



**Swan Hill**  
District Health



**Inclusive**

**Compassionate**

**Progressive**

**Accountable**

## **Education and Training Manager**

### **Full Time**

Swan Hill District Health is seeking a suitably qualified and experienced Manager to support this busy unit. Reporting to the Director – Clinical Care, the role and purpose of Staff Development Unit is to facilitate the development, implementation and evaluation of ongoing comprehensive learning for Swan Hill District Health staff, and students attending placement here.

Although Clinical Training is at the forefront of the Unit, the role does maintain the level of learning standards across all sectors.

Preferred qualifications for this role are a Business/Clinical Management qualification with relevant post graduate experience. A Diploma/Degree in Education (or willingness to undertake education in this area) and demonstrated knowledge of people management and human resources is preferred.

#### **After More Info?**

For more information on this role please contact our Director of Clinical Care, Mrs. Chloe Keogh on (03) 5033 9250 or email [ckeogh@shdh.org.au](mailto:ckeogh@shdh.org.au).

Applications including the names of three referees should be forwarded to: People & Culture, Swan Hill District Health, PO Box 483, Swan Hill 3585, Victoria or  
Email: [employment@shdh.org.au](mailto:employment@shdh.org.au)

Applications will only be accepted if they address the Key Selection Criteria and include an APPLICATION FOR EMPLOYMENT FORM. Email applications are preferred.

**Closing date: 30<sup>th</sup> July 2021**

***Aboriginal and Torres Strait Islander people are encouraged to apply***



*Inclusive    Compassionate    Progressive    Accountable*

<b>Position:</b>	<b>Education Manager</b>
<b>Classification:</b>	Grade 5 (XB1-XB2) or equivalent classification of other award
<b>Department:</b>	Staff Education / Education Centre
<b>Reports to:</b>	Executive Officer – Clinical Services
<b>Position Summary:</b>	The role and purpose of the Education Manager is to facilitate the development, implementation and evaluation of ongoing comprehensive education programs and to support professional learning and development opportunities to all students and staff members within the organisation. This position balances the financial requirements, the education resources required, the expectations of external stakeholders ( Universities, Tafe’s, other health services), and the education needs of staff, and students, to ensure learning needs are met in a safe environment that supports the patient.
<b>Responsibilities:</b>	<p><b><u>Staff development:</u></b></p> <p><i>Outcome:</i></p> <ul style="list-style-type: none"> <li>• Clinically appropriate care is delivered in a therapeutic environment by competent professionals who comply with all legal and organisational requirements.</li> <li>• Maintain a standard of training (oversight) across all of the organization.</li> <li>• Provides or sources resources to provide education and training into Clinical, Medical, Corporate and Primary Care.</li> </ul> <p><i>Performance Indicators:</i></p> <ul style="list-style-type: none"> <li>• Assists in the coordination of the staff development program for the organization.</li> <li>• Actively involved in committees representing the clinical services division in organization wide committees.</li> <li>• Collaborates with colleagues in the clinical, management and education setting to establish particular learning needs of staff and appropriate teaching strategies which are responsive to various practice setting demands.</li> <li>• Facilitates through the education team a wide range of different learning experiences that includes online learning, face to face learning, interactive telehealth learning, and learning that is responsive to themes from incidents and learning evaluations. Opportunistic learning in the clinical setting is supported.</li> <li>• Ensures professional co-ordination of Graduate Nurse Programs (RN, EN, midwifery, allied health).</li> <li>• Promotes evidence based clinical practice at all times</li> <li>• Works with Education team to ensure Policies and Protocols are adhered to at all times, and provides input into ensuring they are reflective of Best Practice.</li> <li>• Ensures appropriate clinical supervision for high school aged students (on work experience), undergraduate, and post graduate students on placement at Swan Hill District Health.</li> <li>• Examination Invigilation support as needed.</li> <li>• Promotes and supports through the education team a “No Lift/Safe Patient Handling” Program for use throughout the hospital.</li> <li>• Maintains records of competency assessments staff as required to promote staff skill levels of a high standard to support patient outcomes.</li> <li>• Manage the function of Kineo (online learning platform), including appropriate reporting of compliance to all Managers.</li> </ul>

	<ul style="list-style-type: none"> <li>• Contribute to the coordination and execution of whole organization orientation.</li> <li>• Managing feedback, of student and graduates clinical performance in liaison with educators and managers.</li> </ul> <p><b><u>Management:</u></b>  <i>Outcome:</i>  Effective and efficient management based on a combination of quality improvement principles, and sound human resources knowledge.</p> <p><i>Performance Indicators:</i>  Demonstrates commitment to quality improvement and provides input into quality improvement.  Preparation of business and service plan annually and ongoing review of formulated objectives.  Supports and manages staff regarding their work related strengths and weaknesses and participates in performance appraisal to support individual goal setting.  Sub regional education support through a Hub and Spoke model liaising with Bendigo health CLAD (Centre for Learning and Development)</p> <p><b><u>Legal Responsibilities:</u></b>  Functions in accordance with legislation and common law affecting nursing practice.</p> <p><b><u>Inservice Education:</u></b>  It is the responsibility of each Clinical Services Division staff member to:</p> <ul style="list-style-type: none"> <li>• Satisfactorily complete an annual CPR program;</li> <li>• Demonstrates a sound knowledge of the "No Lift" program;</li> <li>• Maintain current knowledge of infection control guidelines;</li> <li>• Attend an annual fire extinguisher demonstration.</li> </ul> <p><b><u>Administration:</u></b></p> <ul style="list-style-type: none"> <li>• Assists with staff rostering for the education team, and attends all KRONOS payroll functions for sign off of the team.</li> <li>• Accepts responsibility for various management portfolios within the department in consultation with the Nurse Unit Managers.</li> </ul>
<b>Key Selection Criteria</b>	<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• Diploma/degree in Education or willingness to undertake studies in this area or extensive experience in Nurse Education/sound knowledge of Adult Learning Principles.</li> <li>• Relevant Post Graduate Experience.</li> <li>• Demonstrated knowledge of contemporary Nursing and Midwifery practice.</li> <li>• Demonstrated knowledge of ACHS accreditation.</li> <li>• Demonstrated knowledge of Aged Care Standards</li> <li>• Demonstrated well developed interpersonal and communication skills.</li> <li>• Experience in middle management level in the delivery of health/nursing services.</li> <li>• Computer literacy.</li> </ul>
<b>Salary/Award:</b>	Nurses and Midwives (Victorian Public Health Sector) Single Interest Employer Agreement 2020-2024. Allied Health Agreement or
<b>Infection Control:</b>	<ul style="list-style-type: none"> <li>• Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>• The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>

<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>• Each staff member is expected to demonstrate a commitment to best practice.</li> <li>• All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.</li> <li>• All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>• It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols</li> </ul>
<b>Person Centered Care:</b>	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>We recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered.</p>
<b>Our Purpose:</b>	<p>Connected Care / Best Experience</p> <p>SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
<b>Privacy and Confidentiality:</b>	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
<b>Mandatory Training:</b>	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
<b>Safety:</b>	<p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care for your safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.</li> <li>• Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul>
<b>Asset Management:</b>	<p>Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.</p>
<b>Review:</b>	<p>Completion of My Work Plan on a yearly basis.</p>
<b>Previous Revision dates:</b>	<p>May 2016, Oct 2019, Apr 2020</p>
<b>Current:</b>	<p>April 2021</p>
<b>Managers Name:</b>	<p>Mrs. Chloe Keogh.</p>

<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	



The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Applicants Curriculum Vitae

<b>Position Applying for</b>	
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<b>General Information</b>
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<b>Name</b>			
<b>Address</b>			
<b>Contact</b>	<u>Home phone</u>	<u>Mobile</u>	<u>Email</u>

Are you of Aboriginal/Torres Strait Islander Origin?     No         Aboriginal         Torres Strait Islander  
*(This question is voluntary)*

Do you wish to be identified under this category?     Yes     No

Are you an Australian Citizen or Permanent Resident:  Yes     No                      Date of Grant ...../...../.....

If no, what is your current Visa Status – Visa type \_\_\_\_\_ Expiry date ...../...../.....

Place/Country of issue: \_\_\_\_\_ Issue Number: \_\_\_\_\_

Do you require sponsorship?                                       Yes     No

<b>Conditions of Employment</b>
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Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

**Initial employment is subject to:**

- 6 months' probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department as required

**Hours of Work** – \_\_\_\_\_ (Availability)

<b>Discipline/Misconduct</b>
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Have you experienced discipline or misconduct action at any previous employment?     Yes     No

If **Yes**, please provide details:

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## Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: \_\_\_\_\_

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

## Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

**Disclosure advice: - (to be completed by the applicant)**

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I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

**Signature of applicant:** \_\_\_\_\_ **Date:** ...../...../.....

**NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.**

**Enquiries:**

Email address: [employment@shdh.org.au](mailto:employment@shdh.org.au)

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585