

Position Description: Clinical Nurse Educator

Organisational - Passion, Purpose, Principles

- Our **Passion** is social inclusion for people with disability
 - Our **Purpose** is to build extraordinary lives, supporting people with disability to be well, have a home, choose a career, learn new skills, participate in their community and enjoy a full life.
 - We live by our **Principles** of inclusiveness, stewardship, extraordinary outcomes and ethical practices
-

Primary Purpose of the position

Clinical Nurse Educators (CNEs) play a critical role in the professional development of direct care workers, nurses and registered nurses by maintaining and advancing nursing practice, complex care skills and building the clinical competence of staff thereby ensuring safe and effective care delivery.

Accountabilities

- Contribute to the development of Achieve Australia's (AA's) Clinical Governance Framework which encapsulates the models of care adopted by AA which includes delegated nursing duties to non-registered staff ensuring that they have the required skills or competency level in delegated duties aligned with state and territory legislation, industrial instruments, Nursing and Midwifery Board of Australia's (NMBA's) Professional Practice Framework and the NDIS Practice Standards and Quality Indicators.
- Work with the Quality and Practice Leadership Team through the Clinical Educator (Organisation) and Practice Lead (Clinical Support) to support our commitment to high level clinical education and training.
- Contribute to the development and implementation of orientation and induction of new care staff, including roles and responsibilities in keeping with organisation policy and procedures.
- Take on a leadership role in providing hands on educational support and clinical teaching to nursing and care staff and graduate nurses and nursing students as required.
- Initiate, participate and contribute to the development of clinical knowledge and skills of new and existing clinical care teams.
- Promote a high standard of evidence based clinical care to all clients, through dissemination of current best practice knowledge.
- Contribute to the development, management and of an education and training needs analysis for all clinical care staff on an annual basis.
- Contribute to the development and implementation of approved Clinical Education Plans including specialist clinical training to meet short, medium, and long-term requirements of AA's client cohort such as Specialist and Complex Disability Care, Chronic Disease Management, Mental Health and Palliative/End of Life Care.
- Recommend high quality and suitable training providers and resources to the Practice Lead (Clinical Support) to maximize the modality of training and options available to staff to meet and strengthen their competencies across High Intensity Personal Activities (HIPA) as a minimum.
- Deliver our annual calendar of professional development and clinical education activities to meet the clinical care needs and service outcomes for clients that reflect evidence-based practice and meet and exceed the NDIS Practice Standards and Quality Indicators. This includes regular clinical care competency reviews, clinical skills training, assessments and simulations, and certification of competency.
- Establish and maintain reference libraries for use by staff in supporting their ongoing professional development using a combination of physical and online references / resources on AA's Clinical Resource Hub.

- Support the development and provision of CPD activities for registered and enrolled nursing staff in collaboration with the Clinical Educator (Organisation).
 - Conduct clinical skill assessments and competencies in keeping with our Mandatory Training Procedure and Matrix to ensure consistent quality of clinical practice across all staff.
 - Provide staff with an opportunity to proactively pursue learning and development opportunities that address their identified job performance requirements.
 - Support staff to identify their learning needs, strengths, limitations, and assist /mentor them to select learning opportunities that will build on strengths and overcome limitations.
 - Support the ongoing clinical development of care staff through mentoring or direct supervision as appropriate when further development is identified.
 - Participate in internal and external audits and reviews to monitor and improve client care and actively contribute to quality improvement initiatives as required by the Practice Lead (Clinical Support).
 - Promote the use of AA's Talent Management System (TMS) to ensure clinical education and training records are centralised. This includes mandatory and practical training records for all initiatives and programs identified within the training and competency framework.
 - Provide analysis of monthly reports to management that identifies compliance with internal education, training plans and other regulatory requirements.
 - Provide key training metrics that confirm staffs' compliance with AA's Clinical Governance Framework and with regulatory compliance requirements.
 - Mentor and act as a professional role model demonstrating clinical leadership and a positive learning culture in relation to clinical skills and knowledge, supporting AA staff and management teams.
-

Challenges of the position

- Position provides opportunity to be involved in influencing, changing practice, structures and systems within the organization by promoting a learning culture by creating a Clinical Education and Professional Development Framework specific to learning needs of staff at AA.
 - Provides opportunity to serve as a role model, providing the leadership required and needed to implement evidence-based practice, developing / ensuring compliance with both professional and national standards.
 - Clinical Nurse Educators are critical players in assuring that quality educational experiences are designed to prepare the nursing and AA's general workforce for a diverse, ever-changing care environment where complex care tasks and routines are managed safely and effectively.
 - Opportunity includes access to cutting-edge knowledge that has and will continue to result as AA continues to invest and partner in research, with opportunities to collaborate with health professionals, providing an intellectually stimulating workplace and flexible work scheduling.
-

Reporting lines

- Reports to: Practice Lead (Clinical Support)
- Direct Reports: Nil
- Indirect Reports: Nil

Financial and Operating Limits

- Budget: TBA
- Operating Limits: As per Achieve Australia Policies and Procedures and Chart of Delegation

Internal Relationships

Accommodation and Community Living Services, Commercial Enterprises, Day Programs, Pathways Team, Corporate Services Teams including Executive Team, Senior Leadership Team, People, Performance and Culture Team and Quality and Practice Leadership Team.

External Relationships

- Membership of approved internal and external appropriate committees and networks
 - Opportunity to contribute to research by partnering with Universities
-

Essentials

- Demonstrated experience in managing a quality management function
 - Current Authority to Practice as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA)
 - Certificate IV in Workplace Training and Assessment or equivalent is desirable
 - Experience in providing education, mentoring and support to staff in their current workplace
 - Demonstrated commitment to clinical and professional development
 - Demonstrated advanced written and verbal skills
 - Sound theoretical knowledge and demonstrated experience in utilizing a range of teaching and learning strategies to support staff development including eLearning platforms
 - A minimum of 5 years post basic registration experience and evidence of ongoing professional development as reflected in Professional Practice Portfolio
 - Evidence of professional leadership and updating of own clinical competencies to ensure education and training delivery is in line with current best practice
 - Advanced computer skills and use of software programs to develop and deliver education and training, maintain training recipient data, and generate reports
 - Ability to travel to various locations across Greater Sydney.
-

Capabilities

Achieve Australia Capability Framework - As part of their role, must meet Level 3 descriptors relating to People Skills, Delivery Skills, Ethics and Professionalism and Thinking Skills in the Achieve Australia Capability Framework.

1. Person-centred practice – *Putting clients at the centre of their own service by helping them to make choices, plan goals and have extraordinary lives.*

2. Communication and collaboration – *Building trust and positive relationships by working in partnership with clients, co-workers and others and communicating with clarity and respect.*

3. Evaluation, observation and decision making/problem solving – *Finding solutions to problems by identifying issues, gathering evidence and generating ideas.*

4. Health, Safety and Crises Management/Governance – *Identifying and managing risks to provide Achieve clients and staff with a safe, healthy and compliant / sound environment.*

5. Community inclusion – *Making sure Achieve clients have the best opportunity to learn, work and do well in their community.*

6. Personal qualities – *Having the attitudes, beliefs and approaches that support Achieve's passion, purpose and principles.*

Leadership Capabilities – the leadership capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

1. Shapes Strategic thinking including: *inspiring a sense of purpose and direction; focusing strategically, and showing judgment, intelligence and common sense.*

2. Achieves Results including: *building organisational capability and responsiveness; harnessing professional expertise; steers and implements change and deals with uncertainty; and ensures closure and delivers on intended results.*

3. Cultivates productive working relationships including: *nurturing internal and external relationships; facilitates cooperation and partnerships; values individual differences and diversity; and guides, mentors and develops people.*

4. Exemplifies personal drive and integrity including: *demonstrating professionalism and probity; commits to action; displays resilience and adaptability and demonstrates self awareness and a commitment to personal development.*

5. Communicates with influence including: *communicating clearly; and listens, understands and adapts to audience.*