



**Swan Hill  
District Health**  
Connected Care. Best Experience.



*Inclusive*

*Compassionate*

*Progressive*

*Accountable*

## **Clinical Nurse Educator - Maternity Leave Cover Emergency Department Part Time 0.4 EFT**

The Education Department are seeking expressions of interest from suitably qualified, enthusiastic and motivated Registered Nurses with a keen interest in education to join our team as the Emergency Department Clinical Nurse Educator.

### **About the role:**

Reporting to the Education Manager, the Clinical Nurse Educator will promote a culture of development and inquiry which actively encourages and facilitate clinical learning in the Emergency Department in line with standards and the policies of Swan Hill District Health. The Clinical Nurse Educator will also provide facilitation and support to SHDH staff of all levels including Graduate Nurses, Undergraduate and Diploma of Nursing students and Work Experience students.

### **About You:**

- Extensive experience ( min 5 years) in Emergency and/or Critical Care Nursing
- Demonstration of high level of interpersonal, verbal and written communication skills, problem solving abilities and negotiation skills.
- Knowledge of the National Safety and Quality Health Service Standards. (NSQHS).
- Experience providing clinical supervision.
- Extensive demonstrated competence and leadership in providing direct patient care (for patients of varying complexity) to emergency presentations.
- Extensive knowledge and skills in all areas of Emergency Nursing including triage, resuscitation, trauma, paediatric and mental health.
- Extensive knowledge of EDIS or similar systems
- Current TAE is desirable but not required.
- Current National Police Check & Working with Children's Check
- Complete COVID Vaccinations & 2024 Flu Vaccination, Serology evidence of immunisation status

**To apply** for this position, email the completed Application for Employment form, Cover letter, CV and response to the key selection criteria to [employment@shdh.org.au](mailto:employment@shdh.org.au).

You will find the full position description containing the key selection criteria & application for employment form in the attached documents. Swan Hill District Health reserves the right to commence interview immediately upon receipt of applications.

**Enquiries** about this role should be directed to Jayne Stead – Education Manager (03) 50339310 or email [jstead@shdh.org.au](mailto:jstead@shdh.org.au)

**Closing date: 4/10/24**

*Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.*

<b>Position:</b>	<b>Clinical Nurse Educator (Emergency Department)</b>
<b>Classification:</b>	YZ7
<b>Department:</b>	Staff Development
<b>Reports to:</b>	Education Manager
<b>Position Summary:</b>	The Clinical Nurse Educator will promote a culture of development and inquiry, which actively encourages and facilitates clinical learning in the Emergency Department in line with standards and policies of Swan Hill District Health (SHDH).
<b>Responsibilities:</b>	<p>In line with common directions for training standards established within the Staff Development Unit:</p> <p><b>Education and Training:</b></p> <ul style="list-style-type: none"> <li>• Support and encourage staff to take responsibility for their own professional development and the education of others.</li> <li>• Participate in the development and revision of competency-based learning as per the area of expertise.</li> <li>• Participates in evidence-based clinical research activities where applicable and demonstrates the ability to research literature and source relevant legislation, standards, best practice and guidelines.</li> <li>• Support the Staff Development Unit to meet the needs of the SHDH.</li> <li>• Maintain accurate training/education records, statistics and reports, as required for the Emergency Department.</li> <li>• Provide a resource for the Nurse Unit Manager (NUM) to assist with other training initiatives within the Emergency Department to ensure quality of training/rigor of training are in line with standards established by the Staff Development Unit.</li> </ul> <p><b>Leadership and Development:</b></p> <ul style="list-style-type: none"> <li>• Role model positive leadership, motivation, professionalism and a positive approach to nursing.</li> <li>• Act as a role model and demonstrates, clinical preceptorship and supervision in the Emergency Department.</li> </ul> <p><b>Communication/Consultation:</b></p> <ul style="list-style-type: none"> <li>• Support other Clinical Nurse Educators to provide ongoing clinical education across other clinical areas.</li> <li>• Ensure all reporting requirements relevant to the role are completed in a timely manner.</li> <li>• Participate and advocate for training standards in Staff Development Unit, Emergency Department and organisational meetings as required.</li> </ul> <p><b>Clinical Practice:</b></p> <ul style="list-style-type: none"> <li>• Provide ongoing clinical education and workforce development support to the Emergency Department (including Nursing Students, Graduate Nurses and Post Graduate Nurses) in collaboration with the department NUM and key stakeholders.</li> <li>• Provide clinical support and direction at the point of care in the clinical environment.</li> </ul>

**Quality and Risk Management:**

- Assist in the development and implementation of policies and procedures relating to clinical management and care of patients in the Emergency Department.
- Comply with all SHDH policies and procedures and be familiar with those relevant to the position.
- Participate in Risk Management activities of relevance and assist with the identification and control of risks within the Emergency Department.
- Provides clinical support, supervision and feedback in collaboration with the Emergency NUM to nurses requiring performance management.
- Facilitates completion of managing for performance and implements appropriate education plans for the individual within the Emergency Department.

**Personal and Professional Development:**

- Actively participate in My Work Plan processes, six months after commencement and annually thereafter.
- Maintain own professional development and knowledge through ongoing education, review of literature and membership to professional groups.

**Key Selection Criteria****MANDATORY TRAINING:**

- Registered Nurse with the Nursing and Midwifery Board of Australia and current practicing certificate.
- A postgraduate clinical qualification in Emergency and/or Critical Care Nursing.
- Current National Police Record Check.
- Current "Working with Children Permit".
- Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunisation for all vaccine preventable illnesses.

**MANDATORY SKILLS:**

- Extensive experience (minimum 5 years) in Emergency and/or Critical Care Nursing.
- Demonstrated high level interpersonal, verbal and written communication skills, problem-solving ability and negotiation skills.
- Knowledge of the National Safety & Quality Health Service Standards (NSQHS).
- Experience providing clinical supervision.
- Extensive demonstrated competence and leadership in providing direct patient care (for patients of varying complexity) to emergency presentations.
- Extensive knowledge and skills in all areas of emergency nursing including triage, resuscitation, trauma, paediatric and mental health.
- Extensive knowledge of EDIS, or similar systems.

**PREFERRED QUALIFICATIONS AND/OR EXPERIENCE:**

- Certificate IV in Training and Assessment or willing to complete
- Demonstrated ability to plan, facilitate and deliver clinically situated education as well as plan conduct and evaluate education and

	<p>training programs/presentations incorporating adult learning principles</p> <ul style="list-style-type: none"> <li>• Demonstrated experience in the design and delivery of clinical education or similar skills.</li> </ul>
<b>Salary/Award:</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employer) Enterprise Agreement 2021-2024.
<b>Infection Control:</b>	<ul style="list-style-type: none"> <li>• Each staff member has a responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>• The risk minimisation 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>Child Safety:</b>	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
<b>Our Purpose:</b>	<p><b>Connected Care / Best Experience</b></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>	All employees must be aware of and complete designated mandatory training within the required time frame.
<b>Safety:</b>	<b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b> <ul style="list-style-type: none"> <li>• Take reasonable care for their safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system.</li> <li>• Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their 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>	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
<b>Review:</b>	Completion of My Work Plan on a yearly basis.
<b>Previous Revision dates:</b>	March 2020, July 2021, Feb 2022
<b>Current:</b>	Apr 2023
<b>Managers Name:</b>	
<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

**Position Applying for**

**General Information**

**Name**

**Address**

**Contact**

Home phone

Mobile

Email

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

**Conditions of Employment**

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)

**Discipline/Misconduct**

Have you experienced discipline or misconduct action at any previous employment? ☐ Yes ☐ No

If **Yes**, please provide details:

## 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)**

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