

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Clinical Nurse Educator – Transition to Practice
Position Number:	Generic
Classification:	Registered Nurse Grade 6
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Community, Mental Health and Wellbeing – Statewide Mental Health Services
Position Type:	Permanent, Full Time/Part Time
Location:	South, North, North West
Reports to:	Director of Nursing – Mental Health Services
Effective Date:	October 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<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>
Desirable Requirements:	Holds or working towards relevant tertiary 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 Clinical Nurse Educator – Transition to Practice is a member of the nursing leadership team. The role:

- Facilitates and supports the development of the nursing workforce, including inexperienced nursing graduates, in order to contribute to the strategic directions of Agency.
- Plans, implements and evaluates Transition to Practice placements for registered and/or enrolled nurses, including the provision of education and support activities that align with educational plans and organisation and nursing workforce requirements.
- Works within a Practice Development framework to foster research and the implementation of evidence-based knowledge and person-centred care.

Duties:

1. Plan, develop, implement and evaluate Transition to Practice placements and professional support activities for registered and/or enrolled nurses including collaboration with internal and external stakeholders where required.
2. Collaborates with Human Resources and key stakeholders in the recruitment of Transition to Practice nurses.
3. Assist with Transition to Practice performance and development reviews in liaison with Nurse Unit Managers and other Clinical Nurse Educators, ensuring that identified strategies are implemented.
4. Ensure records are maintained in accordance with organisational policy and operational requirements, including documentation related to Transition to Practice activities.
5. Function as a member of the clinical leadership team within the organisation and contribute to the implementation of the strategic reform agenda of the organisation.
6. Promote and participate in quality improvement, research and best practice initiatives including inter-professional learning and education that leads to improved patient-centred outcomes.
7. Participate in and/or chair relevant committees as required, working to achieve organisational goals.
8. Practice in line with, and support others to work within, current work health and safety legislation, anti-discrimination legislation, principles of workplace diversity and the Nursing and Midwifery Board of Australia Professional Practice Framework.
9. 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.
10. 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 Clinical Nurse Educator – Transition to Practice is responsible for the coordination and evaluation of Transition to Practice placements for registered and/or enrolled nurses within the designated area. The occupant of this role works in collaboration with the DON and is responsible for:

- Planning, implementing and evaluating the delivery of a range of educational activities for the nursing and midwifery workforce.
- Functioning with a degree of autonomy in undertaking the role with guidance, direction and support from the DON.
- 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.
- Always comply 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. Advanced level of knowledge, skills, and clinical experience with demonstrated application to the development, implementation and evaluation of professional development and education activities that support quality clinical practice.
2. Sound knowledge of contemporary educational, professional, organisational and health care issues affecting nursing practice and their impact on the requirements for the nursing workforce and the delivery of quality patient/client care.
3. Demonstrated high level written and interpersonal communication skills and proven ability to function effectively and achieve results in a dynamic, multidisciplinary team environment, and to provide leadership when required.
4. Demonstrated ability to apply the principles of quality improvement and practice development and use an evidence base and nursing research to effect change in professional practice.
5. Demonstrated understanding of the professional and legislative requirements that govern practice, including the Nursing and Midwifery Board of Australia Professional Practice Framework, workplace health and safety, anti-discrimination, and diversity.

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](#).