

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Nursing Director - Education and Research
<b>Position Number:</b>	519433
<b>Classification:</b>	Registered Nurse Grade 8 Level 3
<b>Award/Agreement:</b>	Nurses and Midwives (Tasmanian State Service) Award
<b>Group/Section:</b>	Hospitals North/North West – Primary Health Services Education, Research and Staff Development
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	North West
<b>Reports to:</b>	Executive Director of Nursing/Midwifery - North West
<b>Effective Date:</b>	May 2021
<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><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 qualification

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 Nursing Director - Education and Research (Nursing Director) is a transformational leadership role that is accountable for the overall strategic and operational management of nursing education and training across the North West, as well as supporting interdisciplinary connections, to advance exemplary professional practice and patient outcomes.

In collaboration with Executive Director of Nursing/Midwifery - North West (EDONM), the Directors of Nursing of the North West Regional Hospital, Mersey Community Hospital, and Primary Health including District Hospital sites and Community settings, sets the strategic direction of Nursing and Midwifery education and training for the region to meet the needs of the future, based on extensive knowledge of healthcare systems, workforce development, policy and legislation.

Establishes solid structures and processes to enable the implementation and evaluation of education for undergraduate clinical placement, graduate and nursing staff education programs and general professional development in an environment of strong professional practice to achieve outcomes important to the organisation and communities we serve.

Utilising specialist research skills, champions research within the nursing services and coordinates/supports nurses undertaking research to inform ongoing quality improvement and innovation.

Ensures effective budget and resource management of nurse education activities, to respond flexibly to stakeholder needs and changing circumstance.

Establishes the business case for change based on sound evidence, responsible use of resources and systems thinking to ensure education and training adapts to contemporary clinical practice, best practice teaching and learning concepts, local capacity, and emerging workforce challenges.

## Duties:

1. Promote the North West Nursing/Midwifery Education Unit as a respected centre for the support of excellence in clinical practice, and the Department as a learning organisation.
2. Recruit and manage the performance of a Nurse Education team to deliver excellent education and training that meets the professional development needs of nursing staff across the North West, with regard to innovative ways of working to support staff at disparate remote and very remote sites, and the responses of the interdisciplinary team.
3. Lead and support Nurse and Midwife Educators to establish, implement and evaluate education and training programs that align with clinical need, strategic plans at regional, state, and national level, and prepare the region to meet future health workforce needs.
4. Liaise with the EDONM, senior nurses and midwives for the utilisation and provision of a cost effective education service that supports the professional and workforce development needs of all levels of nurses and midwives.
5. Promote contemporary teaching and learning theory and strategies that best support achievement of learning outcomes for nurses and interdisciplinary teams.
6. Develop and maintain effective working relationships with the Universities and VET sector to facilitate undergraduate, enrolled, and postgraduate programs that reflect the needs of the nursing and midwifery workforce that are effectively integrated into the clinical operation. Ensure effective contract management of external education providers by negotiating arrangements for the provision of highest quality and cost effective education programs and ongoing governance of contracts.

7. Remain abreast of contemporary and emerging trends in nurse education for all categories of nurses, both prior to obtaining their qualifications, and for those actively engaged.
8. Actively progress the evidence base of nurse workforce capacity building, through individual and collaborative research, and leading the decision making, policy development, monitoring and evaluation of professional nursing and midwifery practice, education and research.
9. Champion the development and performance of research by nurse and midwives throughout the North West.
10. Effectively represent the North West nursing workforce, education and research interests at a state and national level.
11. Monitor the quality of educational services, and undertake performance management and staff development of individual educators.
12. Ensure educational policies, standards and teaching practice are compliant with regulatory and ANMC, legal, industrial and professional requirements, and ensure all staff and contractors providing educational and training services have, and maintain, the relevant licences and credentials to provide their service
13. Ensure appropriate information systems are in place for the recording and maintenance of all educational programs and development, introduction and use of information technology to facilitate the delivery of flexible education and learning materials.
14. Participate in hospital wide committees to ensure appropriate advocacy, liaison and communication regarding nursing and midwifery education and practice.
15. Model best practice in clinical education by maintaining clinical links through service development.
16. Maintain well developed teaching competencies and serve as an education role model and resource to Nurse and Midwife Educators.
17. 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:

The Nursing Director - Education and Research will receive advice, guidance, and support from the EDONM and is required to operate autonomously, with a high level of individual responsibility and is directly accountable to the EDONM for the professional standards of nursing and midwifery education. The occupant of this role is responsible for:

- Planning, delivery, and evaluation of nursing and midwifery education and workforce development programs throughout the North West.
- Advising and coordinating the training for nursing students attending for clinical placement.
- Where applicable, exercise 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.

- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participating in and contributing to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

## 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. Advanced and diverse experience and capability in the administration and provision of nursing and midwifery education and training activities including, curriculum design, development and implementation of effective teaching and learning resources, and student assessment and program evaluation, within a continuous quality improvement framework.
2. Demonstrated working knowledge and understanding of adult education principles and contemporary issues in education and health care specific to nursing and midwifery and workforce development.
3. Demonstrated leadership skills and ability to manage human, financial, and material resources.
4. High level interpersonal skills including the ability to communicate and negotiate effectively with a range of internal and external stakeholders.
5. Demonstrated track record in research and the publishing of reports, studies, papers, and research.
6. Demonstrated high level strategic, conceptual, and analytical skills, with the ability to understand the political, social and organisational environment impacting on the Agency and the Hospitals and develop strategic plans for developing workforce capacity.
7. Comprehensive knowledge of legal requirements, including ANMC competence and codes of practice, Work Health and Safety, Equal Employment Opportunity, and relevant policies that impact on the workplace and nursing and midwifery education.

## 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](#).