

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Clinical Nurse Educator
Position Number:	Generic
Classification:	Registered Nurse Grade 6
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Hospitals North/ North West - Launceston General Hospital (LGH)
Position Type:	Permanent/Fixed-Term, Full Time/Part Time
Location:	North
Reports to:	Nursing Director
Effective Date:	September 2020
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:	Relevant postgraduate 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 role of the Clinical Nurse Educator is to facilitate and support the development of the nursing workforce by planning, promoting, coordinating, implementing and evaluating education programs in the clinical setting/ward/unit.

Duties:

1. Plan, develop, implement and evaluate nursing education programs and activities in the clinical setting, including core and mandatory programs, in collaboration with the Nurse Unit Manager, internal and external education providers, and coordinators as required.
2. Facilitate ongoing professional development within a learning and research culture, promoting patient centred inter-professional learning, including where delegated to contribute to relevant groups and committees.
3. Ensure the maintenance of records in accordance with organisational policy and program requirements.
4. Consult and liaise with the Nurse Unit Manager to provide educational support and evaluation in relation to staff performance development plan(s).
5. 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 receives guidance, direction and support from the Nursing Director and functions with a degree of autonomy in collaboration with the Nurse Unit Manager and other members of the interdisciplinary team. The occupant of this role is responsible for:

- Effective planning, implementation and evaluation of a range of educational programs and activities for the nursing workforce.
- Consulting, liaising with and assisting the Nurse Unit Manager with implementation of education related activities associated with performance development plan(s).
- Program delivery across a range of practice settings and learner groups as required.
- Actively participating in his/her own continuing professional development.
- Complying at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.
- 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.
- 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.

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 experience and high level knowledge and skills in the area of practice; and ability to apply teaching and learning strategies in the clinical area, including the development, implementation and evaluation of professional development, education and training activities.
2. Sound knowledge of contemporary education theories and practice, health and professional development issues, and their impact on the knowledge and skill requirements of the nursing workforce.
3. Demonstrated ability to develop and apply quality improvement and nursing research strategies in the practice environment to implement effective change management strategies.
4. High level written and interpersonal communication skills, with proven ability to function effectively within an inter-disciplinary environment.
5. Demonstrated understanding of the legal and ethical considerations related to nursing in the practice area.
6. Knowledge and understanding of Safety and Quality and its application within the clinical setting with a demonstrated understanding of Work Health and Safety legislation including practical application.

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](#).