

Clinical Nurse Educator

STATEMENT OF DUTIES

NOVEMBER 2020

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| Number | Generic |
| Portfolio | Schools and Early Years |
| Branch | School Health Nurse Program |
| Section/Unit/School | School Health Nurse Program |
| Supervisor | Nurse Manager - School Health Nurse Program |
| Award/Agreement | Nurses and Midwives (Tasmanian State Service) Award |
| Classification | Grade 6 |
| Employment Conditions | Permanent or Fixed-term, full-time, 38 hours per week/76 hours per fortnight, 52 weeks per year including 4 weeks annual leave. Duties may be undertaken on a part-time basis. |
| Location | Statewide |

Primary Purpose

To facilitate and support the education and development of the School Health Nurse Program including leading and coordinating program delivery across a range of practice settings and learner groups as required that is in line with relevant legislation, standards, guidelines, and organisational policy, to ensure a consistent statewide approach.

Level of Responsibility/Direction and Supervision

Responsible for the effective planning, implementation and evaluation of a range of educational programs and activities for nurses and identified stakeholders in collaboration with the Nurse Manager.

Receives guidance, direction and support from the Nurse Manager – School Health Nurse Program and functions with a degree of autonomy in collaboration with school Principals and other members of the multi-disciplinary team.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

In the delivery of the department's activities, the occupant must ensure that:

- Within the occupant's area of organisational responsibility, appropriate strategies are in place to minimise the risk of fraud; and
- Decisions and actions are made ethically and with integrity, on the basis that such is lawful and reasonable, based on an objective standard; and
- Decisions and actions promote a culture that upholds the rights of children and young people, to keep them at the centre of the Department's work and protect them from harm.

Primary Duties

1. Plan, develop, implement and evaluate nurse education programs and activities in the practice setting, including core and mandatory programs, in collaboration with the School Health Nurse Program leadership team, internal and external education providers, and principals as required.
2. Promote and participate in quality improvement and research activities, including risk management, to facilitate ongoing professional development within a learning and research culture.
3. Maintain documentation of program activities and records of completion in accordance with organisational policy and program requirements.
4. Liaise with principals and local managers and provide advice on matters affecting service delivery.
5. Liaise with the Nurse Manager to provide educational support and evaluation in relation to staff performance and development.
6. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes applicable to an integrated School Health Nurse Program service, including assisting with the development of policies, improvement initiatives and related training.

7. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
8. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Demonstrated ability to apply advanced level knowledge, skills and experience in relation to school health nursing, including the ability to lead change in nursing practice.
2. Demonstrated ability to apply teaching and learning strategies within school environments, including the development, implementation and evaluation of professional development, education and training activities.
3. Sound knowledge of contemporary education, health and professional development issues, and their impact on the knowledge and skill requirements of the nurses and relevant stakeholders.
4. Demonstrated knowledge related to quality improvement and nursing research in the practice environment to implement effective change management strategies and to achieve quality student outcomes.
5. High level written and interpersonal communication skills, with proven ability to function effectively within a multi-disciplinary environment.
6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse

Desirable

- Current driver's licence
- Relevant post-graduate qualifications

Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 973874 – Deputy Director Strategic Recruitment and Payroll
Operations – November 2020
Request:
Date Duties and Selection Criteria Last Reviewed: 11/20 KLC
