

POSITION DESCRIPTION

Position Title:	Nurse Educator
Grading:	Nurse Educator - Level 1
Status:	Part Time – as per contract
Location:	Newington
Responsible to:	Manager Education
Responsible for:	Nil

Our Organisation

Family Planning Australia is the leading provider of reproductive and sexual health services in NSW. As an independent not-for-profit organisation we offer expert clinical care, information and advice for every body in every family as well as education and training and evidence-based research to support doctors, nurses and other professionals.

Family Planning Australia is committed to excellence in meeting the reproductive and sexual health needs of the community. We achieve this by providing best practice, accredited clinical services, enhancing the knowledge and skills of service providers, improving the body of knowledge about reproductive and sexual health through rigorous research and evaluation, and leading international development projects to promote the rights of marginalised people in developing countries.

Position Overview

The Nurse Educator will contribute the development, coordination, delivery and evaluation of clinical and multidisciplinary courses, workshops and seminars for both Family Planning Australia clinical staff and external course participants. In addition, the Nurse Educator is expected to be responsible for clinical service delivery and may be responsible for providing supervision to course participants in Family Planning Australia Clinical Services.

The Nurse Educator will work directly with the Lead Nurse Educator, Lead Medical Educator, other Nurse Educators, the Clinical Education Coordinator and Manager Education, and liaise with the Medical Director, Family Planning Australia Clinical Services, Education Officer Compliance, Educational Designer, clinicians and subject matter experts to achieve this goal.

The Nurse Educator will be responsible for clinical course delivery, updating course content with support of the team and will also work on other educational projects as directed.

It is expected the Nurse Educator will undertake some weekend and after-hours work.

Some overnight travel is expected.

Selection Criteria

Essential

- Registered Nurse (NSW)
- Family Planning Australia Certificate in Reproductive and Sexual Health or equivalent
- Clinical practice experience in reproductive and sexual health
- High level communication skills (written, oral, liaison, negotiation and presentation) to support updating clinical learning material to scope of practice
- Experience in the planning, development, delivery and support of education programs, including online courses
- Demonstrated ability to work as part of a multidisciplinary team

- Computer literacy to create PowerPoints and use Zoom
- Evidence of Family Planning Australia mandatory vaccination requirements
- Must have Australian working rights

Desirable

- Understanding of adult learning principles, teaching methodologies, curriculum development and evaluation processes
- Certificate IV in Training and Assessment or willingness to obtain

Other requirements

- A Criminal Record Check and/or Working with Children Check is/are required prior to commencement in this role

Values

- FPA is a pro-choice organisation
 - Staff are expected to fully support an individual's right to choose regarding their pregnancy, whether that be parenting, adoption/foster care or abortion
 - As an abortion service provider, all staff at FPA are expected to actively participate in the provision of abortion services within the full scope of their role.
- Must support the Family Planning Australia values that champion the rights of every individual to make their own choices concerning their sexual and reproductive health and rights; in support of this we are:
 - Compassionate
 - Collaborative
 - Empowered
 - Bold

Key Responsibilities

- Maintain a high standard of education delivery in courses, workshops and seminars delivered by Family Planning Australia Coordinate and/ or liaise with the Clinical Education Coordinator to manage course enquiries, support course participants throughout the course, including online space, face to face and clinical components
- Liaise with the Lead Nurse Educator and Clinical Education Coordinator regarding educational, quality and administrative processes
- Support the marketing effort to promote Family Planning Australia courses, workshops and seminars
- Contribute to the Continuous Course Improvement Process

Clinical

- Maintain clinical competence in contemporary reproductive and sexual health practice by participating in Family Planning Australia clinics

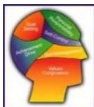
Financial and resource management / administration

- Maintain appropriate resource allocation, and effective management and administrative practices, in accordance with organisational policies, processes and delegations of FPA.

Work health and safety

- All employees are responsible to ensure they work in a manner which minimises the risk of injury to themselves, other workers, clients and visitors
- Managers are responsible for ensuring that safe work practices are in place and all employees abide by safety instructions
- Any potential risk should be reported to the employee's manager immediately for investigation and remedy
- Any breaches of safety procedures must be reported through the incident management procedures and any employee found breaching safety requirements will be subject to disciplinary action which may include termination of employment

Family Planning Australia Capability Framework

Capability Group	Capability Name	Level Descriptor
Personal Attributes 	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	Advanced
	Act with Integrity Be ethical and professional, and adhere to the Family Planning Australia values	Adept
	Manage Self Show drive and motivation, a measured approach and a commitment to learning	Advanced
	Value Diversity Show respect for diverse backgrounds, experiences and perspectives	Adept
Relationships 	Communicate Effectively Communicate clearly, actively listen to others and respond with respect	Advanced
	Commit to Customer Service Provide customer centric services in line with organisational objectives	Adept
	Work Collaboratively Collaborate with others and value their contribution	Advanced
	Influence and Negotiate Gain consensus and commitment from others and resolve issues and conflicts	Advanced
Results 	Deliver Results Achieve results through efficient use of resources and a commitment to quality outcomes	Adept
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	Adept
	Demonstrate Accountability Be responsible for own actions, adhere to legislation and policy and be proactive to address risk	Adept
Business Enablers 	Finance Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	Advanced
	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management Understand and apply effective planning, coordination and control methods	Adept

Verification

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Position holder:

Name:

Signature:

Date:

Supervisor:

Name:

Signature:

Date:
