

Position Description



General Information	
Position title	Clinical Educator
Enterprise Agreement / Modern Award	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020-2024
Classification	As Per Enterprise Agreement
Status	As per Contract of Employment
Qualifications	Current registration with the Australian Health Practitioner Regulation Agency (APHRA) as a Registered Nurse, with a Board approved qualification in medicines administration. Certificate IV in Training and Assessment, current or working towards.
Primary Location	Warrnambool – This position may be required to work across organisational areas and locations dependent on operational requirements.
Reports to	Director of Nursing
Direct Reports	Nil
Key Internal Contacts	All Lyndoch staff, consumers (residents), families
Key External Contacts	Members of the Public, Contractors, Suppliers, Health Professionals
Infection Control Risk	Category A - Direct patient contact
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.	
Our Values – ‘The Lyndoch Way’	
Our Values known as the “Lyndoch Way” represent how we conduct ourselves to support a positive workplace culture and achieve our strategic direction. Our Values are <i>One Team, Pride, Welcoming Workplace, Yes Culture, Customer Service, Innovation, Fun and Enjoyment, Social Purpose and Safety.</i>	
Position Overview	
<p>The Clinical Educator will deliver clinical training programs to staff including providing training needs analysis, assessments and developing individual learning plans. The Clinical Educator will collaborate with Nurse Unit Managers, care staff and the Workforce Development Team to identify clinical education or quality and safety issues that require additional education resources.</p> <p>The Clinical Educator will deliver training programs that support the delivery of high-quality care to residents and ensure that best practice guidelines are maintained and meet accreditation requirements. The Clinical Educator will be pivotal in the coordination of graduate and student placements and the development of the annual Clinical Education Program.</p> <p>This leadership position supports the culture of the organisation through the adoption of Lyndoch Living's values, and the Aged Care & Safety Commissions Code of Conduct.</p>	

Key Responsibilities and Key Performance Indicators (KPIs)	
Key Responsibilities	Key Performance Indicators (KPIs)
<p><u>Clinical Education & Care</u></p> <ul style="list-style-type: none"> ➤ Develops a culture of high-quality clinical care and ensures adherence to code of conduct and standards for Aged Care. ➤ Ensures safe practice and excellent resident outcomes based on best practice guidelines, Aged Care standards and relevant legislation where the consumer is at the centre of the decision making, ensuring their needs, choices, independence, dignity or identified risks are considered ➤ Develop and deliver the clinical education program to maintain clinical standards that meet the changing and evolving needs of consumers, aged care legislation, individual employees and best practice principles. ➤ Ensure provision of clinical educational resources reflects current evidence-based practice in accordance with Lyndoch’s guidelines, protocols and policies to meet the Aged Care Accreditation Standards. ➤ Maintain collaborative working relationship with key internal and external stakeholders to deliver and assess curriculum ➤ Leading the preparation of the regular compulsory clinical education modules and courses, and providing training to new staff and refresher training ➤ Provide direct clinical support and instruction to, and mentoring graduate and student placements, 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. ➤ Align the clinical education program to the wider Organisational Workforce Development and People and Culture Strategy. ➤ Support Nurse Unit 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, and moderate, update and evaluate clinical e-Learning activities. ➤ Participate and contribute to relevant internal and external meetings as appropriate - OH&S, Clinical Practices, No Lift, Regional Education ➤ Perform other duties as required to meet the strategic and operational requirements of Lyndoch. ➤ Monitor staff annual competency (within each person’s relevant scope of practice) ➤ Oversee the ‘No Lift’ program and act as a resource person on ‘No Lift’ issues within the organisation, ensuring safe and appropriate manual procedures are maintained throughout the facility ➤ In collaboration with the Operations Manager – Workforce Development, work with the Brand and Communications team to promote Lyndoch as a placement option of graduates and students. 	<p>100% of education delivered</p>
<p><u>Operational Leadership</u></p> <ul style="list-style-type: none"> ➤ Accountable for providing leadership and guidance to direct and indirect care staff, graduates and students, in consultation with the Director of 	<p>100% of staff have a Support & Growth Plan in place</p>

Position Description



<p>Nursing, which aligns with the Vision, Mission and Values of Lyndoch Living.</p> <ul style="list-style-type: none"> ➤ Participate in and attend to allocated employee development through processes, including but not limited to, the appraisal process and medication process as scheduled. 	
<p><u>Ensure compliance with all relevant standards and legislation</u></p> <ul style="list-style-type: none"> ➤ Apply research-based evidence to deliver the highest level of education and training, and facilitate the development, implementation and evaluation of effective clinical practices. ➤ Perform clinical assessments of clinical care staff against the competency framework, where required ➤ Apply research-based evidence to deliver the highest level of education and training, and facilitate the development, implementation and evaluation of effective clinical practices. ➤ Ensure resident/patient/client care meets professional, organisational and legal standards and ethical requirements, with regard to the Aged Care Act and Aged Care Accreditation Standards 	<p>100% implementation and evaluation of clinical training programs delivered</p>
<p><u>Quality Improvement and Risk Management</u></p> <ul style="list-style-type: none"> ➤ Support and participate in organisational continuous improvement activities and development of department's annual improvement plan ➤ Clinical events - in line with or below the benchmarked PSRAC state level. ➤ Attend to the completion of audits as directed by the Director of Nursing ➤ Assist with Accreditation requirements to ensure ongoing compliance with the Aged Care Accreditation Standards. ➤ Initiate, complete and follow up RISKMAN entries related to clinical training and development ➤ Ensure that policies and procedures within the clinical care services reflect contemporary practice to ensure positive outcomes for consumers and staff ➤ In consultation with Workforce Development, monitor and report compliance of 'No Lift' principles and practices. Promote 'No Lift' to all members of staff ➤ Feedback from students is reviewed and changes where appropriate 	<p>100% compliance with Infection Control processes</p> <p>100% of clinical events at or below the benchmarked PSRAC state level.</p> <p>100% of Incident Reports (Riskman) followed up within 48 hours</p>
<p><u>Actively participate in professional development in order to deliver best practice</u></p> <ul style="list-style-type: none"> ➤ Attend and actively participate in meetings, workshops, forums and other communication events, as delegated and report to Director of Nursing. Responsible for and committed to ongoing continued professional development, pursuant with the national registration requirements, in order to expand their own level of professional competence. Complete annual education modules, as allocated by the organisation ➤ Annually complete the minimum hours for Continuing Professional Development (CPD), pursuant with the national registration requirements. ➤ Complete annual education modules allocated by the organisation. ➤ Participate, as directed, in the employee Support and Growth Plan. 	<p>20 hours of CPD completed annually.</p> <p>Maintain current AHPRA registration as a Registered Nurse</p> <p>100% of education modules completed annually</p> <p>Support and Growth Plan in place</p>
<p><u>Occupational Health & Safety</u></p> <ul style="list-style-type: none"> ➤ Follow Lyndoch Living's Health and safety polices, 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 	<p>Zero workplace injuries</p> <p>100% compliance with PPE requirements</p>

Position Description



<ul style="list-style-type: none"> ➤ Co-operate with your Manager/Supervisor in respect to actions taken by Lyndoch Living 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 familiar with and follow emergency procedures and directions ➤ Participate in health and safety training programs as required 	
<p><u>The Values – ‘The Lyndoch Way’</u></p> <ul style="list-style-type: none"> ➤ All employees are expected to work in accordance with the ‘The Lyndoch Way’ ➤ Contribute to creating a culture that values the contributions of employees, consumers and other stakeholders ➤ Role model the organisational Values ‘The Lyndoch Way’ 	<p>Resident satisfaction survey results</p> <p>Employee Engagement Survey Results</p>

Key Selection Criteria		
Qualifications	<ul style="list-style-type: none"> ➤ Current registration with the Australian Health Practitioner Regulation Agency (APHRA) as a Registered Nurse, with a Board approved qualification in medicines administration. 	Essential
	<ul style="list-style-type: none"> ➤ Certificate IV in Training and Assessment, current or working towards 	Essential
Previous experience	<ul style="list-style-type: none"> ➤ Demonstrated experienced in coordinating education and training programs in a health or aged care setting. 	Essential
	<ul style="list-style-type: none"> ➤ Demonstrated knowledge and experience in clinical skills assessments 	Essential
Skills and knowledge	<ul style="list-style-type: none"> ➤ Sound communication, interpersonal and negotiating skills, including well-developed written and oral skills. 	Essential
	<ul style="list-style-type: none"> ➤ Provide high level clinical leadership, advice and support to all staff 	Essential
	<ul style="list-style-type: none"> ➤ Demonstrate the ability to work autonomously and in a collaborative team environment. 	Essential
	<ul style="list-style-type: none"> ➤ Demonstrate developed time management skills with prioritising delegated tasks and the ability to adhere to time frames. 	Essential
	<ul style="list-style-type: none"> ➤ Ability to approach difficult tasks and sudden changes appropriately. 	Essential
<ul style="list-style-type: none"> ➤ Developed leadership skills to foster team cohesion, a learning environment and support effective team management. 	Essential	

Position Description



Agreement

This position description is designed to reflect the inherent requirements and expectations of this position. The information and statements in this position description are intended to reflect a general overview of the responsibilities and not to be interpreted as being all-inclusive. Appointment to this position is conditional upon the successful candidate being fully able to perform the inherent requirements of this position.

Section 41 of the *Workplace Injury Rehabilitation and Compensation Act* (as amended), requires disclosure to your employer of any pre-existing injuries or disease that you have suffered, or existing injuries or disease that you continue to suffer of, which you are aware and could reasonably be expected to foresee, and could be affected by the nature of the proposed employment referred to above.

In relation to workers compensation, I understand that I may be ineligible to apply for WorkCover for any, reoccurrence, exacerbation, deterioration or aggravation to a pre-existing injury or disease.

I acknowledge that failure to disclose the information or provide false and misleading information may dis-entitle me to compensation, pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* (WorkCover) should I suffer any reoccurrence, aggravation, acerbation, exacerbation or deterioration of a pre-existing injury, illness or disease arising from employment with Lyndoch Living.

I have read and understood the requirements and expectations outlined in this Position Description. I agree I have the physical and cognitive ability to fulfil the inherent requirements of the position and accept my role in fulfilling the requirements and expectations of this position.

Name (Please print):

Signature:

Date:

Authorisation

Authorised by (position title): Director of Nursing

Review and authorisation date: December 2022