

POSITION DESCRIPTION

Position Title:	Emergency and Critical Care Nurse Educator
Department:	Emergency and Critical Care Division
Classification:	Nurse Educator Level 2
EBA / Award:	Public Health System Nurses' and Midwives' (State) Award 2022
Primary Site:	Cross Campus
Employment Conditions:	<input checked="" type="checkbox"/> Vaccination Category A <input type="checkbox"/> Vaccination Category B <input checked="" type="checkbox"/> Working with Children <input type="checkbox"/> Aged Care
AWH VISION	
<i>"The Best of Health."</i>	
AWH VALUES	
Patient and Client Focused, Ethical, Teamwork, Equity, Respect, Compassion, Accountability and Trust.	
<i>Patient and Client Focussed:</i>	Our purpose is to serve our patients and clients in order to achieve the Vision and Purpose of Albury Wodonga Health.
<i>Ethical:</i>	Both in our clinical endeavour and our business practices we will be just in all our dealings.
<i>Teamwork:</i>	Esprit de corps, harmony, partnership and unity are valued.
<i>Respect:</i>	Appreciation of the worth of others and regard for their contribution is inherent.
<i>Trust:</i>	Confidence that all are doing their best, honestly and positively.
<i>Accountability:</i>	Understanding that all bear a personal responsibility to our community.
<i>Compassion:</i>	Consideration, empathy and humanity are given freely to our patients and staff alike.
<i>Equity:</i>	Fairness, integrity and justice are apparent in our actions.
ROLE SUMMARY / PURPOSE	
<p>The Nurse Educator is responsible for the planning and development of education and training programs across the Albury Wodonga Health (AWH) Emergency & Critical Care Division. These programs will serve to facilitate the development of theoretical knowledge and clinical skills, culminating in the provision of safe, quality, person centred patient care. The Emergency and Critical Care Nurse Educator will be a key leadership role within the Emergency and Critical Care Division working in partnership with Director of Nursing, Emergency & Critical Care (DON ECC) and in consultation with divisional leadership team, to deliver Divisional education strategic plan.</p>	

The Emergency & Critical Care Nurse Educator will provide nursing leadership and mentorship for nursing staff employed across the AWH Emergency and Critical Care Directorate and facilitate clinical and professional learning in the Emergency & Critical Care setting.

The Emergency & Critical Care Nurse Educator will lead the divisional clinical education team to facilitate the design, development and implementation of consumer focused theoretical and clinical nursing education programs to support evidence based clinical practice across the AWH Emergency & Critical Care Directorate.

KEY RESPONSIBILITIES

QUALITY OF CARE AND CLINICAL SAFETY:

- Lead the development and implementation of the Emergency Nursing Clinical Capability Framework.
- Lead the development and implementation of the Emergency and Critical Care Education Strategic Plan.
- Coordinate the Emergency and Critical care Essential Skills Mandatory Training Program.
- Foster a learning culture that supports the development of the Early Career Workforce including Undergraduate students, vocational students, Registered Undergraduate Students of Nursing (RUSON), Graduate nurses and Transition to Practice program participants.
- Active involvement in the development and review of nursing practice and the facilitation of change.
- Work effectively in partnership with the AWH Clinical Education and Learning & Development teams to enable achievement of outcomes in accordance with organisational priorities and key areas of focus for learning and development needs.
- Participate in activities that promote and engage others in meeting the organisational goals.
- Establish collaborative networks that enable identification of educational needs along with sharing of information to achieve mutually relevant goals.
- Work in partnership with divisional leadership to assess, design and implement new processes or procedures including new models of care and ways of working.
- Participate in ongoing professional development of self and others.
- Utilise appropriate strategies to manage own workload and work environment.
- Evaluate own practice and engage in peer review to identify professional development needs and improve performance.
- Act as a role model by performing the role professionally, collaboratively and constructively.
- Practice within a professional and ethical framework.

PROVISION AND COORDINATION OF EDUCATION:

- Plan, design, implement and evaluate education and professional development programs within Emergency & Critical Care Directorates across AWH.
- Incorporate evidenced based practice into education program development.
- Demonstrate analytical skills when assessing and evaluating education and training.
- Facilitate Emergency and Critical Care structured education program e.g: Trauma, Ventilation and Haemofiltration & identified high risk areas
- Demonstrate expert nursing knowledge and practice as a basis for effective teaching & learning.
- Facilitate Post Graduate Nursing Program including structured education opportunities for the Emergency and Critical learners that aligns with University and service requirements.
- Facilitate education and training programs that support the development of technical positions within the Emergency and Critical Care Division.
- Co-ordinate effective documented orientation and transitional programs for Emergency & Critical Care Division
- Apply effective knowledge and skills utilising adult learning principles in the preparation, delivery and facilitation of teaching & learning.

- Support the divisional clinical education team in identifying individual and workforce learning needs and develop initiatives to support, facilitate and promote life-long learning in others.
- Provide expert support to Divisional Clinical education team in undertaking clinical competency assessment and the implementation of appropriate performance development initiatives.

MANAGING AND DEVELOPING PEOPLE:

- Ensure that leave, rostering, staff wellbeing and occupational health and safety responsibilities are delivered in compliance with legislation and AWH policies and procedures.
- Be responsible for ensuring monitoring of staff utilisation and adjustment to optimal staffing levels is undertaken based on activity, acuity and clinical safety.
- Ensure the development of mentorship and support programs for new employees, or those entering into training programs.
- Maintain open channels for providing and receiving feedback from direct reports including completion of annual performance appraisal with identification of skill gaps or opportunities for growth to ensure work performance is at top of scope of practice.

FINANCIAL RESPONSIBILITY AND SUSTAINABILITY:

- In collaboration with DON ECCS, support the development of key strategic objectives for division that align with Organisational Strategic Plan.
- In partnership with DON ECCS, Coordinate formulation of divisional budget in consultation with Medical Clinical Directors/ Unit Managers/ Finance delegate specific to divisional learning & development needs.
- Be responsible for working towards achievement of activity, KPI's and financial targets on a monthly and annual basis inclusive of regular reporting requirements.
- Proactively review, initiate and implement actions to improve the financial effectiveness and performance in areas specific to divisional learning & development.

PLANNING:

- Be able to set goals, formulate and implement plans to achieve identified outcomes.
- Contribute to the implementation of organisational change within the designated service.
- Contribute to an operational workforce plan for the designated nursing service and coordinate the process of organisational change as required by the service.
- Sound skills in planning and policy development.

CONTINUOUS QUALITY IMPROVEMENT, RISK MANAGEMENT AND WORKPLACE HEALTH & SAFETY:

- Participate in quality improvement activities.
- Support and contribute to nursing research.
- Identify the relevance of research and incorporate evidence based practice into education and training.
- Maintains on health and safety in the workplace and adheres to the AWH Occupational Health and Safety (OH&S) policies and procedures.
- Actively participates in risk identification and the implementation of control measures to mitigate the identified risks.
- Ensures incidents regarding clinical practice and environmental safety are accurately documented at the time of the incident into RiskMan.

QUALIFICATIONS AND EXPERIENCE

1. Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse (Division 1).

2. Recent extensive experience in Emergency and/ or Critical Care Nursing clinical practice.
3. Master level qualifications or working towards in Education and/or Emergency and/or Critical Care Nursing.
4. Demonstrated effective leadership skills including highly developed skills in communication, problem solving, conflict resolution and negotiation.
5. Demonstrated ability to develop, coordinate, deliver and evaluate education and training programs.
6. Demonstrated understanding and application of contemporary adult learning principles.
7. Computer literacy and understanding of relevant information systems.
8. Current Class C driver's licence.

PERSONAL ATTRIBUTES / SOFT SKILLS

The AWH Nursing and Midwifery Philosophy is based upon the following principles:

- Sustaining a culture of professional excellence continuous practices improvement and lifelong learning.
- Collaborating with Healthcare teams to deliver high quality care at all times and promote outstanding clinical outcomes.
 - Creating a caring, healing environment by partnering with people to promote exceptional healthcare. This commitment that nurses and midwives will undertake is based on:
 - Person Centred care
 - Respect
 - Integrity
 - Accountability

The AWH personal attributes / soft skills of a nurse at AWH will be inclusive of the following attributes, keeping in mind references to the Guidelines and Principles for Nurses, as outlined in the reference links in the below Annex.

- **Compassion:** Genuinely cares about people; is available and ready to help; is sympathetic to the plight of others; demonstrates real empathy.
- **Approachability:** Is easy to approach and has the ability to build rapport with patients and staff; spends the extra effort to put others at ease; is sensitive to and patient with the interpersonal anxieties of others; builds rapport well; is a good listener.
- **Interpersonal Skills:** Relates well to all kinds of people, up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.
- **Critical Thinking:** Effectively use critical-thinking skills to solve and identify problems to improve protocols and patient care.
- **Team player:** Is a team player that works fluidly with patients, families and interdisciplinary healthcare teams every step of the way.
- **Communication:** Able to communicate clearly and succinctly in a variety of different settings and circumstances. Can get the message across to achieve the required result
- Further information is noted in Annex 3: Professional Practice Documents – Nursing and Midwifery

KEY RELATIONSHIPS

REPORTS TO:	Director of Nursing – Emergency and Critical Care
SUPERVISES:	Emergency and Critical Care Clinical Nurse Educator/s
OVERALL:	Emergency and Critical Care Leadership Team

	<p>Emergency and Critical Care Clinical Nurse Consultant/s</p> <p>Tertiary and Vocational Education Providers.</p> <p>AWH Clinical Education Unit</p> <p>Nursing and Miwifery Expert Clinicians</p>
PERFORMANCE APPRAISAL	
<p>A review of performance shall be undertaken within six months following commencement and annually thereafter. There is an expectation that staff will assume responsibility for completion of any learning requirements advised by the organisation. This includes all Mandatory Training and Clinical Competencies as required (annually or in accordance with timelines specified in relevant health Directorate policies and procedures).</p>	
QUALITY AND RISK MANAGEMENT	
<p>In order to help ensure continued employee and patient safety and quality of care:</p> <ul style="list-style-type: none"> – Staff are required to participate in the development and maintenance of a quality Directorate through the application of professional standards; participation in quality improvement activities; and compliance with the policies, procedures, practices and organisational goals and objectives of AWH. – Staff are required to contribute to the development and maintenance of the AWH Risk Management Framework and apply the framework to identify, evaluate and minimise exposure to risk across the organisation. – A positive risk culture at AWH is embedded by our belief that everyone has a role in risk. You are encouraged to identify opportunities for improvement and play a role in assisting the organisation to achieve its risk objectives. – Staff are required to abide by the Code of Conduct for AWH. 	
HEALTH AND WELLBEING	
<p>The health and wellbeing of employees is a priority for AWH and I recognise the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals.</p> <p>I commit to:</p> <ul style="list-style-type: none"> – Reporting through the Incident Management System any near misses or incidents as they occur. – Partaking in the promotion of the health and wellbeing of employees. – Contributing to an inclusive and health promoting environment. – Promoting our values and vision. – An organisational culture that promotes positive mental health and wellbeing through supportive leadership, employee participation and shared decision making. 	
SCOPE OF AUTHORITY	
<p>Employees covered under this Position Description are not permitted to work outside of their designated level of responsibility without express permission from either the Manager or the Line Manager.</p>	
CLOSING THE GAP	
<p>AWH is committed to enhance our ability to attract and recruit Indigenous people and committed to closing the gap in employment outcomes between Indigenous and non-indigenous people.</p>	

CONFIDENTIALITY

Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of AWH. Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve the confidential nature of this information.

Failure to comply with this agreement may result in disciplinary action and may include termination of employment.

Declaration:

As the incumbent of this position, I acknowledge that I have read the Position Description and Job Demands Checklist, understood its contents and agree to work in accordance with the contents therein. I understand that other duties may be directed from time to time.

I understand and accept that I must comply with the policies and procedures applicable to AWH. I also agree to strictly observe the AWH Code of Conduct and policy on confidentiality of commercial and patient information or such sensitive information that I may come across in the course of my employment.

Name of Incumbent: _____

Signature: _____

Date: _____

ANNEXES

1. Organisational Responsibilities.
2. Jobs Demand Checklist.
3. Click here to enter text.

DOCUMENT CONTROL	
Executive Sponsor:	Executive Director Quality, Governance & Patient Experience Chief of Nursing & Midwifery
Manager Responsible:	Director of Nursing Emergency & Critical Care
Author(s):	Director of Nursing Emergency & Critical Care Director of Nursing Workforce & Professional Practice
Reviewed by People & Culture:	<input checked="" type="checkbox"/> 14/09/2023
Position Description ID No:	
Approval Date:	14/9/2023
Date Due for Review:	14/9/2025
Version No:	1.0
Original Approval Date:	14/9/2023
Previously Named As:	

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ORGANISATIONAL RESPONSIBILITIES

The following criteria are requirements for all employees that may either be assessed through the selection process or assessed as part of your ongoing and annual Professional Development / Performance Management review cycle.

Communication:

- Ability to gather relevant information through effective questioning.
- Ability to express information and ideas appropriately.
- Reads / reviews relevant documents.
- Participates in meetings, committees and disseminates information as required.

Equal Employment Opportunity:

- Commitment to the principles.
- Supports diversity in the workplace.

Information Management:

- Collects and uses data as required.

Integrity:

- The ability to understand the implications of one's actions and act in a manner consistent with relevant policies, codes, guidelines and legislation.

Organisation Awareness:

- Being aware of the organisational goals and objectives and contribute positively to their attainment.

People / Patient Focused Environment:

- Ability to set the highest standards of performance for self and others in meeting the needs of internal and external customers.

Infection Control:

- Hand Hygiene.
- Standard precautions.

Primary Health:

- Promotes the social view of health, early intervention, health promotion and harm minimisation.

Quality Improvement:

- Participate in, and where applicable leads educational and Quality Improvement activities.
- Works to continually improve own performance.

Resource Management:

- Ensure all allocated resources are managed in an efficient and accountable manner.

Safe Practice and Environment:

- Understands responsibilities under Occupational Health and Safety legislation.
- Able to identify actual / potential work place hazards and take corrective action.
- Vaccination status meets legislative requirements.

Self Development:

- The ability to understand own development needs and to recognise, create and seize opportunities to improve performance.

Teamwork / Collaboration:

- Works effectively with others to achieve mutual aims, and to identify and resolve problems.
- Influence an environment free from horizontal and vertical violence.

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JOB DEMANDS CHECKLIST:

The purpose of this section is to describe the physical and psychological risk factors associated with the job. Applicants must review this form to ensure they can comply with these requirements and successful applicants will be required to sign an acknowledgment of their ability to perform the job demands of the position.

This form is to be completed by the Manager / Supervisor of the position being recruited to.

Position: *Emergency and Critical Care Nurse Educator*

Department / Unit: *Emergency and Critical Care Division*

Facility / Site: *Albury & Wodonga Campuses*

TASKS PERFORMED:

Nature of Tasks to be undertaken (Collective description as best describes tasks).

FREQUENCY DEFINITIONS:

- I = Infrequent - intermittent activity exists for a short time on a very infrequent basis.
- O = Occasional - activity exists up to 1/3 of the time when performing the job.
- F = Frequent - activity exists between 1/3 and 2/3 of the time when performing the job.
- C = Constant - activity exists for more than 2/3 or the time when performing the job.
- R = Repetitive - activity involved repetitive movements.
- N = Not Applicable - activity is not required to perform the job.

Demands	Description	Frequency					
		I	O	F	C	R	N
PHYSICAL DEMANDS:							
Sitting	Remaining in a seated position to perform tasks.		X				
Standing	Remaining standing without moving about to perform tasks.	X					
Walking	Floor type: even / uneven / slippery, indoors / outdoors, slopes.	X					
Running	Floor type: even / uneven / slippery, indoors / outdoors, slopes.	X					
Bend / Lean Forward from Waist	Forward bending from the waist to perform tasks.		X				
Trunk Twisting	Turning from the waist while sitting or standing to perform tasks.		X				
Kneeling	Remaining in a kneeling posture to perform tasks.	X					
Squatting / Crouching	Adopting a squatting or crouching posture to perform tasks.	X					
Leg / Foot Movement	Use of leg and / or foot to operate machinery.						X
Climbing (stairs / ladders)	Ascend / descend stairs, ladders and steps.	X					
Lifting / Carrying	Light lifting and carrying (0 - 9 kg).	X					
	Moderate lifting and carrying (10 – 15 kg).	X					
	Heavy lifting and carrying (16 kg and above).						X
Reaching	Arms fully extended forward or raised above shoulder.		X				
Pushing / Pulling / Restraining	Using force to hold / restrain or move objects toward or away from the body.		X				
Head / Neck Postures	Holding head in a position other than neutral (facing forward).		X				
Hand & Arm Movements	Repetitive movements of hands and arms.		X				
Grasping / Fine Manipulation	Gripping, holding, clasping with fingers or hands.		X				
Work At Heights	Using ladders, footstools, scaffolding, or other objects to perform work.						X

Demands	Description	Frequency					
		I	O	F	C	R	N
Driving	Operating any motor powered vehicle.						X
SENSORY DEMANDS:							
Sight	Use of sight is an integral part of work performance, eg: Viewing of X-Rays, computer screens, etc.		X				
Hearing	Use of hearing is an integral part of work performance, eg: Telephone enquiries.				X		
Smell	Use of smell is an integral part of work performance, eg: Working with chemicals.	X					
Taste	Use of taste is an integral part of work performance, eg: Food preparation.	X					
Touch	Use of touch is an integral part of work performance.		X				
PSYCHOSOCIAL DEMANDS:							
Distressed People	Eg: Emergency or grief situations.		X				
Aggressive & Uncooperative People	Eg: Drug / alcohol, dementia, mental illness.		X				
Unpredictable People	Eg: Dementia, mental illness, head injuries.		X				
Restraining	Involvement in physical containment of patients / clients.		X				
Exposure to Distressing Situations	Eg: Child abuse, viewing dead / mutilated bodies.		X				
ENVIRONMENTAL DEMANDS:							
Dust	Exposure to atmospheric dust.	X					
Gases	Working with explosive or flammable gases requiring precautionary measures.	X					
Fumes	Exposure to noxious or toxic fumes.	X					
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE.	X					
Hazardous Substances	Eg: Dry chemicals, glues.						X
Noise	Environmental / background noise necessitates people raise their voice to be heard.	X					
Inadequate Lighting	Risk of trips, falls or eyestrain.						X
Sunlight	Risk or sunburn exists from spending more than 10 minutes per day in sunlight.						X
Extreme Temperatures	Environmental temperatures are less than 15°C or greater than 35°C.						X
Confined Spaces	Areas where only one egress (escape route) exists.						X
Slippery or Uneven Surfaces	Greasy or wet floor surfaces, ramps, uneven ground.						X
Inadequate Housekeeping	Obstructions to walkways and work areas cause trips and falls.	X					
Working At Heights	Ladders / stepladders / scaffolding are required to perform tasks.						X
Biological Hazards	Eg: Exposure to body fluids, bacteria, infectious diseases.		X				