



POSITION DESCRIPTION

- POSITION TITLE:** Clinical Educator
- DEPARTMENT:** Education Department
- CLASSIFICATION:** RN Grade 4A Teacher (YW4-YW5)
- INDUSTRIAL INSTRUMENT:** Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016-2020 & subsequent agreements.
- REPORTS TO:** Operational Director – Performance Improvement
- PRE-REQUISITES:**
- Essential:**
- Current Registration with the Nurses and Midwifery Board of Australia and AHPRA **or** Membership of Relevant Professional Body.
 - Certificate IV in Workplace Training and Assessment.
 - Recent experience relevant to the position.
 - Current Police Check.
 - Current Working with Children Check.
 - Current Flu Vaccination (evidence required).
- Desirable:**
- Postgraduate qualifications or working towards same in advanced nursing practice (education).
 - Demonstrated skills and / or experience in planning and / or facilitating interprofessional learning including facilitating simulated learning environments and activities.
- KEY SELECTION CRITERIA:**
- 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.

OUR PURPOSE:

The purpose of Benalla Health is to care for our community by providing safe, high quality healthcare for everyone.

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

Professional Practice Development

- Facilitate best practice in clinical learning environments.
- Practice learner and patient centric service.
- Facilitate understanding and integration of evidence based clinical practice.
- Contribute to development and maintenance of clinical practice policy and guideline documents.
- Contribute in and / or lead organisational action groups.
- Contribute to organisational clinical governance.
- Contribute to organisational and unit based quality activities.
- Promote / contribute 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.
- Participating in OH&S consultation and OH&S training.
- Cooperating with managers and supervisors to ensure that OH&S responsibilities are met by all.
- Not wilfully interfering 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 measure put in place by the employer and any related OH&S 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.

POLICIES & 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 Benalla Health Intranet site.

RISK MANAGEMENT:

All staff have a responsibility to identify and report risks in their workplace. All staff are required to participate in risk management training identified as relevant to their position and level of employment.

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 competencies as prescribed (on commencement, annually, every two years or as otherwise stated).

Refer to the organisations mandatory training policy for full details.

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 Benalla Health 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 morale.
- 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.

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.

This position description is subject to review and amendment at any time, as appropriate and as approved by the relevant Director.

To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on hospital grounds, in buildings and offices or in any vehicle.

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: February 2011
REVISED: June 2021

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 rumour, 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 ...				