



POSITION DESCRIPTION

POSITION TITLE:	Inter professional Clinical Educator
DIVISION/DEPARTMENT:	EDUCATION DEPARTMENT
CLASSIFICATION:	RN Grade 4A Teacher
INDUSTRIAL AGREEMENT:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 – 2020 and subsequent agreements.
RESPONSIBLE TO:	Executive Director of Clinical Services
REPORTS TO:	Operational Director Performance Improvement
PRE-REQUISITES:	Registered Nurse with current Certificate IV in Workplace Training & Assessment. Registered Nurse with recent experience relevant to the position A current Police and Working with Children Check. Demonstrated curriculum development and/or project planning skills Demonstrated ability to prioritise and problem solve within a complex workload Demonstrated proficiency in ICT Excellent interpersonal and communication skills Demonstrated ability to work as part of a team Demonstrated ability to work with minimal supervision Demonstrated ability to show initiative
PREFERRED SKILLS:	Postgraduate qualifications or working towards same in advanced nursing practice (education) Demonstrated skills and/or experience in planning and/or facilitating inter professional learning including facilitating simulated learning environments and activities.
OUR PURPOSE:	The purpose of Benalla Health is to facilitate a healthy and resilient community through the provision of integrated, lifelong healthcare services.
OUR VALUES:	Compassion, Empathy, Accountability, Respect and Excellence.

POSITION SUMMARY:

The Clinical Educator is responsible for the overall coordination and/or delivery of education services relevant to the Benalla Health (BH) suite of professional development and training programs. It is the role of the Clinical Educator to work within the context of the overall Performance Improvement team. All educators are required to contribute and/or provide professional leadership in the development of training programs. All educators are required to act as clinical teachers in the facilitation of an organisational training calendar and/or to assist individuals to achieve their professional development goals – this may include support to meet mandatory competency compliance, skill maintenance and/or advancing capacity.

All members of the performance improvement team are required to support and/or lead organisational quality and safety goals and activities as well as to develop and action the Performance Improvement Unit operational plans.

All members of the performance improvement team are required to role model organisational values and commitment to Benalla Health clinical governance.

RESPONSIBILITIES:

Responsibilities of the clinical educator include clinical teaching; professional leadership and professional practice development.

Responsibilities relate to the suite of Benalla Health Clinical Education Programs. Specific portfolios are allocated/confirmed annually. Educator portfolio's include:

- Work experience
- VETiS program
- Undergraduate student placement program across all disciplines and services
- Early graduate nursing program
- Mandatory and/or Required competency program
- Staff Education Calendar including in services, workshops, simulated learning, eLearning and web based activity development.
- Clinical portfolio/train-the-trainer program such as patient handling, BLS/ALS, vascular access
- Post graduate student placement programs

Clinical Teaching

- Contribute to development, delivery and evaluation of
 - Staff orientation program
 - BH Mandatory competency program
 - BH Required training program
 - BH workforce capability and capacity evaluation and advancement
- Mentoring of Clinical Support staff
- Contribution to/delivery of relevant in-service, workshop and other education activities
- Delivery of/contribution to organisational train-the-training programs
- Delivery of/contribution to sessional teaching programs
- Development and review of eLearning resources
- Training reports and performance data analytics

Professional Leadership

- Support/contribute to organisational workforce recruitment and retention strategies as required
- Assist Operational Director for Performance Improvement to identify education needs, plan annual education calendar and evaluate education services at BH
- Contribute to development, maintenance and review of electronic learning and practice development resources

- Support /contribute to initiatives fostering partnerships in education and training including support regional initiatives and training programs as directed
- Contributes to service data collection, records management and data analysis related to education and service performance.
- Support/contribute to performance management frameworks and processes
- Role models a commitment to continuing professional development
- Role models adoption of technology supported learning and practice development opportunities
- Role models compliance with legislative requirements and managing work practices in accordance with award agreements
- Role models compliance with organisational policies, guidelines and risk management practices

Professional Practice Development

- Facilitates best practice in clinical learning environments
- Practices learner and patient centric service
- Facilitates understanding and integration of evidence based clinical practice
- Contribute to development and maintenance of clinical practice policy and guideline documents.
- Contributes in and/or leads organisational action groups
- Contributes to organisational clinical governance
- Contributes to organisational and unit based quality activities
- Promotes/contributes to research

MEASURABLE OUTCOMES:

- Education services reflect best practice in clinical learning environments
- Education programs are developed and evaluated to reflect organisational learning needs
- Strong customer and learner service focus applied to all aspects of the role
- Information is managed in a confidential manner
- Reporting and other program deadlines are met according to funding guidelines and organisational requirements
- Data against education KPI's is up to date and available
- Completion of annual appraisal including development and monitoring of personal learning plan and the achievement of professional goals

SAFETY MANAGEMENT SYSTEMS

In accordance with the current Victorian OH&S legislation and infection control standards, each employee has the responsibility to take reasonable care of their own health and safety by:

- Adhering to Benalla Health's OH&S policies and procedures
- Reporting hazards and injuries
- Participate in OH&S consultation and OHS training
- Cooperate with managers and supervisors to ensure that OH&S responsibilities are met by all
- Not wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk.
- Each Employee is responsible for ensuring that they are fit to perform their duties without risk to the safety, health and well-being of themselves and others within the workplace. This responsibility includes compliance with reasonable measures put in place by the Employer and any related occupational health and safety requirements.

Each employee has the responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.

Please refer to Benalla Health's Occupational Health & Safety Responsibilities Guideline

QUALITY & RISK

Benalla Health is accredited by an independent Accreditation Agency. All staff are required to actively participate in quality improvement activities.

POLICY & PROCEDURES

It is every employee's responsibility to access and have knowledge of relevant policies and procedures that relate to their employment. All organisational-wide policies and procedures can be accessed on the BH Intranet site.

CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than in the performance of duties for which the person is employed. The employee is bound by the Information Privacy Act 2000, Aged Care Act 1997 and the Health Records Act 2001.

MANDATORY ORGANISATIONAL COMPETENCIES

In accordance with current legislative requirements, all employees have a responsibility to ensure they successfully complete the mandatory and required competencies as prescribed in the Benalla Health Training Policy and Calendar.

CONSUMER ENGAGEMENT

Benalla Health employees are responsible for meaningful consumer participation so that consumers, carers and community members are active participants in the planning, improvement and evaluation of health services.

This will be demonstrated by:

- New staff attending staff induction forum where the value of partnering with consumers/carers and community members is discussed.
- Evidence that consumers and their significant others are involved in the development of their own care plans and
- Completion of annual competencies that includes the importance of partnering with consumers/carers and community members.

PREVENTION AND RESPONSE TO FAMILY VIOLENCE

It is a basic human right to be respected as an individual. Benalla Health supports this fundamental right through advocacy for the prevention and awareness raising of family violence. Benalla Health is committed to the elimination of Violence.

Each employee at BH will be expected to demonstrate their commitment by:

- Gaining knowledge and the ability to implement a brief intervention to identify and respond to family violence, underpinned by principles of sensitive practice.
- Actively participate in education and events supporting 'the prevention and response to family violence in our organisation and the community.
- Positively contribute to workplace safety and moral.
- Be able to confidently address issues that arise regarding Family Violence for clients and colleagues.

PERFORMANCE REVIEW & DEVELOPMENT

A performance review & development plan will be carried out three months post appointment and thereafter at least once a year. The position description will form the basis for the review. If performance does not meet expectations or additional staff development/guidance is required,

performance reviews will be carried out more frequently. The employee can request additional performance reviews at any time in writing.

EMPLOYMENT CONDITIONS

HOURS: The services provided by this organisation are offered to the community on a 24 hour day, 7 days per week basis. We will endeavour to meet individual preferences and needs however the incumbent acknowledges that this may not be possible in all instances.

ROSTERS: The organisation has a pro rata request based system for roster management that allows Division 1 Registered Nurses to have input into their roster. As a result, sub clause 30.5 (Change of Shift Allowance) of the NURSES (Victorian Public Health Sector) Multiple Business Agreement 2007 – 2011, is limited to the payment of a maximum of 2 Change of Shift Allowances per fortnight.

This document provides a summary of the role and duties of the position and forms the basis for periodic review of departmental and individual performance.

As an occupant of this position, I have noted this statement of duties and agree to perform the duties indicated and observe all requirements of the organisation's Policies and Procedures.

EMPLOYEE'S NAME: _____
EMPLOYEE'S SIGNATURE: _____
DATE:/...../.....

MANAGER'S NAME: _____
MANAGER'S SIGNATURE: _____
DATE:/...../.....

CREATED: Manager, Education & Research Unit February 2011
REVISED: EDCS January 2020

Benalla Health

Aligning behaviours to our Values and Code of Conduct

Compassion

Empathy

Accountability

Respect

Excellence

In our team we ...

<p>are kind to each other</p> <p>are forgiving</p> <p>respect personal space</p> <p>seek clarity where there is uncertainty</p> <p>maintain confidentiality for those in our care and those we work with</p> <p>encourage and support each other to discuss issues</p> <p>ensure open consultation and two-way communication</p> <p>use eye contact and our tone of voice to demonstrate we are actively listening to the others perspectives</p> <p>we see the person as being separate from any unacceptable behaviour</p>	<p>ask others 'how can we help'</p> <p>act to include each other</p> <p>seek to understand the facts</p> <p>will support those who admit errors</p> <p>pull together especially in tough times</p> <p>have patience for those who are learning</p> <p>are safe to question and be inquisitive</p> <p>report incidents and mistakes recognising we work in a 'just' culture</p> <p>promote a culture of continuous improvement</p> <p>summarise what we have heard to demonstrate our understanding</p> <p>have fun</p>	<p>are honest and reliable</p> <p>do what we say we will do</p> <p>are honest with each other</p> <p>call below the line behaviour</p> <p>reflect on our own behaviour</p> <p>acknowledge problems and seek and/or offer a solution</p> <p>have the courage to speak up and use our voice</p> <p>will comply with reasonable directives</p> <p>follow policies and procedures including rostering rules</p>	<p>acknowledge the views, opinions, beliefs and ideas of others</p> <p>say thank you</p> <p>manage each other up</p> <p>encourage robust discussion</p> <p>smile and greet each other</p> <p>acknowledge people from culturally diverse backgrounds</p> <p>turn up on time</p> <p>apologise when we have hurt others and/or have been below the line in our behaviour</p> <p>model and demonstrate polite behaviour</p> <p>use AIDET when we communicate</p> <p>follow our organisation's dress code and dress appropriately</p>	<p>have a 'can do' attitude</p> <p>work hard</p> <p>choose our attitude</p> <p>encourage innovation</p> <p>lead by positive example</p> <p>work as a team</p> <p>acknowledge when we are wrong</p> <p>encourage each other to be the best we can be and celebrate each other's achievements</p>
--	--	---	--	---

In our team we do not ...

<p>accept negative comments about others efforts</p> <p>withhold or deliberately make information inaccessible</p> <p>use or threaten to use violence - even in jest</p>	<p>say this is the way we have always done it</p> <p>judge a book by its cover</p> <p>tolerate angry, aggressive behaviour</p> <p>negatively criticise and judge another's performance</p> <p>actively avoid the reporting of events, incidents or issues</p> <p>actively or passively resist change</p> <p>misrepresent or selectively interpret facts</p>	<p>waste time</p> <p>turn a blind eye to poor practice</p> <p>expect other people to clean up our mess</p> <p>openly complain to everyone else except the most appropriate person who could fix the problem or issue</p>	<p>participate in, contribute to or encourage the rumor mill and gossip</p> <p>dismiss other people's opinions and contributions or put down their ideas</p> <p>manage each other down</p> <p>tolerate sexist behaviour or language</p> <p>use unprofessional or inflammatory language such as swearing</p> <p>raise our voices in patient care areas</p> <p>see ourselves as being more important than someone else</p> <p>respond with negative body language such as rolling eyes, huffing/puffing, negative tone of voice, crossing arms or shrugging shoulders</p> <p>talk down and be condescending to others</p>	<p>watch the clock</p> <p>ignore call bells or ringing phones regardless of who is allocated what duties</p> <p>blame others for our actions</p> <p>put our personal likes or dislikes above the needs of the team and our professional responsibility</p>
--	---	--	---	--

Our standard is what we choose to walk past ...