement, manage and review comprehensive Professional Development Program for NurseWest Nurses
- Review, revise and implement mandatory competency programs
- Review and revise training framework in line with organisational goals
- Develop training processes and practices, which can be expanded to include other professional groups

SELECTION CRITERIA:

ESSENTIAL CRITERIA:

1. Eligibility for registration in Division One (as per specialty) with the Nurses Board of Western Australia.
2. Leadership experience of relevance to this speciality.
3. Advanced interpersonal and communication (written and verbal) skills.
4. Extensive clinical / professional knowledge in area of specialty.
5. Extensive knowledge and application of human resource principles.
6. Extensive knowledge and application of research and best practice principles.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment and service delivery.

DESIRABLE CRITERIA:

1. Possession of, or significant progression toward the attainment of a post graduate qualification in area of specialty.
2. Computer literacy: competence with office productivity applications

APPOINTMENT FACTORS

Appointment is subject to:

- Completion of 100 point identification check
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Integrity Check
- Pre-Employment Health Assessment

The details contained in this document are an accurate statement of the deliverables and other requirements of the job.

Version control	Description	CRC Approval Date	Registered Date
Vs 1.0	JDF Amended	Click or tap to enter a date.	4/01/2022