

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Clinical Nurse Educator - District Hospitals
Position Number:	515292, 527327, 527328
Classification:	Registered Nurse Grade 6
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Hospitals North/North West - Primary Health Services
Position Type:	Permanent/Fixed-Term, Full Time/Part Time
Location:	North West
Reports to:	Director of Nursing
Effective Date:	June 2022
Check Type:	Annulled
Check Frequency:	Pre-employment and Recurrent
Essential Requirements:	<p>Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse</p> <p>Current Driver's Licence</p> <p>Current Registration to Work with Vulnerable People (where applicable and as determined by individual position requirements)</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 is working towards, relevant postgraduate qualifications
Position Features:	<p>The positions are in Smithton, King Island or West Coast</p> <p>Travel between rural sites may be a requirement of the role</p>

Note: 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 - District Hospitals facilitates and supports the educational needs and development of the District Hospitals workforce. This involves:

- Planning, implementing and evaluating educational activities/programs to ensure they align with the educational plan and needs of the Agency and District Hospitals workforce.
- Promoting and facilitating the advancement of evidence-based practices within the clinical practice setting.
- Working within a practice development framework that fosters research, the implementation of evidence-based knowledge, person-centred and consumer directed care.
- Incorporating activities associated with transition programs, clinical practice placement programs and professional development programs in recognition of the requirements of the different clinical settings.
- Functioning effectively as a member of the clinical leadership team within the clinical practice setting.

Duties:

1. Plan, develop, implement and evaluate education programs and activities in the District Hospitals setting, including mandatory competency and core requirements programs, in collaboration with the nurse management team, internal and external education providers, and coordinators as required.
2. Facilitate ongoing professional development within a learning and research culture, promoting interprofessional learning.
3. Ensure the maintenance of records in accordance with organisational policy and program requirements.
4. Consult and liaise with the nursing and service managers to provide educational support and evaluation in relation to staff performance development plan(s).
5. Participate in the development, implementation and evaluation of appropriate orientation and preceptorship activities for new staff, for students and for beginning level practitioners.
6. Participate and actively contribute to relevant working groups and committees.
7. Promote and encourage the use of recognised professional standards and competencies, including their use as a framework for assessment of the nursing workforce.
8. 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 - District Hospital receives guidance and direction from the Director of Nursing with support from the Assistant Director of Nursing (ADON) - Education and Research and is responsible for the implementation of relevant educational and professional development programs, service development and leadership initiatives in collaboration with the managers of the assigned District Hospital. This includes:

- Liaising with and assisting nurse/service managers with education related activities.
- Integrating the practices of diverse health care disciplines and fields of nursing in the development and delivery of programs across a range of practice settings and learner groups as required.
- Actively participating in his/her own continuing professional development.
- Functioning with a high degree of autonomy in collaboration with clinical line management and other members of multidisciplinary team.

- Participating in the Clinical Nurse Educator team activities under professional leadership of the ADON - Education and Research.
- Where applicable, exercising 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.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- 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, safeguarding practices for vulnerable people, and related training.

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
 - e. serious traffic offences
2. Identification check
3. Disciplinary action in previous employment check.

*As required by the Commonwealth Home Support Program and/or the Aged Care Act, occupants of this role are required to undertake a conviction check assessment every three years.

Selection Criteria:

1. Demonstrated experience and high-level knowledge and skills in the area of practice, including the development, implementation and evaluation of professional development, education and training activities to a range of District Hospital staff including those in the clinical and non-clinical areas.
2. Demonstrated leadership skills and proven ability to manage and coordinate the activities of others within a multidisciplinary environment.
3. Demonstrated high level communication and interpersonal skills and the ability to adapt and achieve results in a dynamic, multidisciplinary team environment.
4. Demonstrated application of acquired knowledge to quality improvement and/or research in the community setting to achieve quality patient outcomes.
5. Demonstrated knowledge of the legal and ethical requirements of Nursing, the Nursing and Midwifery Board of Australia's competencies and practice standards and Agency Policies including current Work Health and Safety guidelines, anti-discrimination legislation and the principles of workplace diversity.

Working Environment:

- Department of Health is committed to promoting a positive workplace culture.

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](#).