

Employment

## Position Description

<b>Position:</b>	Education and Training Coordinator
<b>Award:</b>	Nurses and Midwives ( <i>Victorian Public Health Sector</i> ) ( <i>Single Interest Employers</i> ) Enterprise Agreement 2016-2020 (as amended)
<b>Classification:</b>	Clinical Support Nurse - Registered Nurse Grade 3B
<b>Status:</b>	As per Contract of Employment
<b>Qualifications:</b>	Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse  Certificate IV in Training and Assessment, or willing to work towards  Recognised Infection Control qualification, or willing to work towards

### Position Objective(s)

The Education and Training Coordinator is responsible for collaborating with the Workforce Development Department and relevant stakeholders to identify, develop and evaluate education and training programs to meet the needs of the organisation, staff and students.

The Education & Training Coordinator is responsible for providing direct clinical support and instruction to, and for mentoring graduate, newly appointed or less experienced staff to develop high quality clinical care skills. The Education & Training Coordinator will coordinate and manage the student placements across the facility, including clinical and non-clinical student placements.

In collaboration with the Operations Manager – Workforce Development, the Education & Training Coordinator is responsible for Lyndoch's infection prevention and control (IPC) program, which is designed to provide a safe and comfortable environment and to help prevent the development and transmission of communicable disease and infections.

### Lyndoch Living Vision

By recognising each person for the individual they are, we will strive to provide them with the specific services, care and support they need to enjoy a lifestyle that is their own – dignified, engaging, fulfilling and rewarding.

### The Lyndoch Way

To support a positive work environment and culture that we believe will best fit the future we are strategically planning for, "nine pillars" have been identified.

### One Team

We value and recognise individuality as a vital part of developing a unified voice.

**Pride**

We support pride and passion in our work and in doing so, we attract others who share our values.

**Welcoming Workplace**

We encourage warm, friendly and respectful interactions across all aspects of our service.

**Yes Culture**

We always start with 'yes' in every deliberation.

**Customer Service**

We ensure that customers feel engaged and valued in every interaction.

**Innovation**

We will enhance our services and exceed customers' expectations, by embracing innovation and fresh ideas.

**Fun and Enjoyment**

We recognise that fun and enjoyment are critical to success.

**Social Purpose**

Through the social conscience of the staff and consumers we actively engage with causes that impact the local community.

**Safety**

We actively promote safety and wellbeing through the provision of innovative and high quality training, monitoring of risk, and compliance, with OHS regulations.

Key Responsibilities and Duties

**Training and Development**

- In collaboration with the Operations Manager – Workforce Development, work with key stakeholders to identify and respond to training and development needs across the organisation which supports the strategic direction of Lyndoch.
- Work closely with relevant stakeholders and the Operations Manager – Workforce Development, the Education & Training Coordinator to develop contextualised training programs, which are designed to enhance the knowledge, skills and attributes of the workforce and/or students.
- Work closely with key personnel to respond to known and unknown potential risks to the organisation, through learning and development opportunities.
- Plan with key stakeholders and deliver clinical based training, to support good Clinical Governance.
- Support the Operations Manager – Workforce Development to oversee the planning and development of the annual organisation wide training calendar.

- In collaboration with the Operations Manager – Workforce Development consult with internal and external stakeholders to develop and deliver workshops/training programs and activities.
- Assist with the collection and documentation of training data and provide a monthly report to the Operations Manager of Workforce Development on the uptake training opportunities and the hours of training completed.

### **Student Placements**

- Oversee and coordinate all student placements' and the inherent requirements of the portfolio.
- Utilise the Placeright platform, for approved providers, to engage with RTO's and attend to all the inherent requirements of the portfolio
- Collect, analyse and interpret student placement metrics and report to the Operational Manager - Workforce Development
- Align the student placement program to the wider Organisational Workforce Development Strategy.
- Develop and implement innovative student placement models, which are continually evaluated.

- **Continuous Improvement**

- In collaboration with the Workforce Development Team, evaluate all education and development opportunities, to ensure the training meet the identified need
- Work with key stakeholders to respond to known and unknown potential risks to the organisation, through learning and development opportunities
- Maintain an innovative approach to the implementation of student placements and training and development within Lyndoch.
- Participant in ongoing employee development, including but not limited to the employee Support and Growth plan.
- Apply research-based evidence to deliver the highest level of possible and facilitate the development, implementation and evaluation of effective clinical practices.

- **Infection Control**

- In collaboration with the Operations Manager – Workforce Development, and the Victorian Infection Prevention Service's consultant, oversee the IPC program which includes at a minimum:
  - A system for preventing, identifying, reporting, investigating and controlling infections and communicable disease for all consumers, staff and visitors.
- Policies and procedures for the program, which must include:
  - a system of surveillance designed to identify possible communicable diseases or infections before they can spread to other persons
  - the mandatory reporting of outbreaks and transmission-based precautions to be followed to prevent spread of infection
  - when and how isolation should be used for a resident
  - hand hygiene education, training and audit program for all staff
  - PPE training and audit program for all staff
  - aseptic technique training and audit program

- Routine environmental cleaning and disinfection
- Collaborate with Department Heads in implementing Infection Control Precautions
- Conduct outbreak investigations
- Oversee the antimicrobial stewardship program and monitor residents' antibiotic use
- Assess the need for, develop and present IPC in-service education for the facility as needed
- Secretarial duties to the Infection Control meetings
- Maintain current knowledge of Federal, State and Local restrictions and ensure relevant stakeholders are informed of current issue, understand and comply with Infection Control regulations

**Health and Safety:**

- Follow Lyndoch's Health and safety policies, procedure, workplace instructions and conduct of conduct
- Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions, whilst at work
- Co-operate with your Manager/Supervisor in respect to actions taken by Lyndoch to comply with the requirements to provide a workplace that is safe and without risks to health
- Correctly wear and maintain items of personal protective clothing and equipment that are provided
- Immediately report any incidents within the workplace to your Manager/Supervision
- Be conversant with and follow emergency procedures and directions
- Participate in health and safety training programs as required

As required, the Education Coordinator will undertake other duties as directed by the Operations Manager - Workforce Development.

**Organisational Relationships**

- Reports to:** Operations Manager, Workforce Development
- Supervises:** Nil at time of appointment
- Internal Contacts:** Workforce Development Team, People and Culture Team, all staff, consumers
- External Contacts:** RTOs, Education and Training providers, community organisations

**Specialist Knowledge and Skills**

The following knowledge and skills are required to be utilised:

- Current registration with AHPRA as a Registered Nurse, with no restrictions.
- Exceptional communication, interpersonal and negotiating skills, including well-developed written and oral skills.

- Demonstrated experienced in coordinating education and training programs in a health or aged care setting.
- Exceptional communication, interpersonal and negotiating skills, including well-developed written and oral skills.
- Demonstrated well-developed time management skills, with prioritising delegated tasks and the ability to adhere to time frames.

### Management Skills

The following management skills are required to be utilised:

- Demonstrated ability to negotiate and positively influence and motivate others to make a significant change in professional development
- Highly developed skills in change management strategies to drive organisational wide change
- The ability to foster and develop a working environment which actively promotes collaborative performance and values-based culture.
- Superior communication and interpersonal skills including demonstrated experience in liaising with employees, clients, stakeholders and the wider community
- Ability to understand and utilise knowledge and skills offered by internal and external stakeholders where required
- Ability to build relationships that facilitate cooperation, respect and transformational change

### General

### Agreement

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms and Conditions of Employment and I agreed to abide by terms and conditions stipulated therein.

Name (Please print)	
Signature	Date

Authorised by: Chief Executive Officer

Date: January 2021

## Appendix 1

### General Conditions of Employment

#### **Terms and Conditions of Employment**

The conditions of employment are in accordance with the relevant Award and Agreement to which you are employed under. Copies of Awards and Agreements are available from the Human Resources Department.

#### **Performance Review**

In order to assist your development in your role, your manager and you will annual review your personal effectiveness in your role.

The performance review is a formal means of receiving feedback on your performance and of discussing training, development and career opportunities.

#### **Probationary Period**

This position is subject to a six (6) month probationary period during which time mutual suitability will be determined. During the probationary period either party may terminate the employment by giving two weeks' notice in writing.

At the expiration of the probationary period, should the appointment be confirmed, the terms of the Position Description and these Conditions of Employment will continue to apply to your employment.

#### **Termination**

Employment may be terminated in accordance with the provisions of the relevant Agreement.

#### **Policy and Procedures of the Employer**

The Employer directs you to abide by the policies and procedures of the Employer as varied from time to time.

#### **Apparel and Equipment**

You are required to use/wear safety equipment and apparel provided to you by the Employer and to abide by all the Employer's safety rules and regulations.

#### **Notification of Prior Injury**

Under the Accident Compensation Act 1985, the Employer requires you to disclose all pre-existing injuries and diseases which you foresee could be affected by the nature of your employment. Failure to do so may render you ineligible for Workers' Compensation in some circumstances. You are required to complete and return the Pre-injury Declaration Form as attached.

Appendix 2  
Pre-existing Injury Declaration Form

**Please complete and return with your Application for Employment**

In accordance with s.82(7)-(9) of the *Accident Compensation Act 1985 (Vic)* ("the Act"), you are required to disclose any or all pre-existing injuries, illness or disease (pre-existing conditions) suffered by you which could be accelerated, exacerbated, aggravated or caused to recur or deteriorate by your performing the responsibilities associated with the employment for which you are applying with Lyndoch Living Limited ("the employment")

In making this disclosure, please refer to the attached position description, which includes a list of responsibilities and physical demands associated with the employment.

Where you have a pre-existing condition, consideration will be given to reasonable modification to the environment or tasks if at all possible or practicable.

Please note that, if you fail to disclose this information or you provide false and misleading information in relation to this issue under s.82(8) and s.82(9) of the Act you and your dependents may not be entitled to any form of workers compensation as a result of the recurrence, aggravation, acceleration, exacerbation or deterioration of a pre-existing condition arising out of, in the course of, or due to the nature of your employment.

Please note that the giving of false information in relation to your application for employment with Lyndoch Living Limited may constitute grounds for disciplinary action including termination of your contract.

Employee Declaration

I \_\_\_\_\_ (print name) declare that:

I have read and understood this form, position description and have discussed the employment with Lyndoch Living Limited I understand the responsibilities and physical demands of the employment.

I acknowledge that I am required to disclose all pre-existing conditions which I believe may be affected by me undertaking the employment.

I acknowledge that failure to disclose the information or providing false and misleading information may result in invoking section 82(7)-(9) of the *Accident Compensation Act 1985 (Vic)* which may disentitle me or my dependents from receiving any workers compensation or any pre-existing condition which I may have arising out of, in the course of, the employment.

Please delete whichever of the following statement is **NOT** applicable

I have suffered no prior injuries that may recur or deteriorate, accelerate or be exacerbated or aggravated by the employment.

**OR**

I have suffered the following conditions that may recur or deteriorate, accelerate or be exacerbated or aggravated by the employment.

**Please list details for all pre-existing conditions**

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I acknowledge and declare that the information provided in this form is true and correct in every particular.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Print name of Applicant

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Print name of Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Office Use Only**

Additional Comment/ Requisite Modifications  
(To be completed by Senior Manager/ CEO)

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