

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Clinical Nurse Educator - Transition to Practice
Position Number:	508386
Classification:	Registered Nurse Grade 6
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Hospitals South - Office of the Executive Director of Nursing
Position Type:	Permanent/Fixed-Term, Full Time/Part Time
Location:	South
Reports to:	Assistant Director of Nursing - Education
Effective Date:	January 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:	<p>Holds or is currently working towards post graduate qualifications in education and/or clinical teaching & learning</p> <p>Holds or is currently working towards post graduate qualifications in the area of professional speciality as relevant to the position</p>

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 (CNE) Transition to Practice is accountable for the design, implementation, assessment and evaluation of education programs specific to Transition to Practice nurses (newly graduated registered and enrolled nurses). This position provides 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 leading the development of best practice clinical learning environment for Transition to Practice nurses developing lifelong learning.
- Plans, assesses, implements and comprehensively evaluates the educational program and framework for Transition to Practice and ensures it aligns with/the needs of the organisation and nursing workforce strategy.
- Works within a Practice Development framework that fosters research, the implementation of evidenced-based knowledge and person-centred care.
- Applies high level professional expertise in collaboration with nursing, midwifery and multi-disciplinary stakeholders to enact education and development strategies for nursing practice.
- Works in accordance with the strategic direction of the organisation and the Nursing and Midwifery Strategic Framework.

Duties:

Education:

1. Collaborates with key stakeholders to develop, plan, implement and evaluate nursing education programs that reflect the assessed needs of newly registered and enrolled nurses commencing first employment within Hospitals South in the Transition to Practice program/framework.
2. Ensures education programs for Transition to Practice nurses are designed with best practice principles for the transition of a new nurse to novice/beginning enabling the provision of safe contemporary nursing care.
3. Collaborates in the development, implementation and evaluation of precepting education programs and frameworks for the nursing workforce of Hospitals South.
4. Facilitates education programs that provide orientation to the requirements and learning/development needs of Transition to Practice nurses, for nursing staff providing supervision and support to these staff in practice.
5. Undertakes a comprehensive evaluation of the Transition to Practice program/framework with specific reference to outcomes against the Nursing and Midwifery workforce plan and best practice principles for Transition to Practice and newly graduated nurses entering the workforce
6. Facilitates professional and organisational induction for Transition to Practice nurses and collaborates with Transition to Practice nurses and key stakeholders in identifying ongoing professional development and education needs.

Professional Practice:

7. Demonstrates high level knowledge, skills and utilises expertise in Transition to Practice nursing models to develop and apply education programs that focus on theory to clinical practice translation.
8. Adheres to relevant guidelines, protocols and systems of work practices as determined by the organisation.
9. 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.
10. Participates in strategic development of a culture that promotes and supports education, learning and workforce development with a person-centred focus.

Communication & Teamwork:

11. Develops through a need analysis process a continuing nursing education plan that is informed by best practice for support and supervision of Transition to Practice nurses.
12. Collaborates with Nurse Unit Managers, Clinical Nurse Educators and clinical teams for the support and facilitation of Transition to Practice nurses in clinical practice.
13. Supports organisational strategic priorities through active membership and/or chairing relevant committees/councils as required.
14. Responsible for maintaining confidential and accurate documentation in relation to Transition to Practice nursing staff performance.
15. Is responsible for ensuring education programs are evaluated and reports are completed and disseminated to key stakeholder groups.
16. Collaborates with Human Resources and key stakeholders in the recruitment of Transition to Practice nurses to the organisations Transition to Practice Program/Framework.

Leadership:

17. Functions as a member of the interdisciplinary leadership team.
18. Is accountable to the Australian Nursing and Midwifery Board of Australia for own standards, actions and behaviours in relation to nursing and professional practice.
19. 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.
20. Responsible for maintaining expertise in clinical based education, evidenced based practice and leadership.
21. Mentors nurses to achieve excellence in care through education, innovation in practice and research.
22. 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.
23. 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 incumbent functions with a degree of autonomy but receives guidance, direction and support from ADON - Education Hospitals South.

As a member of Hospitals South Nursing and Midwifery leadership team the CNE Transition to Practice will:

- Always comply with policy and protocol requirements, those relating to mandatory education, training and assessment.
- Contributing towards and supporting the implementation of the broader strategic reform agenda of the organisation.
- Integrating, 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 participating in his/her own continuing professional development.
- Working within the professional, ethical and practice standards frameworks for nursing and midwifery professions.
- Collaborates with key stakeholders to develop nursing education programs that are responsive to the nursing workforce needs.
- 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.
- Comply at all times 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. Demonstrated high level knowledge and professional nursing expertise and the ability to lead and evaluate Transition to Practice nurses using the principles of Practice Development
2. Ability to apply facilitation skills, learning and evaluation strategies, 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 in Transition to Practice and professional development issues for newly graduated nurses and their impact on knowledge and skill development in clinical practice
4. Demonstrated ability to mentor and guide Transition to Practice nurses in the development of knowledge, skills, attributes and working towards a lifelong approach to learning in both clinical and professional practice
5. High level written and interpersonal communication skills, with proven ability to function effectively within a multi-disciplinary context and with key stakeholders
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 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](#).