



POSITION DESCRIPTION

Position Title:	Clinical Nurse Educator
Department:	Nursing
Location:	War Memorial Hospital
Uniting Purpose:	To inspire people, enliven communities & confront injustice
Uniting Values:	Imaginative, respectful, compassionate, bold

Classification:	Clinical Nurse Educator
Vaccination risk category:	A
Award:	War Memorial Hospital (Waverley) Nurses Agreement 2011
Employment status:	Permanent full time
Hours:	Full Time - 76hrs per fortnight

Position reports to:	Nursing Unit Manager
Position Supervises:	NA
Key relationships:	Nursing Team Members, Allied Health Team Members, WMH Executive, WMH WHS & Injury Management Co-ordinator, SESLHD Education networks, Uniting Education networks

POSITION PURPOSE

To provide for the coordination, delivery and evaluation of a dynamic aged rehabilitation clinical nurse education (including programs) at the ward/unit level and with a leadership in education opportunities across the WMH Campus. This includes orientation and/or transitioning for new nursing staff, undergraduate and casual nurses as well as meeting the ongoing educational needs of existing nursing staff of all levels.

This role is central to the senior nurse leadership team on the in-patient unit, alongside the Nurse Unit Manager, Clinical Nurse Consultant and Clinical Care Co-ordinator.

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Waverley NSW 2024
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Provide clinical supervision at the point of care within everyday clinical practice, in line with the ANMC Decision Making Frameworks for Nurses and Midwives. This role also delivers the practical training of the WMH manual handling program with the support of the WMH WHS coordinator.

POSITION OBJECTIVES

- Has a cross campus leadership approach to education with a primary focus on in-patient nursing team
 - Delivers and evaluates clinical education programs for the nursing team amongst a multi-disciplinary team
 - Provides one on one formal and informal education
 - Provides training and support for skill development in clinical procedures
 - Provides information and support for professional development
 - Actively involved in clinical policy development
 - Participates in the evaluation of clinical practice
 - Develops and maintains learning records for all nursing staff
 - Delivers practical Manual Handling training program across WMH campus
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KEY RESPONSIBILITIES

Financial management & awareness:

- Appreciates and advocates for the efficient use of hospital and human resources
- Supports WMH Management in processes and initiatives that deliver optimal education outcomes considerate of business sustainability

Operational processes:

- Implement and evaluate clinical education programs and in-services using evidence based learning for nursing staff, including newly registered/enrolled nurses, nurses transitioning to clinical specialties
- Provide local orientation of all new nurses to the clinical area
- Identify individual learning needs of nursing staff in consultation with the staff member, NUM and other key clinical nursing resources, in order to support individual learning plans
- The clinical assessment of nursing practice relative to Australian Rehabilitation Nursing Association Standards through demonstration of practice, targeted education, and certification of competencies
- Support staff to provide clinical supervision at the point of care within everyday clinical practice
- Develop and maintain clinical educational resources pertaining to the nursing discipline and proactively incorporate Allied Health resources
- Develops and delivers the practical component of WMH Manual Handling programme
- Demonstrated knowledge of healthcare accreditation processes inclusive of National Standards and WHS Profiling requirements
- Maintain awareness of and fulfil responsibilities, authorities and accountabilities as defined by the organisation's WHS management system
- Leads and actively participates in quality management processes and outcomes
- Guides and facilitates access and communication of policies and procedures
- Other duties as delegated by WMH management

Client management & engagement (internal & external stakeholders):

- Actively participate in appropriate professional organisations
- Actively participate in ongoing education initiatives, which could include conferences, post graduate/enrolment education and publication of work undertaken

- Active involvement in activities that promote and engage others in meeting the philosophy, goals, values and objectives of the ward/unit, War Memorial Hospital, Uniting, the Local Health District, and NSW Ministry of Health
- Maintain a high standard of conduct and work performance to promote our reputation with key internal and external stakeholders

People management & teamwork:

- Active participation in the development and review of nursing practice inclusive of patient centered model of care
- Active participation on relevant committees and working groups as required both internal and external
- Act as a role model in communication and behavior and be a learning resource for all nursing staff
- In collaboration with the NUM to encourage and guide staff in ongoing education in resourcing external studies and conferences
- Contributes to the performance review of other nursing staff in liaison with and as requested by nursing management
- Actively engage and participate in the WMH performance management framework and review processes
- Act in a manner which upholds and positively models the organisation's Code of Ethical Behaviour

KEY PERFORMANCE INDICATORS

Financial management & awareness:

- Demonstrates understanding of basic budgetary principles including stewardship of unit and hospital resources
- Delivers care and training with attention to efficient hospital expenditure in mind

Operational processes:

- Delivery of clinical education programs which incorporates formal and informal feedback in evolving the content and scope of subject matter
- Active engagement with NUM, other Senior Nurses and WMH Executive and Clinical Managers
- Reviews feedback from orientation attendees and transitioning nurses
- Evidence of effective communication and working relationships with nursing staff, NUMs, CNCs, other education staff and WMH managers
- Records and supports NUM on compliance with mandatory training requirements
- Planning, development, delivery and evaluation of clinical education programs inclusive of WHS at ward/unit level to address learning needs
- Development of a systematic approach to competency assessment of nursing staff.
- Attendance at monthly SESLHD Education Managers Meetings including initiation of meeting outcomes into nursing education plan
- Nursing staff have learning and development plans aligned to the performance review process
- Evidence of effective communication to staff of opportunities for learning and development
- Demonstrated understanding of clinical teaching & facilitation skills and application of adult learning principles in teaching/learning to promote autonomous learners.
- In collaboration with the WHS & Injury Management Co-ordinator, delivers the Manual Handling Training program across WMH campus equivalent to 1 day/week
- Evidence of training and support for staff in relation to policies and procedures
- Ensure that care is based on the best available evidence and that it complies with organizational, Local Health District, Ministry of Health policies and legislative requirements

Client management & engagement (internal & external stakeholders):

- Contributes to the development of the nursing profession
- Membership of professional associations and participation in initiatives
- Attendance and or presentation at professional conference

People management & teamwork:

- Evidence of training and support for staff in relation to policies and procedures
- Monitors staff compliance with new initiatives and documentation
- Demonstrated commitment to Patient Centered Care Practice development
- Demonstrated commitment to professional development of self and others
- Keep record of and reports back pertinent information from participation on relevant committees and working groups as required both internal and external
- Participate in the formal annual performance review process.
- Contributes to the development of the nursing/midwifery professions
- Membership of professional associations and participation in initiatives
- Evidence of autonomous and accountable work practices

Work Health Safety and Welfare Requirements:

All staff are required to assist in creating and maintaining a safe and healthy work environment by working in a safe and healthy manner, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision.

- Incident rates monitored related to policy and procedure requirements or breaches
- Evidence of training in relation to clinical service provision and policies and procedures
- 100% compliance with mandatory training requirements
- Incident and complaint response and turnaround times are within requirements
- Escalation of issues identified in relation to resources and unit performance
- Evidence that complaint causes are used to remodel service delivery
- Evidence of Quality Improvement outcomes
- Risk assessments are undertaken and documented
- Reporting of incidents related to WHS, infection control and sterilisation issues
- Monitoring of locally agreed Key Performance indicators

PROFESSIONAL SKILLS AND KNOWLEDGE**Qualifications, skills & experience:**

1. Current registration as an RN with the Australian Health Practitioner Regulation Agency (AHPRA) with minimum 2 years post registration experience in a relevant specialty area e.g. aged care, rehabilitation
2. Holds a relevant approved post graduate qualification in education or working towards same or holds Certificate 4 in Training & Assessment or demonstrated commitment to attaining same
3. Effective clinical leadership abilities, including highly developed communication skills (written, verbal, electronic) and demonstrated understanding of healthy team dynamics
4. Demonstrated understanding and experience in the application of the principles of adult learning, competency assessment and attainment through clinical teaching
5. Experience in multidisciplinary collaboration to achieve quality patient outcomes and identify education opportunities

6. Advanced computer literacy including demonstrated ability with MS Office Suite and understanding of hospital information systems
7. Demonstrated knowledge of healthcare accreditation processes inclusive of National Standards and WHS Profiling requirements
8. Understanding of Manual Handling principles and skills

Employee Name:		Managers Name:	Jodie Wason
		Title	Nurse Unit Manager
Date:		Date:	
Signature:		Signature:	

JOB DEMANDS CHECKLIST

Job Title: Clinical Nurse Educator
 Department: Nursing - Morgan Ward
 Assessor: Jodie Wason
 Date of Assessment review: Nov 2022

Service/Unit: War Memorial Hospital
 Manager/Supervisor: Nursing Unit Manager
 Date of Assessment: November 2021

Definitions:

★ Denotes a critical requirement of the job

Frequency

I	Infrequent – intermittent activity exists for a short time on a very infrequent basis	C	Constant – activity exists for more than 2/3 of the time when performing the job
O	Occasional - activity exists up to 1/3 of the time when performing the job	R	Repetitive – activity involves repetitive movements
F	Frequent – activity exists between 1/3 and 2/3 of the time when performing the job	N/A	Not applicable – activity is not required to perform the job

CRITICAL ★	PHYSICAL DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Sitting Remaining in a seated position to perform tasks	X					
	Standing Remaining standing without moving about to perform tasks		X				
	Walking Floor type: even/uneven/slippery, indoors/outdoors, slopes	X					
	Running Floor type: even/uneven/slippery, indoors/outdoors, slopes						X
	Bend/ Lean Forward from Waist Forward bending from the waist to perform tasks		X				
	Trunk Twisting Turning from the waist while sitting or standing to perform tasks	X					
	Kneeling Remaining in a kneeling posture to perform tasks						X
	Squatting/ Crouching Adopting a squatting or crouching posture to perform tasks	X					
	Crawling Moving by crawling on knees & hands to perform tasks						X
	Leg/ Foot Movement Use of leg and or foot to operate machinery	X					
	Climbing (stairs/ladders) Ascend/ descend stairs, ladders, steps, scaffolding			X			
	Lifting/ Carrying Light lifting & carrying – 0 – 9kg		X				
	Moderate lifting & carrying – 10 – 15kg	X					
	Heavy lifting & carrying – 16kg and above						X
	Reaching Arms fully extended forward or raised above shoulder	X					
	Pushing/ Pulling/ Restraining Using force to hold/restrain or move objects toward or away from body		X				
	Head/ Neck Postures Holding head in a position other than neutral (facing forward)	X					
	Hand & Arm Movements Repetitive movements of hands & arms	X					
	Grasping/ Fine Manipulation Gripping, holding, clasping with fingers or hands		X				
	Work at Heights Using ladders, footstools, scaffolding, or other objects to perform work						X
	Driving Operating any motor powered vehicle						X
CRITICAL ★	SENSORY DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Sight Use of sight is an integral part of work performance e.g. viewing of X-rays, computer screen		X				
	Hearing Use of hearing is an integral part of work performance e.g. telephone enquiries			X			
	Smell Use of smell is an integral part of work performance e.g. working with chemicals	X					
	Taste Use of taste is an integral part of work performance e.g. food preparation						X
	Touch Use of touch is an integral part of work performance			X			
CRITICAL	PSYCHOSOCIAL DEMANDS – DESCRIPTION (comment)	FREQUENCY					

*	Assisting ↓	I	O	F	C	R	N/A
	Distressed people e.g. emergency or grief situations		X				
	Aggressive & uncooperative people e.g. drug/alcohol, dementia, mental illness		X				
	Unpredictable people e.g. dementia, mental illness and head injuries		X				
	Restraining Involvement in physical containment of patients/clients	X					
	Exposure to distressing situations e.g. child abuse, viewing dead/mutilated bodies						X
CRITICAL *	ENVIRONMENTAL HAZARDS – DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Dust Exposure to atmospheric dust						X
	Gases Working with explosive or flammable gases requiring precautionary measures	X					
	Fumes Exposure to noxious or toxic fumes						X
	Liquids Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	X					
	Hazardous substances e.g. dry chemicals, glues						X
	Noise Environmental/background noise necessitates people to raise their voice to be heard						X
	Inadequate lighting Risk of trips, falls or eyestrain						X
	Sunlight Risk of sunburn exists from spending more than 10 minutes per work day in sunlight						X
	Extreme temperatures Environmental temperatures are < 15°C or > 35°C						X
	Confined spaces Areas where only one egress (escape route) exists						X
	Slippery or uneven surfaces Greasy or wet floor surfaces, ramps, uneven ground	X					
	Inadequate housekeeping Obstructions to walkways and work areas cause trips & falls	X					
	Working at heights Ladders/stepladders/ scaffolding are required to perform tasks						X
	Biological hazards e.g. exposure to body fluids, bacteria, infectious diseases			X			

Additional Position Requirements/Demands Summary: From the checklist, outline the main requirements or demands of the job. This information will then be transferred to the Position Description. Anything that is frequent and above or identified as critical to the job should be included in the position description.

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Signature of Manager: Date:/...../20.....

☐ I am able to fulfil the above requirements without modification.

☐ I am unable to fulfil the above job requirements and need the following modifications:

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Signature of Employee: Date:/...../20.....