

Position Title	Nurse Educator
Location	Little Bay
Work Unit	Research, Training and Workforce Development
Employment Status	Ongoing
Position Reports To	Research, Training and Workforce Development Manager
Term of Employment	Full time basis of 37.5 hours per week and based on continued funding
Salary	TBD
Positions Responsible For	N/A
Date of Approval	February 2018

Organisational Context / Environment

The purpose of the AH&MRC is to lead the Aboriginal Health Agenda in NSW for improved policies, programs, service and practices for Aboriginal communities, and to ensure that Aboriginal knowledge informs decision-making processes. The AH&MRC supports our members to build sustainability within the Aboriginal Community Controlled Health Sector.

Our Values

- Aboriginal culture and sovereignty
- Aboriginal Community Control
- Aboriginal holistic health
- Cultural respect, integrity and inclusion
- Human rights and social justice
- Quality and accountability
- Genuine and meaningful partnership

Purpose of Position

The Nurse Educator promotes quality evidenced based nursing practice through education and professional development of nursing students within the college in accordance with the policies and protocols, NSW nursing practice standards and professional development competency framework. Working in partnership with other internal and external educators and key operational staff to develop clinical education initiatives and clinical competencies.

Duties and Responsibilities

- You will be developing and delivering teaching and learning programs for classroom, industry, distance and web-based clients.
- Provide clinical leadership in nursing and demonstrate leadership qualities to all health care professionals.
- Share expert nursing knowledge to the multidisciplinary team, providing direct clinical care, guidance, support, education and advice on the clinical management to staff.
- Assume a clinical leadership role when required, challenge and be prepared to be challenged constructively and be accountable and responsible for decision making
- Act as an advocate, mentor, clinical teacher and resource and support person.
- Establish effective, collaborative and professional relationships with clients and stakeholders.
- Driving a compliant approach by working within the frameworks associated with Vocational Education and Training including: of the VET policy context of the Standards for Registered Training

Organisation (RTO) of the Further Education and Training Act and of the Pre-qualified Supplier contracts.

- Undertaking a range of administrative functions, the majority of which are connected to the courses in which the teaching staff deliver, including but not limited to taking responsibility for administrative duties associated with development/delivery of courses, entering participation and results, students management, and continuous improvement of course delivery.
- Arrange clinical student placements.
- Promotes the use of evidence based practice.
- Promotes a team environment which enhances partnership and cooperation.
- Manages ethical dilemmas in a supportive and collaborative manner.

Relationship Management

- Represent AH&MRCs and AHCs best interests with relevant stakeholders and in the wider community
- Manage and maintain relationships with stakeholders and partners
- Represent the Manager, Research Training and Workforce Development Unit at health sector partnership meetings and other relevant committees

Professional Development

- Maintain and develop own professional, health industry, general management and financial management skills and knowledge to a high level
- Remains current with best practice initiatives in clinical education and clinical practice.
- Maintains mandatory certifications and additional clinical skills relevant to role.
- Leads the development of nursing practice education/learning and is a role model.
- Advises on new legislation/guidelines/protocols related to nursing education and contributes to appropriate policy, guideline and protocol changes at unit and organisational level.
- Perform other duties consistent with the Terms of Employment as may be directed or implied from time to time.

SAFETY RESPONSIBILITIES

- Ensure, within capability, the health and safety of employees and other persons in the work areas for which they are responsible
- Compliance with WHS legislative requirements and site policies
- Report all hazards, accidents or incidents which could result in injury to others or damage to property
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in compliance with the WHS Act or other legislation
- Be familiar with emergency and evacuation procedures and participate in regular training in safety procedures.

CONTINUOUS QUALITY IMPROVEMENT

It is the responsibility of each staff member to be aware of the contents of the Policy and Procedures Manual(s) and work within the principles contained therein. Each staff member is expected to exhibit a commitment to quality service and to participate in activities to enhance continuous quality improvement.

Please note that the responsibilities outlined in this position description are not exhaustive, and only an indication of the work of the role. AH&MRC can direct you to carry out duties which it considers are within your level of skill, competence, training and consistent with duties in your Terms of Employment.

Key Selection Criteria

- 1. Bachelor of Nursing or post graduate Diploma working towards a Master degree
- 2. Current AHPRA registration as Nurse Practitioner
- 3. An understanding of the Aboriginal Health policy, public affairs and regulatory environment impacting on the Aboriginal Community Control Health Sector
- 4. Certificate IV in Training and Assessment
- 5. Significant and varied clinical experience with recent perioperative nursing focus
- 6. Demonstrated capacity for best practice in the management of teaching and learning activities including delivery, assessment and evaluation
- 7. Strong communication and interpersonal skills, verbal and written; demonstrated ability to communicate effectively with people at all levels both internal and external to the organisation
- 8. Sound time management and organisational skills; ability to plan and organise work, set priorities, exercise initiative and sound judgment and meet changing and conflicting deadlines
- 9. Strong background in the Nursing sector
- 10. Strong knowledge regarding community resources available to enhance client quality of life and advanced clinical knowledge, skills and experience
- 11. Proficiency in documentation of clinical case management
- 12. Effective time management and organisational skills

<i>Approved by the CEO:</i>	<i>Date:</i>
<i>Incumbent:</i>	<i>Date:</i>

Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.

The AH&MRC is, and promotes, a smoke-free environment.

The AH&MRC promotes and maintains the mental health and wellbeing of all staff through workplace practices, and encourage staff to take responsibility for their own mental health and wellbeing.