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|  | Position Description Version: |

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| **Position Title:** | Learning & Development Manager |
| **Position Number:** | TA0137 | **Cost Centre:** | A4406 |
| **Site/Facility:** | Calvary Health Care Launceston |
| **Department:** | Learning & Development |
| **Enterprise Agreement** | Calvary Health Care Tasmania Nursing Staff Enterprise Agreement 2022 |
| **Classification:** | Registered Nurse Level 3 |
| **Reports To:** | Director of Clinical Services |
| **Date of Preparation:** | May 2016 | **Date Updated:** | March 2024 |
| **Primary Purpose** |
| The role is responsible for the development, implementation and evaluation of learning strategies for both nursing and support staff at Calvary Launceston. The Learning & Development Manager, in collaboration with the Director of Clinical Services, will identify education and training needs that align with Calvary Launceston’s Clinical Services Plan, the National Safety and Quality Health Services (NSQHS) Standards and Calvary National, Education and Training Framework. Overseeing and facilitating workplace learning, this role may be required to engage in clinical teaching, supervision, assessment and support for all staff. The Clinical Nurse Educators, Clinical Nurse/Medical Student Facilitator(s) and Graduate Nurse Coordinator(s), will report to the Learning and Development Manager, who is responsible for ensuring key performance indicators for each position are achieved and that hospital wide training and development needs are delivered within budget targets. |
| Organisational Environment |
| Founded in 1885 by the Sisters of the Little Company of Mary, Calvary is a charitable, not-for-profit, Catholic health care organisation. Our mission is to provide quality, compassionate health care to the most vulnerable, including those reaching the end of their life. With over 18,000 staff and volunteers, we have a national network of 14 Public and Private Hospitals, 72 Residential Care and Retirement Communities and 19 Community Care service centresCalvary continues the mission of the Sisters of the Little Company of Mary, a [mission](https://www.calvarycare.org.au/about/mission-and-values) focused on caring for those who are sick, dying and in need.  We express our values of hospitality, healing, stewardship and respect through “being for others” exemplified by the [Spirit of Calvary](https://www.calvarycare.org.au/about/mission-and-values/) and the example of Venerable [Mary Potter](https://www.calvarycare.org.au/about/heritage/).As an equal opportunity employer, we value diversity and are committed to fostering a workplace that is respectful, welcoming and inclusive where people are supported to draw strengths from their identity, culture and community. We value the integral dignity of each person and we encourage applications from First Nations peoples, people living with a disability, LGBTIQ+ people, people who have come to Australia as migrants or refugees and veterans.Calvary Health Care Launceston incorporates two private hospital facilities: St Vincent’s and St Luke’s. |
| Accountabilities and Key Result Areas |
| ***People and Culture:**** Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements.
* Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary’s values of healing, hospitality, stewardship and respect.
* Educational leadership of clinical staff and support services.
* Leadership, coaching and empowerment of Learning and Development team to deliver operational and strategic educational requirements in defined timeframes.
* Create and role model a positive workplace culture of learning and development.
* Coordinate training and education to facilitate staff to be compliant with mandatory training requirements in line with Calvary national benchmarks.
* Assist departments in developing unit based orientation and ongoing in service education.
* Design and deliver specific training and education as required.
* Acknowledge the value of staff through professional development, participation and contribution to the operational and strategic decision making and provision of resources to enable achievement of service excellence.

***Excellence in Care:**** Maintains current knowledge of nursing and health care best practice.
* Coordinate the development of evidence based educational activities to meet the requirements of Calvary Launceston’s quality initiatives.
* Prompt and courteous response to internal and external customer requirements.
* Maintains a current knowledge of options of care and service provision provided within Calvary Health Care Tasmania.
* Maintains confidentiality and privacy in relation to organizational requirements and patient information.

***Excellence in Service Development and Innovation:*** * Identify specific learning requirements for each department through annual education needs analysis.
* Ensure educational activities are identified, with the needs and expectations of our customers understood.

***Wise Stewardship**** Participate in the development of and effectively manage the education team to meet budget targets.

***Community Engagement:**** Promote Calvary graduate program to universities and the community.
* Participate in expos and open days as required.

***WH&S Responsibilities:*** * Take reasonable care of your own health and safety and the health and safety of others in the workplace.
* Comply with relevant Calvary WHS policies, procedures, work instructions and requests.
* Report to your supervisor any incident or unsafe conditions which come to your attention.
* Observe any additional requirements as outline in Calvary’s WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet).

***Managers responsibilities in regards to Infection Prevention and Control:***Managers are to reduce the risk of patients, health care workers (HCW’s) and visitors from acquiring infections whilst in our care and within the work place, by ensuring compliance to the Infection Control Policies and Procedures. Infection prevention and control (IPC) practices should be reflected in all departments of the hospital in order to ensure, that regardless of the type of patient who passes through the hospital, the objectives are achieved, including:* To prevent patients acquiring infections whilst in our care.
* To control the spread of infection between consumers and healthcare workers.
* To protect healthcare workers in our employ.
* To comply with state and national standards and legislation, including the National Safety and Quality Health Service Standards (NSQHSS), Standard 3: Preventing and Controlling Healthcare Associated Infections (HAIs).
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| **Key Relationships** |
| Internal: | * Director of Clinical Services
* Deputy Director of Clinical Services
* Front Line Managers
* Local and National L&D teams
* Other Calvary hospitals L&D
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| External: | * Professional and Community Organisations
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| **Position Impact** |
| Direct Reports: | * Clinical Nurse Educators and Facilitators
* Graduate Nurse Program Coordinators
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| Budget: | **Click here to enter text.** |
| Selection Criteria |
| **Essential*** Registration with AHPRA and in possession of a current practising certificate.
* Post graduate qualification in education.
* Certificate IV in Training and Assessment.
* Experience in leadership roles.
* Commitment to continue professional development.
* Demonstrated knowledge of current nursing issues and practices pertaining to position.
* Good computer literacy and ability to run reports.
* COVID-19 vaccination is a mandatory requirement unless assessed exempt.

**Desirable*** Previous experience in similar role.
* Post graduate qualification in education.
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| Approvals  |
| Job Holder’s signature: | Date: |
| Manager’s signature: | Date: |