Department of Health and
Tasmanian Health Service

Statement of Duties

Tasmanian Government

Position Title: Clinical Nurse Educator	**Position Number:** 518832	**Effective Date:** July 2020
Group: Hospitals South – Office of the Executive Director of Nursing, Royal Hobart Hospital		
Section: Southern Hospitals	**Location:** South	
Award: Nurses and Midwives (Tasmanian State Service)	**Position Status:** Permanent	
	Position Type: Full Time/Part Time	
Level: Grade 6	**Classification:** Registered Nurse	
Reports To: Assistant Director of Nursing – Education and Assistant Director of Nursing – Research		
Check Type: Annulled	**Check Frequency:** Pre-employment	

Focus of Duties:

The Clinical Nurse Educator (CNE) is accountable for the design, implementation, assessment and evaluation of education programs and providing nursing expertise related to educational issues in meeting the strategic priorities of the Nursing and Midwifery workforce and the Organisation.

This role:

- Leads safe and quality nursing care through the advancement of evidenced based nursing practice in an area of clinical and professional speciality utilising a lifelong learning and development framework.
- Plans, assesses, implements and comprehensively evaluates educational programs to ensure they align with the needs of the Organisation and nursing workforce.
- Works within a Practice Development framework that fosters research, the implementation of evidenced based knowledge and person-centred care.
- Applies high level professional and clinical expertise in collaboration with nursing, midwifery and multidisciplinary stakeholders to enact education and development strategies for nursing and midwifery practice and the Organisation.
- Works in accordance with the strategic direction of Hospitals South and the Organisations Nursing and Midwifery Strategic Framework.

Duties:

1. Education

a) Collaborates with key stakeholders to develop, plan, implement and evaluate nursing education programs that reflect the assessed needs of the nursing workforce and are linked to patient and professional outcomes in the clinical practice setting.

b) Ensures education programs for nurses are designed with a focus on critical thinking, clinical reasoning, problem solving skills, application of clinical judgement and best practice education frameworks to provide safe contemporary nursing care.

c) Works collaboratively with interdisciplinary teams with a focus on creating a positive and supportive learning culture and environment that achieves best practice outcomes for patients, service areas and professional growth for nurses.

d) Facilitates education programs across all levels of nursing that are evaluated for educational and nursing practice effectiveness, and contribution to a culture of organisational and professional learning.

e) Continuously evaluates and improves on educational programs.

f) Facilitates person-centred induction for nurses and collaborates with teams to implement and evaluate frameworks for supervision in practice inclusive of student supervision, preceptorship and mentoring.

2. Professional Practice

a) Demonstrates high level clinical knowledge, skills and utilises expertise in the area of clinical speciality to develop and apply education programs that focus on theory to clinical practice translation.

b) Adheres to relevant guidelines, protocols and systems of work practices as determined by the Organisation.

c) Responsible for ensuring that education programs reflect nursing practice that is inclusive, respectful of learner's capabilities, provide equal opportunity for learning, and are respectful and advocate for nurses, patients and the Tasmanian community.

d) Participates in strategic development of a culture that promotes and supports education, learning and workforce development with a person-centred focus.

3. Communication & Teamwork

a) Develops, through a need analysis process, a continuing nursing education plan that is informed by evidence, nursing management, direct care nurses and broader interdisciplinary teams.

b) Supports organisational strategic priorities through active membership and/or chairing relevant committees/councils as required.

c) Responsible for maintaining confidential and accurate documentation in relation to nursing staff performance.

d) Responsible for ensuring education programs evaluation reports are completed and dissemination to key stakeholder groups.

4. Leadership

a) Functions as a member of the interdisciplinary clinical leadership team.

b) Accountable to the Australian Nursing and Midwifery Board of Australia for own standards, actions and behaviours in relation to nursing and professional practice.

c) Leads and supports others in quality improvement and research activities inclusive of clinical risk management with a focus to facilitate ongoing professional development, learning, research and safety culture.

d) Responsible for maintaining expertise in clinical based education, evidenced based practice and leadership.

e) Mentors nurses to achieve excellence in care through education, innovation in practice and research.

5. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.

6. 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.

Scope of Work Performed:

The incumbent functions with a degree of autonomy but receives guidance, direction and support from Assistant Director of Nursing – Education. As a member of the Hospitals South Nursing and Midwifery clinical leadership team the Clinical Nurse Educator will:

- Contribute towards, and support the implementation of, the broader strategic reform agenda of the Organisation.
- Integrate, as required, the practices of diverse health care disciplines and fields of nursing in the development and delivery of programs for nurses in a range of practice settings and contexts while at the same time, actively participate in his/her own continuing professional development.
- Work within the professional, ethical and practice standards frameworks for nursing and midwifery professions.
- Collaborate with the Nurse Unit Managers, direct care nurses and the broader workforce to develop nursing education programs that are responsive to the unit/service specific professional development plan.
- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

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 of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse.
- 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.

Desirable Requirements:

- Holds, or is currently working towards, postgraduate qualifications in education and/or clinical teaching and learning.
- Holds, or is currently working towards, postgraduate qualifications in the area of clinical/practice speciality as relevant to the position.

Selection Criteria:

1. Demonstrated high level knowledge, skills and clinical expertise and the ability to lead nursing practice through the principles of Practice Development.
2. Ability to apply facilitation skills, learning and evaluation strategies in the clinical context, to further the development of a person-centred culture including the 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 nursing workforce.
4. Ability to evaluate nursing practice with an understanding of best patient healthcare outcomes.
5. High level written and interpersonal communication skills, with proven ability to function effectively within a multidisciplinary context.
6. Demonstrated understanding of workplace safety and the principles of workplace diversity and the legal, ethical and professional practice standards related to nursing practice.

Working Environment:

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at http://www.dpac.tas.gov.au/divisions/ssmo

Fraud Management: The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000.*

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.