

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Nurse Educator</b>		
<b>Division</b>	Nursing	<b>Unit</b>	Staff Development
<b>Campus</b>	Leongatha and Korumburra		
<b>Classification</b>	YW4 – YW5		
<b>Award</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016-2020		
<b>Reports To</b>	Deputy Director of Nursing		
<b>Position Approved By</b>	Director of Nursing Leongatha		

### Position Outline:

The position of Nurse Educator is an exciting and challenging career opportunity within Gippsland Southern Health Service. The Nurse Educator will be required to facilitate educational opportunities at both Leongatha and Korumburra. The role will work closely with Nursing Leadership, including the Deputy Director of Nursing, to whom this position reports.

This position will be primarily responsible for the facilitation of education to staff, administration of the Graduate Nurse Program, Undergraduate Nursing Programs, and the maintenance of evidence based clinical practices/processes.

This objective is achieved by adhering to the following core principles:

- Maintaining professional nursing care for patients, residents and clients.
- Respecting patient, resident, client rights in cooperation with their representatives and other health professionals.
- Ensuring care is provided in accordance with GSHS policies and procedures.
- Ensuring practice is conducted in a way that supports the Occupational Health and Safety principles of GSHS.
- Ensuring nursing services meets all accreditation requirements.

Working with a diverse range of people, you are required to uphold GSHS values and ensure our patients and families are treated with respect and professional care.

### Divisional Context:

The Nursing Division at GSHS is a dynamic team of nurses, personal care attendants, hotel and domestic workers, administrative staff, managers and a variety of key medical practitioners who provide a broad range of acute and nursing-based services to the South Gippsland Shire, including:

- Inpatient care
- Specialist Nursing Services
- Theatre
- Infection Control
- Residential Aged Care
- Clinical Support Services
- Hospitality Services
- Staff Education and Development

**Health Service Context:**

GSHS is a major provider of healthcare in the South Gippsland Shire. GSHS offers a broad range of services that meet the needs of a diverse and sparsely populated area with many small rural communities. With two main acute facilities based at Leongatha and Korumburra, GSHS offers a broad range of specialist, general, acute, subacute, ambulatory, residential aged care and community services.

Although GSHS is made up of a number of sites, they all operate as part of the one organisation and therefore the service profile is informed by the geographical nature of the diverse communities as well as the strategic imperatives of the Department of Health & Human Services.

**Vision, Mission and Values:**

The Values are detailed in GSHS’ Employee Charter and form part of your terms and conditions of Employment as does the Code of Conduct for Victorian Public Sector Employees. GSHS expects all employees to behave in accordance with these requirements at all times whilst employed by the organisation.

<b>Vision</b>
<i>Excellence in Healthcare</i>

<b>Mission</b>
<i>Building a Healthier Community Together</i>

<b>Gippsland Southern Health Service - Values and Behaviours</b>		
<b>Value</b>	<b>Above the Line Behaviour</b>	<b>Below the Line Behaviour</b>
Excellence	<ul style="list-style-type: none"> <li>• Continuous Improvement</li> <li>• Evidence Based Practise</li> <li>• Consistency of Practice</li> <li>• Innovative Practice</li> <li>• High Standards</li> </ul>	<ul style="list-style-type: none"> <li>• Unwilling to Improve</li> <li>• Lack of Innovation</li> <li>• Non-Adherence</li> <li>• Inconsistency</li> <li>• Acceptance</li> </ul>
Individuality	<ul style="list-style-type: none"> <li>• Be Tolerant</li> <li>• Acknowledge Rights</li> <li>• Personalise</li> <li>• Support Individuals</li> <li>• Practice Self Care</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of Respect</li> <li>• Discriminating</li> <li>• Being Inconsiderate</li> <li>• Being Judgemental</li> <li>• Being Dismissive</li> </ul>
Collaboration	<ul style="list-style-type: none"> <li>• Value Teamwork</li> <li>• Involve Others</li> <li>• Actively Listen</li> <li>• Ask and Offer Solutions</li> <li>• Support Decisions and Change</li> </ul>	<ul style="list-style-type: none"> <li>• Poor Communication</li> <li>• Criticising Others</li> <li>• Being Negative</li> <li>• Not Open</li> <li>• Withholding Information</li> </ul>
Accountability	<ul style="list-style-type: none"> <li>• Take Responsibility</li> <li>• Set Clear Expectations</li> <li>• Manage Performance</li> <li>• Results Focused</li> <li>• Ethically Bound</li> </ul>	<ul style="list-style-type: none"> <li>• Blaming Others</li> <li>• Unethical Behaviour</li> <li>• Underperforming</li> <li>• Unreliable</li> <li>• Shirking Responsibility</li> </ul>
Respect	<ul style="list-style-type: none"> <li>• Respect People</li> <li>• Respect Privacy</li> <li>• Respect Property</li> <li>• Respect Views</li> <li>• Be courteous</li> </ul>	<ul style="list-style-type: none"> <li>• Being Rude</li> <li>• Being Negative</li> <li>• Being Disrespectful</li> <li>• Being unhelpful</li> <li>• Disrespecting Property</li> </ul>
Empowerment	<ul style="list-style-type: none"> <li>• Take Initiative</li> <li>• Actively Participate</li> <li>• Ask Questions</li> <li>• Clarify Expectations</li> <li>• Empower Others</li> </ul>	<ul style="list-style-type: none"> <li>• Authoritarian</li> <li>• Discrimination</li> <li>• Blaming Others</li> <li>• Not Sharing</li> <li>• Stifling Development</li> </ul>

## Key Responsibilities

- Promotes an environment that facilitates excellence in nursing practice and individual staff performance.
- Liaise with other Divisions / Department Heads to identify learning needs and making appropriate recommendations to the Directors of Nursing/Executive/Equip Team Leaders.
- Utilises appropriate communication and interpersonal skills to meet psychosocial needs of individuals/groups for whom you are responsible and with and interact in your role.
- Demonstrates ability to work cooperatively with and support the decisions and roles of Executive Director of Nursing and the Director of Nursing - Korumburra Hospital, Assistant Director of Nursing, Nursing Supervisors (incl. cross campus) and NUMs.
- Clearly and promptly communicates any issues of concern related to the work environment and/or clinical practice to the Directors of Nursing.
- Collaborates and participates with other members of the healthcare team, and the individual/group in decision making.
- Facilitate sub regional education.
- Facilitate undergraduate clinical placement through Placeright.
- Manage and recruit to Graduate Nurse Program through Computer Matching.
- Facilitate compliance with mandatory competencies across the organisation.
- Assist with administration of E3 learning.
- Maintains good public relations with client's relatives, friends and the community.
- Communicate openly using 'AIDET' principles (Acknowledge, Introduce, Duration, Explanation, Thank you/Teach back) at all levels ensuring opportunities are available to all.
- Ability to plan, develop and evaluate education programs to achieve best practice.
- Demonstrate ability to develop, manage and maintain systems to improve customer services and deliver best practice.
- Actively participates in the Clinical Risk Review process.
- Participates in relevant committee processes and projects, attends meetings and prepares and submits reports as required.
- Facilitates the flow of information between departments and across campuses.
- Participate in nursing leadership and professional activity forums.
- Undertakes assigned portfolio works to assist the Executive Director of Nursing, the Director of Nursing - Korumburra and the Assistant Director of Nursing in the maintenance of nursing standards and to achieve organisational goals.
- Report and document relevant clinical practice issues pertaining to portfolios of work to the Directors of Nursing.
- Provide accurate and timely monthly reports as requested / required by the DON's / Department Heads.
- Assist with policy & procedure development and review formulations within the Nursing Division and liaise with NUM's to ensure compliance.
- The development and reviews of the patient care process, inclusive of documentation of nursing care plans, nursing histories/assessments and clinical nursing audits.

## Key Selection Criteria:

### Mandatory

- Current registration with AHPRA (Australian Health Practitioner Regulation Agency) – Registered Nurse.
- Current Police Check.
- Senior nursing experience in the acute health environment.
- The ability to promote and support change throughout an organisation.
- Certificate IV Workplace Training & Assessment or the commitment to undertake this course.
- Evidence of ongoing self-development and current ALS competence.
- The ability to plan, develop and evaluate education programs to achieve best practice.
- Excellent people skills with the ability to communicate at all levels.
- A commitment to maintaining and delivering high quality patient care.
- Clinical leadership and education skills.
- Sound knowledge of the health industry operations.
- Good computer skills- Word and Excel.
- Current Driver's License.

## Desirable

- Rural health experience in senior management role.
- Knowledge of legal and ethical requirements.
- Knowledge of health and safety requirements.
- Knowledge of BPCLE, Placeright (formerly viCPlace) and Computer Match.

### Nursing Capabilities

Mapped to the Nursing and Midwifery Board of Australia Standards for Practice for the Registered Nurse.

**Standard 1:** Thinks critically and analyses nursing practice

**Standard 2:** Engages in therapeutic and professional relationships

**Standard 3:** Maintains the capability for practice

**Standard 4:** Comprehensively conducts assessments

**Standard 5:** Develops a plan for nursing practice

**Standard 6:** Provides safe, appropriate and responsive quality nursing Practice

**Standard 7:** Evaluates outcomes to inform nursing practice

### OH&S

Each employee has the right to a safe working environment and they should advise their supervisor of any risk or condition likely to result in accident or injury. Each employee has the responsibility to take reasonable care of their own health and safety, to comply with GSHS OH&S policies and procedures and to participate in appropriate safety education and evaluation activities.

### Policies & Procedures

It is everybody's responsibility to access and have knowledge of the relevant policies and procedures that relate to their employment. All GSHS policies and procedures can be accessed on the intranet site.

### Person Centred Care

Person Centred Care (PCC) is a philosophical approach to how we provide care to patients and interact with other customers, including colleagues. PCC is based on the principles of respect, value of the individual, and the need to deliver service in an environment that supports peoples' physical, emotional, social and psychological needs. PCC is underpinned by a culture of collaboration and partnership and all staff are required to adhere to these principles.

### Values & Conduct

Staff are required to comply with GSHS Employee Charter. The way we behave in the workplace and the manner in which we undertake our job is as important as how we perform the tasks for our role. We expect that all staff will embrace GSHS' Employee Charter and demonstrate these in their daily work.

GSHS operates under the Code of Conduct for Public Sector Employees. This Code of Conduct, together with any professional Code of Conduct relevant to the role being performed, form part of each employee's conditions of employment and it is expected that all staff will familiarise themselves and comply with this Code of Conduct and those relevant to the role they perform at GSHS.

### Child Safety

GSHS is a Child Safe organisation. The GSHS Child Safe Policy and Procedure applies to all staff, volunteers, students and contractors of GSHS. GSHS staff will:

- Protect and promote the health, safety and well-being of all children.
- Recognise vulnerability and identify risk and harm to children early.
- Respond appropriately, effectively and in a timely way to reduce risk and support children and their families to achieve improved outcomes.
- Promote culturally competent and responsive health care.
- Work together with families, community services providers and the statutory system in the best interests of children (DHHS Healthcare that Counts Guiding Principles, 2017).

### Violence & Aggression

GSHS seeks to promote a safe and inclusive workplace and community that are free from all forms of violence and aggression. GSHS staff:

- Are aware that supports are available for GSHS staff and volunteers who may be experiencing family violence.
- Identify, respond to and support consumers impacted by family violence as guided by organisational procedures.
- Identify, report and access support in relation to incidents of occupational violence and aggression.

### **Diversity & Inclusion**

GSHS is an equal opportunity employer. We recruit, employ, train, compensate and promote regardless of race, religion, colour, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.

### **Risk Management**

GSHS supports an organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are to be accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

- Contribute to effective risk management within their area of influence.
- Adhere to organisational risk management policy and procedures.
- Assist in fostering a risk-aware culture and ensure that any staff members in their supervision understand their responsibilities.
- Identify new and emerging risk.
- Contribute feedback to risk management review processes.

### **Professional Development & Performance Management**

Ensures best practice at all times by ensuring that professional skills are regularly updated and mandatory competencies are maintained in accordance with GSHS Policy.

It is a condition of employment that staff participate in the performance review program in accordance with the parameters set out in GSHS policy and procedures.

### **Quality Improvement**

Each staff member has a responsibility to participate and commit to ongoing quality improvement activities.

### **Clinical Supervision**

GSHS' participates in programs designed to provide students with on-the-job training whilst being supervised by an appropriately skilled person. All staff of GSHS are required to provide such supervision from time-to-time.

Registered Health Professionals are required as part of their status as registered Health Professionals to provide clinical supervision from time to time, whether recognised as part of their job responsibilities or not. GSHS expects that the highest standards of best practice will be applied at all times where staff are required to provide clinical supervision to either staff or students.

### **Privacy & Confidentiality**

All GSHS Employees are required to comply with the provisions of the Privacy & Confidentiality Policy and any legislative requirements detailed in the Federal Privacy Act, 1988, the Health Records Act 2001, Section 141 of the Health Services Act Victoria, 1988 and the Freedom of Information (Amendment) Act, Victoria 1999.

All staff are required to read, understand and sign the Confidentiality and Privacy Agreement that sets out specifically what is required, upon commencement of employment. These provisions form part of the terms and conditions of employment and any breach will be subject to disciplinary action as per the Performance Development and Discipline Policies, along with the relevant Enterprise Agreement.

**Additional Requirements:**

To ensure a healthy and safe environment for everyone, smoking is not permitted on GSHS grounds, buildings or vehicles.

All staff are required to provide a current National Police Records Check prior to commencement. A Working with Children Check may also be required for particular positions.

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at GSHS' discretion and activities may be added, removed or amended at any time.*

**Sign-off to verify agreement with this Position Description:**

<b>Incumbent</b>		<b>Date</b>	
<b>Manager</b>		<b>Date</b>	