Swan Hill District Health
Connected Care. Best Experience.



Inclusive ***Compassionate*** ***Progressive*** ***Accountable***

CLINICAL NURSE EDUCATOR ACUTE WARD

RN35 – 0.8EFT

An exciting opportunity exists for an experienced and motivated Registered Nurse to join the Education Team as a Clinical Nurse Educator.

This role offers the opportunity to influence workforce capability, support midwifery leaders, and drive clinical excellent within the Acute Ward.

As a Clinical Nurse Educator, you will:

Lead education and competency assessment programs

- Support orientation and mandatory training activities
- Mentor staff and emerging leaders
- Support managers with learning and development initiative
- Assist with accreditation, quality improvement and workforce compliance activities
- Drive evidence-based practice and person centred care outcomes

What we're looking for:

- Registered Nurse with current APHRA registration
- Minimum 5 years post registration experience including recent general Medical/Surgical nursing experience.
- Demonstrated experience in education, teaching, mentoring or workforce development.
- Strong communication, leadership and relationship building skills
- Commitment to person centered care and continuous improvement.

What we offer:

- Professional development opportunities
- Supportive education and leadership team
- Opportunity to influence organization wide Acute education strategies.
- Meaningful work that directly impacts consumers, staff and service outcomes.

If you are passionate about developing others and improving the quality of care in the Acute setting, we encourage you to apply.

For more information, please direct any enquires to People and culture via email employment@shdh.org.au

How to apply

To apply, please submit to People and Culture via the SHDH website link https://www.shdh.org.au/employment/vacancies/

- A cover letter outlining your relevant midwifery experience and education experience addressing the key selection criteria on the position description.
- A current CV
- Contact details for 3 professional referees

Applications will only be accepted if all parts are provided and include the Application for Employment form.

APPLICATIONS CLOSE 4/12/26

Position:	**Clinical Nurse Educator (CNE) Acute Ward**
Classification:	RN35
EBA/Award:	Nurses and Midwives - Victorian Public Sector Single Interest Employer Agreement 2024-2028
Department:	Staff Development
Location:	Main Campus - 48 Splatt St, Swan Hill
Reports to:	Education Manager
Direct Reports:	Nil
Immunisation Risk Category:	Category A: Position involving direct patient contact, potential for exposure to blood, body fluid, human tissue specimens during course of a normal working day.
Position Summary:	The CNE Acute is responsible for the planning, delivery, coordination and evaluation of education and training programs that support the development, competence and ongoing professional growth of the Acute ward workforce at Swan Hill District Health. The role provides leadership in workforce education, clinical practice development and competency assessment to ensure staff deliver safe, evidence-based, person-centred care consistent with the NSQHS Quality Standards, organisational policies and contemporary best practice. The CNE works collaboratively with managers, clinical leaders and staff to identify learning needs, support workforce capability and contribute to quality improvement initiatives that enhance resident outcomes and organisational performance.
Responsibilities:	• Each staff member is expected to demonstrate a commitment to best • practice. • 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. • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health • Service-wide and specific Department Policies & Protocols. **Clinical Practice and Capability Development** • Support the development and maintenance of workforce capability through education, coaching, mentoring and clinical support. • Provide guidance and support to staff to promote evidence-based clinical practice and person-centred care. • Promote education and practice initiatives that support resident choice, dignity, independence and person-centred care principles. • Coordinate and support competency assessment, validation and maintenance programs.

	• Assist staff to meet learning objectives, professional development goals and scope of practice requirements. • Support the implementation of new clinical practices, policies and models of care through education and training initiatives. • Support the development of clinical leadership capability through coaching, mentoring and educational support of Registered Nurses, Clinical Care Coordinators and emerging leaders. **Performance Support and Staff Development** • Work collaboratively with the Director of Nursing Access and Flow, Education Manager and Acute Ward Unit Manager to identify staff learning and development needs. • Support Unit Manager in the educational components of performance management processes. • Assist in developing and implementing learning plans and targeted educational interventions to address identified performance gaps. • Provide educational support and competency development for staff undertaking performance improvement plans, remediation programs or return-to-practice requirements. • Monitor and evaluate progress of education interventions and provide feedback to relevant managers where appropriate. **Quality, Compliance and Continuous Improvement** • Promote and support the use of contemporary evidence, research findings and best practice guidelines to inform education programs and clinical practice. • Identify workforce learning needs through consultation with managers, staff feedback, incident trends, audit findings, accreditation outcomes and quality improvement activities. • Participate in the development, review and implementation of clinical policies, procedures, guidelines and educational pathways. • Monitor and evaluate the effectiveness of education programs and implement improvements where required. • Participate in clinical audits, accreditation activities and quality initiatives relevant to workforce capability and resident care. • Ensure accurate documentation of education activities, competency assessments and training compliance records. • Ensure SHDH meets NSQHS Quality Standards. • Support workforce readiness and compliance with legislative, regulatory and accreditation requirements relevant to acute care. **Collaboration and Stakeholder Engagement** • Develop positive working relationships with managers, clinical leaders and multidisciplinary teams to support educational outcomes. • Act as an education resource for acute staff and leadership teams Participate in committees, working groups and projects relevant to aged care education and workforce capability development.
Key Selection Criteria:	**Essential Qualifications** • Current registration as a Registered Nurse with the Nursing and Midwifery Board of Australia (AHPRA). • Minimum five 5 years post-registration clinical nursing experience. • Experience in performance support, capability development and workforce planning within the acute ward. • Demonstrated clinical experience in acute medical and surgical nursing. • Demonstrated experience in staff education, clinical teaching, facilitation and competency assessment.

	• Knowledge of adult learning principles and contemporary education practices. • Demonstrated ability to develop, implement and evaluate education programs and learning resources. • Effective communication, presentation, facilitation and interpersonal skills. • Demonstrated ability to coach, mentor and support staff development. • Knowledge of the NSQHS Quality Standards and contemporary midwifery practice requirements. • Demonstrated ability to work collaboratively with managers, multidisciplinary teams and key stakeholders. • Ability to contribute to quality improvement activities and utilise data to inform education priorities. • Demonstrated organisational skills with the ability to manage competing priorities and meet deadlines. • Sound computer literacy and experience using learning management systems and Microsoft Office applications. **Desirable Qualification** • Relevant postgraduate qualification in education. • Certificate IV in Training and Assessment (TAE) or equivalent education qualification. • Experience supporting organisational accreditation and quality improvement activities. • Experience in performance support, capability development and workforce planning within Acute care. **Mandatory Requirements** • 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 immunization for all vaccine preventable illnesses.
First Nations:	Swan Hill District Health would like to acknowledge First Nations communities of Wamba Wamba, Wadi Wadi, Barapa Barapa, Latji Latji and the Tatti Tatti people on whose land, we work and live. We pay respect to all Elders past and present and honour their connection to the land and water.
Continuous Quality Improvement:	• Each staff member is expected to demonstrate a commitment to best practice. • 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. • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols.
Person Centred Care:	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. Recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centred.
Child Safety:	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. SHDH have zero tolerance to child abuse. Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.
Our Purpose:	**Connected Care / Best Experience** 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.
Privacy and Confidentiality:	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. 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.
Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	**RESPONSIBILITIES: It is the responsibility of every staff member to:** • Take reasonable care for their safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system. • Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H.& S. online Policies and Procedures.
Asset Management:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	Completion of My Work Plan on a yearly basis.

Job Demands List

Swan Hill District Health endeavours to provide a safe working environment for all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others.

Frequency Functions		
I	= Infrequent	Activity may be required very infrequently
O	= Occasional	Activity required occasionally, not necessarily all shifts
F	= Frequent	Activity required most shifts, up to 50% of the time
C	= Constant	Activity that exists for the majority of each shift and may involve repetitive movements for prolonged periods
N/A	= Not Applicable	Activity not performed

Aspects of Normal Workplace		**Frequency**				
Demands	**Description**	**I**	**O**	**F**	**C**	**N/A**
Physical Demands						
Sitting	Remain seated to perform tasks		x			
Standing	Remain standing to perform tasks			x		
Walking	Periods of walking required to perform tasks			x		
Bending	Forward bending from waist to perform tasks			x		
Kneeling	Remaining in a kneeling position to perform tasks		x			
Lifting/Carrying	Light lifting and carrying			x		
	Moderate lifting and carrying		x			
	Assisted lifting (mechanical, equipment, person assist)			x		
Working at heights	Ascending and descending ladders, stools, scaffolding	x				
Pushing/Pulling	Moving objects, e.g. Trolleys, beds, wheelchairs and floor cleaning equipment			x		
Reaching	Arms fully extended forward or raised above shoulder		x			
Crouching	Adopting a crouching posture to perform tasks		x			
Foot Movement	Use of leg and/or foot to operate machinery		x			

Head Postures	Holding head in a position other than neutral (facing forward)		x			
Fingers/Hand/Arm movement	Repetitive movement of fingers, hands and arms e.g. computer keyboarding			x		
Grasping/Fine Manipulation	Gripping, holding, clasping with fingers or hands		x			
Driving	Operating a motor powered vehicle e.g. use of hospital cars, deliveries, visiting clients, tractor, ride on mower, forklift, bus. Etc.	x				
Psychosocial Demands						
Interaction with People	Tasks involving interacting with distressed and emotional people			x		
	Tasks involve interacting with people with mental illness, mental health issues or a disability.		x			
	Tasks involve witnessing or learning about disturbing or distressing personal circumstances and domestic violence.			x		
	Tasks require communicating with others (children or adults) to exchange information.			x		
	Tasks require giving direction and feedback on work undertaken by others.			x		
	Tasks require receiving direction and feedback on work undertaken to meet required work standards.			x		
Reasoning	Tasks require interpreting process documents, following plans and quality standards documentation.			x		
Responsibilities	Tasks involve being responsible for a group of children or vulnerable adults.			x		
Working requirements	Tasks require work to be conducted out of hours (such as overnight).		x			
	Tasks are undertaken in a busy, demanding and dynamic work unit.			x		
	Tasks for the position require individual resilience and adaption to workplace change.			x		
Environmental Demands						
Gases	Working with explosive or flammable gases requiring precautionary measures			x		
Liquids/Chemicals	Working with corrosive, toxic or poisonous liquids or chemicals requiring Personal Protective Equipment (PPE)					x

Noise	Environmental/background noise necessitates people raising their voice to be heard		x			
Biological hazards	E.g. exposure to body fluids, bacteria, infectious diseases requiring PPE			x		
Cytotoxic hazards	Handling and/or preparation of cytotoxic materials	x				
Radiation	Working with radiologic equipment					x

Previous Revision dates:	
Approval	
Managers Name:	Jayne Stead
Managers Signature:	
Employees Name:	
Employees Signature:	

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APPLICATION FOR EMPLOYMENT FORM

(To be attached to application)

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:
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Phone: 03 50339315
Postal Address: PO Box 483 SWAN HILL VIC 3585