

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Clinical Nurse Educator
<b>Position Number:</b>	520689, 524254
<b>Classification:</b>	Registered Nurse Grade 6
<b>Award/Agreement:</b>	Nurses and Midwives (Tasmanian State Service) Award
<b>Group/Section:</b>	Community, Mental Health and Wellbeing – Child Health and Parenting Service
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	South, North, North West
<b>Reports to:</b>	Assistant Director of Nursing/Manager - Child Health and Parenting Service
<b>Effective Date:</b>	November 2017
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse</p> <p>Current Tasmanian Working with Children Registration</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
<b>Desirable Requirements:</b>	Relevant post graduate qualifications

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

## Primary Purpose:

The role of the Clinical Nurse Educator (CNE) is to facilitate and support the education and development of the nursing and midwifery workforce, including all sets of learners.

The CNE work within a quality and safety framework that fosters the implementation of person centred care, evidence based knowledge, clinical reasoning and research.

In recognition of the requirements of the different settings, the CNE role may incorporate activities associated with transition programs, clinical practice placement programs as a component of pre and post-registration and enrolment courses; and professional development programs.

## Duties:

1. Plan, develop, implement and evaluate nurse education programs and activities in the clinical setting, including core and mandatory programs, in collaboration with the leadership team, internal and external education providers, and coordinators as required.
2. Function as a member of the clinical leadership team within the clinical practice settings.
3. Contribute to the implementation of the strategic reform agenda of the organisation.
4. Support the leadership team in coordinating clinical practice placements for nursing/midwifery students, and nurses/midwives, and ensure educational requirements are met.
5. Maintain documentation of program activities in accordance with organisational policy and program requirements.
6. Promote and participate in quality improvement and research activities, including clinical risk management, to facilitate ongoing professional development within a learning and research culture.
7. Promote and encourage the use of recognised professional standards and competencies including their use as a framework for assessment for all students, registered and enrolled nurses and midwives.
8. Promote client-centred inter-professional learning/education.
9. Liaise with stakeholders to provide educational support and evaluation in relation to staff performance and development.
10. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
11. 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.

## Key Accountabilities and Responsibilities:

Receives guidance, direction and support from the Assistant Director of Nursing/Manager - Child Health and Parenting Service and functions with a degree of autonomy in collaboration with the CHaPS Leadership Team and other members of the multi-disciplinary team.

The occupant is responsible for:

- The effective planning, implementation and evaluation of a range of educational programs and activities for nurses/midwives.

- Liaising with and assisting the CHaPS Leadership Team with education related activities associated with the performance development plan.
- Program delivery across a range of practice settings and learner groups as required.
- Actively participating in his/her own continuing professional development.
- Where applicable, exercising delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Demonstrated advanced level knowledge, skills and clinical experience and the ability to lead change in nursing practice through a quality and safety framework.
2. Ability to apply teaching and learning strategies in the clinical area, including the development, implementation and evaluation of professional development, education and training activities.
3. Sound knowledge of contemporary education, health and professional development issues (inclusive of critical thinking and reasoning, and reflective practice), National Safety and Quality Health Service Standards and their impact on the knowledge and skill requirements of the nursing workforce, and patient care.
4. Holds, or is working towards, relevant post-graduate qualifications and demonstrated application of acquired knowledge to quality improvement and/or nursing/midwifery research in the practice environment to achieve quality client outcomes.
5. High level written and interpersonal communication skills, with proven ability to function effectively within a multi-disciplinary environment with demonstrated computer literacy skills.
6. Demonstrated understanding of workplace safety and principles of workplace diversity, and the legal and ethical considerations related to nursing in the practice area.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).