

Statement of Duties

Position Title: Clinical Nurse Educator	Position Number: 517905	Effective Date: April 2016
Group and Unit: Tasmanian Health Service (THS) – Mental Health Services North		
Section: Area Management Unit	Location: North	
Award: Nurses and Midwives (Tasmanian State Service)	Position Status: Permanent	
	Position Type: Full Time	
Level: Grade 6	Classification: Registered Nurse	
Reports To: Nursing Director		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

The role of the Clinical Nurse Educator is to facilitate and support the development of the professional workforce across Mental Health Services North by planning, promoting, coordinating, implementing and evaluating education programs.

Duties:

1. Plan, develop, implement and evaluate clinical education programs and activities in the clinical setting, including core and mandatory programs, in collaboration with the Nurse Unit Manager and Team Leaders, 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 and Team Leaders to provide educational support and evaluation in relation to staff performance development plan(s).
5. 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.
6. 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 jobs at this classification level.

Scope of Work Performed:

- The Clinical Nurse Educator is responsible for the effective planning, implementation and evaluation of a range of educational programs and activities for the clinical workforce.
- Responsible for consulting, liaising with and assisting the Nurse Unit Manager and Team Leaders with implementation of education related activities associated with performance development plan(s).
- Responsible for program delivery across a range of practice settings and learner groups as required.
- Responsible for actively participating in his/her own continuing professional development.
- Receives guidance, direction and support from the Nursing Director and functions with a degree of autonomy in collaboration with the Nurse Unit Manager and Team Leaders and other members of the interdisciplinary 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 and possess specialist tertiary graduate or post graduate mental health/psychiatric nursing qualification; or completed prior to the transfer of nurse education to the tertiary sector, a hospital based training program that resulted in previous registration as a psychiatric nurse by the relevant nurse registration authority within Australia, New Zealand, Canada or the United Kingdom.
- 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.

Desirable Requirements:

- Relevant post graduate qualifications.

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 clinical 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 (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.