

## Statement of Duties

<b>Position Title:</b> Clinical Nurse Educator/Clinical Midwifery Educator	<b>Position Number:</b> Generic	<b>Effective Date:</b> January 2014
<b>Group and Unit:</b> Tasmanian Health Service (THS)		
<b>Section:</b> Various	<b>Location:</b> North West	
<b>Award:</b> Nurses and Midwives (Tasmanian State Service)	<b>Position Status:</b> Permanent/Fixed-Term	
	<b>Position Type:</b> Full Time/Part Time	
<b>Level:</b> Grade 6	<b>Classification:</b> Registered Nurse	
<b>Reports To:</b> Assistant Director of Nursing – Education and Research		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

- The role of the Clinical Nurse Educator / Clinical Midwifery Educator (CNE/CME) is to facilitate and support the education and development of the nursing and midwifery workforce, including under-graduate, postgraduate, enrolled nursing students and all sets of learners.
- The CNE/CME work within a quality and safety framework that fosters the implementation of person centered care, evidence based knowledge, clinical reasoning and research.
- In recognition of the requirements of the different settings, the CNE/CME role may incorporate activities associated with transition programs, clinical practice placement programs as a component of pre and post-registration and enrolment courses; and professional development programs.
- Work in accordance with the strategic directions of the North West, all health facilities of the North West and the Nursing and Midwifery Education Unit (NMEU) underpinned by a quality and safety framework.

### Duties:

1. Plan, develop, implement and evaluate nurse education programs and activities in the clinical setting, including core and mandatory programs, in collaboration with the clinical nurse manager, internal and external education providers, and coordinators as required.
2. Function as a member of the clinical leadership team within the clinical practice settings.
3. Contribute to the implementation of the strategic reform agenda of the organisation.
4. Liaise with stakeholders in the coordination of clinical practice placements for nursing/midwifery students, and nurses/midwives, to ensure educational requirements are met.

5. Maintain documentation of program activities in accordance with organisational policy and program requirements.
6. Promote and participate in quality improvement and research activities, including clinical risk management, to facilitate ongoing professional development within a learning and research culture.
7. Promote and encourage the use of recognised professional standards and competencies including their use as a framework for assessment for all students, registered and enrolled nurses and midwives.
8. Promote patient-centred inter-professional learning/education.
9. Liaise with stakeholders to provide educational support and evaluation in relation to staff performance and development.
10. Participate in and/or chair relevant committees as required.
11. 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.
12. 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:**

- Responsible for the effective planning, implementation and evaluation of a range of educational programs and activities for nurses/midwives in collaboration with the Assistant Director of Nursing – Education and Research (ADNER).
- Responsible for liaising with and assisting the Nurse Unit Manager/s with education related activities associated with the performance development plan.
- Responsible for program delivery across a range of practice settings and learner groups as required across the North West.
- Responsible for actively participating in his/her own continuing professional development.
- Receives guidance, direction and support from the ADNER and functions with a degree of autonomy in collaboration with clinical line management and other members of the multi-disciplinary team.
- Comply at all times with THS 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.

**Selection Criteria:**

1. Demonstrated advanced level knowledge, skills and clinical experience and the ability to lead change in nursing practice through a quality and safety framework.
2. Ability to apply teaching and learning strategies in the clinical area, including the development, implementation and evaluation of professional development, education and training activities.
3. Sound knowledge of contemporary education, health and professional development issues (inclusive of critical thinking and reasoning, and reflective practice), National Safety and Quality Health Service Standards and their impact on the knowledge and skill requirements of the nursing workforce, and patient care.
4. Holds, or is working towards, relevant post-graduate qualifications and can demonstrate the application of acquired knowledge to quality improvement and/or nursing/midwifery research in the practice environment to achieve quality patient outcomes.
5. High level written and interpersonal communication skills, with proven ability to function effectively within a multi-disciplinary environment. This includes computer literacy skills.
6. Demonstrated understanding of workplace safety and principles of workplace diversity, and the legal and ethical considerations related to nursing in the practice area.

**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 and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

*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 of Health and Tasmanian Health Service have 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 Director HR Management and Strategy 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) with the Department of Health and Tasmanian Health Service 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 of Health and the Tasmanian Health Service 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:* The Department of Health and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.