



ROLE DESCRIPTION

Role Title:	Nurse Educator
Classification Code:	Registered Nurse Level 3
LHN/ HN/ SAAS/ DHW:	Central Adelaide Local Health Network
Hospital/ Service/ Cluster	Hampstead Rehabilitation Centre
Division:	Acute and Urgent Care Program
Department/Section / Unit/ Ward:	Care of the Older Person and Community Transition (CO-ACT)
Role reports to:	Nurse Lead CO-ACT
Role Created/ Reviewed Date:	August 2024
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC or DHS) <input type="checkbox"/> Working with Children's Check (DHS) <input checked="" type="checkbox"/> National Police Check (NPC)
Immunisation Risk Category Requirements:	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

Employees classified at this level use their clinical knowledge and experience to provide a corporate support service to nursing practice, which may include but not be limited to areas such as the provision of a range of education, training, learning experiences and materials.

Employees classified at this level accept accountability for the outcomes of nursing education practices, for addressing inconsistencies between practice and policy; and for contributing to a safe and positive work culture in the interest of patient/client outcomes.

Various practice models may be used to enact this role, including but not limited to:

- Providing education and training support to the nursing staff within Care of the Older Person and Community Transition
- Providing education support in a geriatric nursing education and/or training portfolio;
- Coordination and leadership of projects, programs and/or research to achieve improved educational outcomes and/or service delivery.

Direct Reports:

> N/A

Key Relationships/ Interactions:

Internal

- > Maintains close collaborative working relationships with all level 3 and level 4 Nurses.
- > Maintains cooperative and productive working relationships within all members of the health care team.
- > Supports and works collaboratively with less experienced members of the nursing team.

External

- > Maintains relationships with non-government organisations or other government organisations.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Keeping professionally up to date with education methodologies, research and technological advances.
- > Working appropriately and in a culturally respectful way with staff, elderly, children, youth, women and their families where there are multiple complexities, diverse cultural backgrounds and expectations of clients.
- > Support inter-professional education by working collaboratively within the multidisciplinary team and across organisational Divisions/sites.

Delegations:

- > As per the CALHN HR and Finance delegations.

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

General Requirements:

*NB Reference to legislation, policies and procedures includes any superseding versions

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA)* maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act, and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > *Independent Commissioner Against Corruption Act 2012 (SA)*
- > *SA Information Privacy Principles*
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009 (SA)*, *Health Care Act 2008 (SA)*, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.
- > *Health Practitioner Regulation National Law (South Australia) Act 2010*
- > *Mental Health Act 2009 (SA)* and Regulations
- > *Controlled Substances Act 1984 (SA)* and Regulations
- > The Nursing and Midwifery Board of Australia Registration Standards (including the Guidelines and Assessment Frameworks for Registration Standards)
- > The Nursing and Midwifery Board of Australia Professional Practice Codes and Guidelines (including Competency Standards, Codes of Ethics and Professional Conduct, Decision Making Framework and Professional Boundaries)
- > Professional Practice Standards and competencies consistent with area of practice as varied from time to time.
- > SA Health/CALHN/SAAS policies, procedures and standards.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Special Conditions:

*NB Reference to legislation, policies and procedures includes any superseding versions

- > Meet immunisation requirements as outlined by the Immunisation for Health Care Workers in South Australia Policy Directive.
- > **Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.**
- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have the satisfactory Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- > For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCC must be renewed every 5 years from the date of issue; and for "Approved Aged Care Provider Positions" every 3 years from the date of issue as required by the *Accountability Principles 2014* issued pursuant to the Aged care Act 1997 (Cth).
- > For appointment in a *Prescribed Position* under the *Child Safety (Prohibited Persons Act (2016))*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	<ul style="list-style-type: none"> > Integrate contemporary information and evidence with personal experience to support the decision making, innovative thinking and objective analysis that are expected at this level e.g. expert clinical knowledge underpins and informs the ability to support, lead and/or provide expert clinical care; develop and guide appropriate clinical education, and/or provide management activities that contribute to improve and optimise nursing practice. > Contribute to competency improvement and analysis, measurement and evaluation of education and professional development.
Support of health service systems	<ul style="list-style-type: none"> > Use available information systems: to inform decision making, to implement and co-ordinate processes for quality improvement, to monitor and analyse incidents and accidents, to ensure quality and safety is not compromised, to evaluate outcomes and convey information to staff. > Contribute to the development of, implementation of, and monitoring of corporate policies and processes and lead in their area of expertise. > Management of resources with due diligence. > Implement and co-ordinate within span of control, education for quality improvement and continuity within corporate risk management and nursing professional practice frameworks. > Identifying hazards, assessing risks and implementing, monitoring and maintaining hazard control measures. > Maintain productive working relationships and manage conflict resolution. > Plan, coordinate and provide education support for change processes, risk management practices and service improvement activities within the organisation's professional practice, education and administrative frameworks. > Contribute to capability development requirements identified within performance development and succession planning activities. > Coordination and leadership of projects, programs and/or research to achieve improved educational outcomes and/or service delivery.
Education	<ul style="list-style-type: none"> > Hold a contemporary professional practice portfolio containing evidence of postgraduate qualifications, learning and practice experience that underpin a demonstrable application of knowledge and skills commensurate with the level and type of practice expected of the role. > Ensure mechanisms are in place to support ongoing education where work and learning are integrated. > Contribute to the support of undergraduate and post graduate students in clinical placements. > Contribute to the review and management of education/training programs to ensure the achievement of outcome standards and KPIs. > Collaborate with NurseUnit Managers and Nurse Consultants to co-ordinate teaching and learning processes and achieve planned outcomes. > Provide and/or coordinate educational support within the organisation's professional practice, education and administrative frameworks.

	<ul style="list-style-type: none"> > Contribute to the dissemination of information regarding current developments in nursing. > Teach and/or assess specific post-graduate/university course topics in area of own expertise. > Undertake and/or oversee teaching sessions and assessment processes to designated student population. > Development, delivery and evaluation of education programs and materials for all levels of nursing staff and students and promote inter-professional learning. > Development and writing of curriculums that articulate with the Australian Quality Training Framework.
<p>Research</p>	<ul style="list-style-type: none"> > Contribute specific expertise to monitor and evaluate research activities in order to improve nursing practice and service delivery. > Establishing, implementing and evaluating systems, which ensure best practice/evidence and patient/client outcomes. > Applies evidenced based recommendations to improve practice and service function. > Undertake or oversee short term clinical and/or education research projects.
<p>Professional leadership</p>	<ul style="list-style-type: none"> > Provides leadership and direction, acts a role model, mentor, consultant and resource person. > Provide, coordinate and advise key stakeholders on education services. > Contribute to the development of leaders. > Responsible for ensuring that the principles of contemporary research are used in the evaluation of nursing education programs throughout the health network for which the educator is responsible. > Developing systems to support performance development and competency assessment.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Registered or eligible for registration as a Nurse with the Nursing and Midwifery Board of Australia and who holds, or who is eligible to hold, a current practicing certificate.

Personal Abilities/Aptitudes/Skills

- > Innovation, creativity and flexibility that can be applied to an education setting within healthcare.
- > Ability to prepare and undertake presentations of a high standard in a range of educational setting to both community and professional groups.
- > Ability to develop, coordinate and deliver education programs and conduct appropriate evaluations of the programs.
- > Effective leadership skills including highly developed skills in communication, problem solving, conflict resolution and negotiation.
- > Proven ability to perform effectively under pressure and prioritise workloads.
- > Demonstrated ability in leading and promoting consumer engagement initiatives.
- > Ability to support and manage change through the application of education principles and programs.

Experience

- > Registered Nurse with at least 3 years post registration experience.
- > Demonstrated experience and skills in nursing education or staff development.
- > Demonstrated ability to apply relevant education theory to nursing education and practice.

Knowledge

- > Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards.
- > Understanding of alternative methods and techniques in delivering education
- > Knowledge of Quality Improvement Systems as applied to a hospital setting.
- > Knowledge of contemporary professional nursing and health care issues.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Tertiary qualifications (Graduate Diploma or Master level) in Education.
- > Tertiary qualifications in nursing or human services related discipline.

Personal Abilities/Aptitudes/Skills

- > Skills in the use of information technology.
- > Skills in simulated learning environments.
- > Ability to make recommendations based upon health care research to ensure best practice.

Experience

- > Experience in conducting nursing/education research.
- > Experience in educational curriculum development.

Knowledge

- > Knowledge of the South Australian Public Health System.

Organisational Context

Organisational Overview:

At CALHN we are shaping the future of health with world-class care and world-class research. This is fundamental in assisting us to achieve our vision of becoming one of the top five performing health services in Australia and one of the top 50 performing health services in the world within five years.

We are part of SA Health, which is the brand name for the public health system. As a system SA Health's mission is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and Far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Central Adelaide Local Health Network:

Established in July 2011, CALHN is one of five Local Health Networks (LHNs) in South Australia and we are accountable to the Central Adelaide Local Health Network Governing Board. Our board has oversight of our strategy, risk management, governance and performance, and works with our Chief Executive Officer to provide strategic direction for our network.

CALHN is responsible for the following health services:

- > Royal Adelaide Hospital (RAH)
- > The Queen Elizabeth Hospital (TQEH)
- > Hampstead Rehabilitation Centre (HRC)
- > Glenside Health Service (GHS) Psychiatric Intensive Care Unit, Inpatient Rehabilitation Services and Acute beds only
- > Adelaide Dental Hospital (ADH)

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including SA Medical Imaging (SAMI), SA Pathology SA Pharmacy and BreastScreenSA, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW

(Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high-quality patient care is our number one priority, underpinning our goals is good governance, improved patient experience, business operations, efficiency and financial performance and more accountable and contemporary ways of working.

To find out more about CALHN, visit centraladelaide.health.sa.gov.au

Values

Central Adelaide Local Health Network Values

Our values, together with our vision and ambitions provide direction for everything that happens across our network. They outline who we are, what we stand for, what our consumers and their families can expect from us and what we can expect from each other. They guide our decisions and actions.

Values	Behaviours
<i>People first</i>	<ul style="list-style-type: none"> - I am there for my patients and colleagues when they need me most. - I put myself in my patients and colleagues shoes to understand their needs. - I go out of my way to make sure my patients and colleagues achieve the best outcome and have a great experience. - I respect uniqueness in my colleagues, our patients and their families.
<i>Ideas driven</i>	<ul style="list-style-type: none"> - I look and listen to ensure I fully understand the problem and find a solution. - I look for ways to break-down barriers and silos to hear new perspectives and solve complex problems. - I invest in my own learning and look for opportunities to explore and introduce new ideas. - I am interested in critical research and how it informs creative thinking.
<i>Future focussed</i>	<ul style="list-style-type: none"> - I embrace leading practices and use them to evolve our ways of working. - I lead and support change to improve patient and organisational outcomes. - I am constantly on the look-out for opportunities to improve.
<i>Community minded</i>	<ul style="list-style-type: none"> - I put my hand up to lead work that matters. - I am accountable and focused on value. - I value and champion diversity. - I embrace collaboration and constructive partnerships.

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name:

Signature:

Date: