

Employment

Position Description

Position:	Clinical Educator
Award:	Nurses and Midwives (<i>Victorian Public Health Sector</i>) (<i>Single Interest Employers</i>) Enterprise Agreement 2020-2024 (as amended)
Classification:	Educator – Course / Phase / Inservice /Continuing Education Year 1 (XB1) or 2 (XB2) depending on experience.
Status:	As per Contract of Employment
Qualifications:	Current registration with the Australian Health Practitioner Regulation Agency (APHRA) as a Registered Nurse Formal qualification in education, training and/or assessment (highly desirable)

Position Objective(s)

In collaboration with the Operations Manager – Workforce Development, the Clinical Educator assists and supports staff to achieve best practice in clinical care and quality standards through staff development and clinical support and advice. The Clinical Support Educator is responsible for:

- Developing and delivering education (staff development) programs to maintain clinical standards that meet the changing and evolving needs of consumers, aged care legislation, individual employees and best practice principles.
- Leading the preparation of the regular compulsory education modules and courses, and providing training to new staff as required
- Providing direct clinical support and instruction to, and mentoring graduate, newly appointed or less experienced staff to develop high quality clinical care skills. This extends to include providing training and support to staff where areas of improvement or knowledge gaps are identified.
- Coordinating and manage the student placements across the facility, including clinical and non-clinical student placements.

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 our staff and consumers we actively engage with causes that impact our local community

Safety

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

Key Responsibilities and Duties

Provide clinical and professional support and advice on all

Leadership and Culture

- Foster and actively promote the organisational values, ‘The Lyndoch Way’ and contribute to creating a culture that reflects the values, innovation, staff development, performance improvement and best practice.

- Implement and support a positive workplace culture, identify and address inappropriate workplace behaviours and clinical care issues.
- Role model excellent clinical care and behaviours that align with the organisational values and standards.
- Promote and maintain the principles of Equal Employment Opportunity (EEO) and Occupational, Health and Safety (OH&S)

Training and Development:

- Work with key stakeholders to identify and respond to training and development needs across the organisation to support the strategic direction of Lyndoch.
- Work with the Workforce Development team in the planning and development of the annual organisation wide training calendar.
- Coordinate and maintain the LMS, including but limited to, updating modules, providing education to users and generating reports.
- Develop and deliver education (staff development) programs and modules to maintain clinical standards that meet the changing and evolving needs of consumers, aged care legislation and best practice
- Identify and respond to the learning needs of individuals in consultation with relevant staff and manager
- Provide direct clinical support and instruction to, and mentor graduate, newly appointed or less experienced staff to develop high quality clinical care skills. This extends to include providing training and support to staff where areas of improvement or knowledge gaps are identified.
- Coordinate and manage the student placements across the facility, including clinical and non-clinical student placements.

Best Practice Support, Advice & Systems

- Provide high level clinical advice and support to all staff.
- Apply research-based evidence to deliver the highest level of education and training, and facilitate the development, implementation and evaluation of effective clinical practices.
- Support leaders to make well-informed decisions when responding to clinical care, rostering and staffing allocations issues.
- Support managers in developing strategies that foster high-level clinical care and quality standards compliance.
- Contribute to the formulation, implementation and ongoing review of staff induction and training programs.

Student Placements

- In collaboration with the Operations Manager – Workforce Development, work with the Brand and Communications team to promote Lyndoch as a placement option of choice for students.
- Oversee and coordinate all student placements' and the inherent requirements of the portfolio.
- Utilise the Placeright (student management) platform 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 as required
- Align the student placement program to the wider Organisational Workforce Development Strategy.
- Develop and implement innovative student placement models, which are continually evaluated.

Workforce Planning

- Work with the Workforce Development Team, broader People & Culture Team, and Managers to provide advice on:
 - staff profiling, gap analysis, and workforce planning;
 - rostering and staff allocations to ensure a high standard of consumer care is delivered
 - workforce capability improvements and employee experience initiatives;
- Contribute and support the roll out of feedback / engagement surveys and subsequent action plans
- Identify and support the development of talent for succession planning.

Health and Safety:

- Follow Lyndoch's health and safety policies, procedures, workplace instructions and conduct of conduct
- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
- 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

Project Management

- Play a key role in the implementation and project management of key projects and systems.

Reporting, data analysis and compliance

- 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.
- Monitor the standard of care through appropriately quality assurance processes.
- Monitor and report on the effectiveness of training and clinical practices.

Performance other duties as required to meet the strategic and operational requirements of Lyndoch.

Organisational Relationships

- Reports to:** Operations Manager – Workforce Development
- Supervises:** Nil
- Internal Contacts:** All Lyndoch staff, consumers, families, broader People & Culture Team
- External Contacts:** Members of the public, contractors, suppliers

Specialist Knowledge and Skills

The following knowledge and skills are required:

- Current registration with AHPRA as a Registered Nurse, with no restrictions.
- Up-to-date knowledge of aged care regulations and legislation, best practice principles and education methods.
- Developed IT usage skills, with the ability to adapt to and effectively use a variety of software packages in the development and presentation of work.
- Demonstrated experience in coordinating education and training programs in a health or aged care setting.
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- Attention to detail and take pride in producing a high standard of work.

Management Skills

The following management skills are required:

- Exceptional communication, interpersonal and negotiating skills, including well-developed written and oral skills.
- Demonstrated experience in coordinating education and training programs in a health or aged care setting.
- Demonstrated well-developed time management skills, with prioritising delegated tasks and the ability to adhere to time frames.
- Ability to provide advice, develop options and creative solutions, analyse risks, exercise sound judgement, and solve problems.
- Proven ability to lead and influence to achieve personal and professional goals.
- Able to work autonomously and as part of a team.
- Demonstrated ability to prioritise and multitask operational demands and strategic project initiatives

Interpersonal Skills

The following interpersonal skills are required:

- Ability to develop strong working relationships by building credibility, respect and rapport with stakeholders.
- Natural people leader and able to mentor and coach a range of stakeholders.
- Self-motivated, keen to learn and develop professionally.
- Strong values and treat others with dignity and respect.
- High standard of personal and professional ethics.

General

- Conduct work in line with all relevant OH&S legislation and in accordance with organisational policies and procedures
- Participate in quality activities within the work area to improve the efficiency of the Department
- Participate in relevant training to ensure continued professional development for the betterment of the organisation
- There is an expectation that the role will include direction to perform other duties that must be reasonable in relation to the employee's skills and abilities

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: Director of Innovation and Organisational Development

Date: February 2022