## Position Description

### Clinical Nurse/ Midwife Educator

**Core Mercy Values:** Compassion, Hospitality, Respect, Innovation, Stewardship, Teamwork

### Position title:
Clinical Nurse Educator (CME)/Clinical Midwife Educator (CNE)

### Employee name:

### Entity/Group:
Mercy Public Hospitals Inc (MPHI)

### Business Unit/Department:
MPHI Nursing and Midwifery Learning team

### Position Purpose:
- Identify and prioritise the professional development needs of nursing and midwifery staff.
- Develop, implement and evaluate learning activities across the organisation in collaboration with the Learning Manager and Program leads.
- Design clinical rotations and facilitate and support learners nurses in developing appropriate skills.
- Implement, facilitate and evaluate effective orientation programs for staff.

### Qualifications:
- Registered Nurse and or Midwife with AHPRA.
- Minimum Certificate IV in Assessment and Training.
- Relevant Post registration qualification and experience
- Post registration qualification in education or working towards. “Desirable”

### Resource management:
- **Annual Operating Expenditure:**
- **Annual Capital Expenditure:**

### Mandatory Organisational Competencies
- Orientation (on commencement)

### Personal Competencies
- Commitment to the Mercy values.

### Job Competencies
- Comply with the requirements of the annual organisational mandatory and role related competencies policy and procedure.
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<tr>
<th>Diversity &amp; Equity (annual)</th>
<th>Demonstrated ability to build relationships with people at all levels</th>
<th>Demonstrates teaching skills in the health care setting</th>
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<td>Emergency Procedures (annual)</td>
<td>Ability to work as part of a team.</td>
<td>Good knowledge, comprehension of the mission, values and vision of the sisters of Mercy.</td>
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<td>Work Health &amp; Safety (annual)</td>
<td>Proven Communication Skills.</td>
<td>Ability to implement and evaluate education.</td>
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<td>Infection Control (annual)</td>
<td>Demonstrated ability to work collaboratively and with a team focus.</td>
<td>Interpersonal skills (Written and verbal).</td>
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<td>Innovative approach to education.</td>
<td>Knowledge of contemporary nursing and or midwifery issues.</td>
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<td>Confident and resourceful approach.</td>
<td>Innovative approach to problem solving.</td>
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<td>Demonstrated ability to provide professional/clinical leadership.</td>
<td>Demonstrates attention to detail.</td>
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<td>Relevant to current area of learning.</td>
<td>Knowledge of the NQSHCS.</td>
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<td>Accreditation Focus.</td>
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**Generic Requirements**

- Act professionally and in accordance with the Mercy Health Code of Conduct
- Maintain clinical registration (where applicable)
- Participate in annual performance development review (PDR) process

### Key Result Areas

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<th>Key Result Areas</th>
<th>Key Activities</th>
<th>Standard Measures</th>
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| **Demonstrates and upholds the Values and Mission of Mercy Health.** | **Ensure the values of Mercy Health are incorporated into daily work practices.** | **Shows compassion and provides support to colleagues and patients.**
| | | **Consistently shows respect and values each person’s dignity.**
| | | **Seeks opportunities to be innovative for improvement.**
<p>| | | <strong>Communicates openly and honestly as an effective team member.</strong> |</p>
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| Demonstrates an understanding of individual responsibility for safety, quality & risk and participates in organisational quality and safety initiatives. | ● Maintain a safe environment for patients/self/colleagues and members of the public.  
● Escalate concerns regarding safety, quality & risk to an appropriate staff member.  
● Participate in evaluation and continuous improvement and clinical indicator processes.  
● Demonstrate the principles of Person Centred Care:  
  o Respect & Dignity  
  o Information Sharing  
  o Participation  
  o Collaboration | ● Risk controls implemented.  
● Incident/s reported as soon as practicable.  
● Undertake incident investigations.  
● Orientation completed.  
● Training up to date.  
● Accreditation outcomes.  
● Patient satisfaction and experience survey results.  
● Participate in implementation and delivery of annual quality plan and business plan. |
| Provide leadership in nursing education and research in specialities. | ● Develop and implement innovative strategies to encourage participation in education and research within MPH.  
● Support strategic alliances and collaboration (internal and external) to facilitate education and research opportunities.  
● Provision of educational opportunities as outlined by governing bodies. | ● Development of relevant professional networks.  
● Relevant committee membership.  
● Recognition of education and research capacity. |
| Ensure the provision and implementation of quality clinical care. | ● Provides appropriate and continuing support/mentoring for clinical preceptors.  
● Provides a flexible, supportive learning environment for learners.  
● Provides support and mentoring for clinical support staff.  
● Implements education programs that compliment work practices and clinical change initiatives.  
● Prepares and administers clinical assessment tools to evaluate progress of learners.  
● Maintains and applies current knowledge of external guidelines relating to clinical nursing and midwifery practice.  
● Liaises with appropriate personnel to | ● Develops orientation programs for new staff.  
● Complete appraisals for learners - undergraduate, graduate, post-graduate and new staff as directed by learning manager.  
● Participation in recruitment process.  
● Compliance with relevant professional standards.  
● Incorporates flexible strategies for teaching.  
● Reports and evaluates on all education sessions as directed by Learning manager and Program leads. |
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| Develop, maintain and review information and selection process of learners. | - Facilitates the orientation program of staff new to the environment.  
- Promotes Mandatory, Role and Specialty Competencies to all staff in clinical area - as per the learning ladder.  
- Co-ordinates education as directed by Learning Manager and Program leads. | - Well informed staff in a harmonious working environment.  
- Evidence of a culture with open and transparent communication.  
- Documentation completed for fortnightly catch up meetings. |
| Ensure effective lines of communication are maintained both internally and with external facilities. | - Demonstrates supportive behaviours for colleagues and learners.  
- Attends and participates in hospital forums and unit/department meetings as directed by Learning manager / Program leads.  
- Establishes effective and appropriate patterns of communication with patients, families, learners, colleagues and management.  
- Initiates and maintains accurate documentation for learners.  
- Initiates effective processors for dissemination of education/research related material.  
- Participates in learning calender development. | |
| Ensure all services and practices are delivered with strong focus on customer service and continuous development. | - Encourages all staff and learners to undertake further learning opportunities.  
- Supports and encourages evidence based practices. | - Maintains or increases patient satisfaction  
- Improved clinical standards of care. |
| Ensure responsibility for own professional development.  
Encourages and facilitates the professional development of registered nurses and or midwives. | - Facilitates the appropriate process of professional needs analysis.  
- Facilitates development of professional development plan in consultation with Unit Managers, Program leads and Learning Manager.  
- Continues to develop and evaluate programmes implemented in alignment with the Learning Ladder for Mercy Health.  
- Encourages professional development of all | - Participates in ongoing professional development  
- Supports the development and implementation of research opportunities  
Maintains relevant professional body membership - ANT's and other relevant bodies.  
- Membership of relevant committee's as discussed with Learning manager.  
- Evaluation of all activities undertaken. |
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| Encourage nursing and midwifery clinical practice research and the application of findings. | • Encourage participation in nursing and midwifery research.  
• Maintains and strengthens relationships with tertiary organisations.  
• Supports educational opportunity to promote research skills for staff.  
• Supports and encourages knowledge of evidence based practice. | • Ensures that Nursing and or midwifery practices are progressive and current.  
• Enhanced professional development of nurses.  
• Increase participation in research activity. |
| Works collaboratively at all levels throughout change management and application. | • Actively pursue improved practice guidelines  
• Proactively contribute to continuous improvement within the organization.  
• Shares knowledge with nurse managers, peers and other staff in order to influence best practice decisions.  
• Facilitates professional development activities  
• Participates in meetings, groups and committees both internally and externally as directed by Learning manager/ Program lead. | • Initiates and monitors projects in progress as negotiated with Learning Manager.  
• Involvement in cost containment while maintaining the service. |
| Contributes to a collaborative approach to policy and procedure review and development. | • Develops and maintain professional standards of knowledge of Policy, Procedure and Clinical Guidelines.  
• Keeps abreast of developments in clinical practice  
• Encourage staff participation in policy, procedural, clinical guideline | • Continuous policy, procedure, clinical guideline review and development as directed by Learning Manager.  
• Improved standards of clinical care. |
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| • Provide so far as is practicable, a healthy and safe environment for staff and others in the workplace and actively review work procedures and supervise staff to ensure all work is performed in a safe manner. | • Report hazard, near misses and injuries to patients, self or colleagues immediately.  
• Complete incident forms/investigate incidents as appropriate.  
• Undertake risk assessments in conjunction with OH&S representative as appropriate.  
• Keep induction/orientation records.  
• Ensure own protection against vaccine preventable diseases.  
• Ensures all new staff are provided with an induction/orientation to the work area. | • Use personal protective equipment appropriately.  
• Attends safety meetings and training sessions as directed by Learning Manager.  
• Completes VHIMS as required.  
• Assist with incident investigation in a timely manner. |
| • Contribute to human resource management ensuring innovation achievement of organisational objectives. | • Implement appropriate performance management and appraisal process for learners.  
• Promote recruitment and retention of nurses and midwives through professional development activities. | • Participates in recruitment process.  
• Support recruitment and role promotion.  
• Recognition as a learning organization. |
| • Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace. | • Complete incident reports.  
• Elect and support health and safety representatives.  
• Contribute to risk assessments.  
• Participate in training and meetings regarding safety. | • Reports hazards, near misses and injuries immediately.  
• Uses personal protective equipment.  
• Comply with risk management policies and procedures and instruction.  
• Attend all safety meetings and training sessions. |

Employee’s Signature: ___________________________ Date: ___________________________
Print Name: ___________________________

Manager Signature: ___________________________ Date: ___________________________
Print Name: ___________________________