

POSITION DESCRIPTION

Clinical Nurse Educator (FTE 0.6)

1. POSITION OBJECTIVES

- To actively promote best practice and compliance through staff development and education ensuring optimal outcomes for residents and clients.
- To provide training, mentoring and support to new staff through the orientation and induction program.
- To plan and facilitate education programs for Lodge and Community Care, care and clinical teams.
- To support and mentor care and clinical student placements.
- To plan and manage RN new graduate programs.
- Support the resident's enablement and empowerment care philosophy at Banksia Lodge.
- Support the evolution of care as resident's frailty increases.

2. SCOPE

The role of the Clinical Nurse Educator is to coordinate the assessment, development, implementation, support and evaluation of the education and training needs of staff and students working in the Lodge and Community Care.

3. REPORTING

The position reports to the Human Resource Manager.

4. DUTIES & RESPONSIBILITIES

4.1 Staff Orientation & Induction

Main duties

- Conduct in conjunction with HR, the orientation and induction of all new staff in Lodge and Community Care.
- Oversee the mentoring and buddy program including the orientation training provided to all new staff.

- Conduct orientation competency assessments of all new staff identifying any areas requiring additional training and support.
- Maintain contact with new staff throughout induction period.

4.1 Staff Education

Main activities

- Identify learning and education opportunities for care and clinical staff.
- In consultation with HRM, develop annual staff training calendar.
- In consultation with HRM, develop, plan, implement and facilitate education programs.
- Support staff through mandatory training programs.
- Participate in the research and evaluation of programs and resources to deliver to care and clinical staff.
- Develop and maintain clinical education resources.
- Provision of planned and adhoc in-service clinical training to care and clinical staff.

4.2 Support Student Placements

Main activities

- Liaise and maintain relationships with RTO's and universities on placement requirements
- Plan, schedule and coordinate student placements
- Provide mentoring and support during student placement
- Completion of competency documentation as required

4.3 New Graduate Program

- Liaise, build and maintain relationships with RTO's and universities to continually attract new graduates to the aged care sector.
- Participate in the selection and orientation of new graduates.
- Support, mentor and assess competencies of new graduates as they transition through the program.

4.2 General Duties

Main Activities

- Demonstrate a commitment to continuing professional development.
- Maintain and contribute to professional and co operative relationships within Banksia, a culture that is open, supportive, and responds constructively to suggestions comments and complaints from residents, clients, relatives and staff.

- Other duties that are within the employee's skill level that are consistent with the scope of the position.

5. KNOWLEDGE SKILLS & ATTRIBUTES

5.1 Knowledge

- Demonstrated experience in training and education
- Ability to use blended training delivery models
- Ability to adapt to sector specific software.
- A demonstrable working knowledge of the Aged Care Act 1997, including the Aged Care Standards, residents' rights and accreditation requirements.

5.2 Skills

- Demonstrated high level of interpersonal and written skills
- Demonstrated passion for the development of knowledge, skills and understanding of people providing quality care
- Ability to logically evaluate information, identify salient issues and draw sound conclusions.
- Highly developed clinical nursing skills at a Registered Nurse level.
- Ability to work effectively in a leadership team.
- Excellent customer service skills.
- Highly developed time management skills.
- Documentation and care planning skills.
- Ability to work in a holistic social model of care.

5.3 Attributes

- Ability to be an effective educator with the aptitude to review and absorb complex information and explain to others in lay terms.
- Ability to relate empathetically to people from diverse backgrounds, values and cultures.
- Able to maintain a high level of confidentiality and discretion.
- Ability to be an effective team leader.
- Able to work independently and as part of a team.
- Ability to respond to changing situational circumstances and pressures.
- Able to cultivate and maintain relationships with other relevant service providers and networks.
- Reliable, punctual and well presented.

6. QUALIFICATIONS, EXPERIENCE & OTHER REQUIREMENTS

6.1 Qualifications

- Registered Nurse
- Certificate IV in Training and Assessment (or current candidature)

6.2 Experience

- Experience in the aged care sector or the community nursing environment.
- An understanding of the ACFI (aged care funding instrument).
- Experience in identifying and supporting change based on a commitment to continuous improvement.

6.3 Other Requirements

- Successfully pass a National Police Check and maintain professional suitability
- Successfully pass a medical assessment and maintain physical ability to perform inherent duties of the role
- Maintain current First Aid Certificate
- Maintain current professional registration (APHRA)

7. WORKING CONDITIONS

7.1 Hours of Work

45 hours per fortnight

Hours and days of work are negotiable but must be completed Monday to Friday 8.30am to 4.30pm.

7.2 Award/Industrial Instrument

Remuneration and working conditions will be in accordance with the Banksia Village NSWNMA and HSU Enterprise Agreement 2023. The following classifications apply;

Pay rates:

Classification –	First pay after 01/7/2025
Clinical Nurse Educator – PP1	\$57.23

This is a permanent position.

Salary packaging arrangements are available for this position.

8. PERFORMANCE MANAGEMENT

Performance management is a critical component in aligning individual performance and behavior with company goals and values. Performance management sessions allow a formal and objective opportunity to communicate on all matters relating to the position. This process provides the employee with feedback on individual performance and allows an opportunity to communicate directly with management.

See the performance management policy for further information on the objectives of performance management and the process that is followed.

Performance Measurement

The following table lists the key areas of performance that will be assessed.

Key Performance Area	Key Performance Indicator	Example
1. Staff Orientation and ongoing education	1. Staff Orientation	The ability to effectively orientate and train new employees to understand and meet compliance requirements and Banksia's policies and procedures. The ability to provide support to new staff and their mentor during the orientation program.
	2. Staff Training	Effectively participate in the development and delivery of an efficient training calendar for all staff in compulsory and non-compulsory training. The ability to manage the delivery of appropriate training to staff. Ability to participate in the evaluation of training outcomes for the purposes of continuous improvement and future education planning.
2. Student Placements	1. Student Placements	Effectively build and maintain relationships with universities and RTOs for the purpose of student placements and recruitment.

		<p>The ability to plan and schedule student placement programs.</p> <p>Provide effective support to student placements including meaningful evaluation of competencies.</p>
3. New Graduate Program	<p>1. Ability to attract new graduate candidates.</p> <p>2. Support & mentor new graduate throughout program</p>	<p>Effectively promote Banksia and the aged care sector through establishment of relationships with RTO's and universities.</p> <p>Ability to provide the support and mentorship to ensure successful completion of program.</p>
3. Teamwork	1. Workplace Relations	<p>The ability to take direction, communicate openly, delegate tasks and work with other team members whilst promoting a supportive and positive workplace relation.</p> <p>Ability to maintain critical relationships at department and inter-department level and ensure smooth flow of information.</p>
4. Employee behaviour	1. Company values	The extent to which the employee has behaved in accordance with the organisations vision, mission and values.

Assessment

File notes will be recorded (for good and poor performance) throughout the assessment period and referred to when the formal assessment is completed. Only a member of management or the HRM may complete a file note relating to this position.

Assessments will be conducted by the HR Manager. The review meeting will be conducted in accordance with approved policy.

Review Cycle

Performance will be reviewed after an initial period of employment of 3 months, 6 months and then at 12 month intervals.

Self-Assessment

Self-assessment will be requested if deemed required by management.

9. REVIEW

This job description is a working document and is subject to continual review. The employee will be involved in any review process and entitled to contribute to and/or question any proposed changes before implementation.