Position description

Nurse Educator

1.0 Our organisation

Vision
Sexual and reproductive health & safe respectful relationships for all.

Mission

At True Relationships and Reproductive Health, we deliver:
- confidential, quality sexual and reproductive health care
- expert resources and training in sexual and reproductive health
- personal safety, sexuality and relationships education for professionals, families and communities

At True Relationships and Reproductive Health, we support people to:
- be safe in all their personal relationships
- achieve physical, emotional and social wellbeing in relation to sexuality across their lifespan
- understand and have positive, respectful safe sexual experiences, free of coercion, discrimination and violence
- access and make informed choices about reproduction and reproductive health

Values

Our values define the way we work and interact with our clients, partners, the community and our environment. They guide us and help us to foster a culture of respect, courage, innovation and commitment. Decisions based on values are supported.

People first
- We value and respect all people. We act with courage and empathy. We encourage personal development and professional achievement

Community focus
- We collaborate with all sectors of the community to implement evidence-based solutions to improve health outcomes and personal safety

Equity and access
- We are committed to social justice and ensuring equal access to services which promote safe, healthy and informed relationships

Honesty and integrity
- We consider the impact of our actions and hold ourselves accountable for our behaviour

Safety
- We value safety in how we work and the fundamental role it plays in achieving sexual and reproductive health, wellbeing and personal safety

Innovation
- We are innovative in the way we work to develop creative solutions and maximise impact and outcomes for all now, and into the future
2.0 Purpose and contribution
The role of the Nurse Educator is to:
• Coordinate, and deliver clinical education and training products, and provide clinical practice facilitation for nurses, midwives and allied health professionals.
• Coordinate and broker clinical education and training products for other health professionals, including medical practitioners.
• Participate in reviewing, evaluating and developing the range of clinical educational/training products delivered by True.
• Coordinate and provide direct capacity development support to the non-medical cervical screening workforce in relation to the Queensland Health Cervical Screening Program.

3.0 Key responsibilities
3.1 Leadership
Participate as a coordinator and educator in the professional development of health professionals, and work cooperatively to maintain True as a leader in the provision of high quality reproductive and sexual health clinical educational services.
• Support the cultivation and maintenance of positive working relationships and / or partnerships with key internal and external stakeholders, and from both government and non-government sectors raising the profile of True’s services in the reproductive sexual health field of practice.

3.2 Service development and management
• Provide support and clinical advice for Authorised NPSP’s employed by Hospital and Health Services, private and non-government organisations.
• Provide advice to Queensland Health in relation to cervical screening.
• Contribute to the development and delivery of clinical education and training updates and professional development opportunities.
• Support the coordination, clinical education, training and supervision to clinicians undertaking clinical attachment in True clinics.
• Provide input into the development and review of educational products, guidelines, protocols and other documentation.
• Collect data, evaluate programs and draft concise reports.

3.3 Professional practice
• Maintain own professional and clinical skills.
• Flexibly manage activities related to the role including contributing to the delivery of clinical educational courses.
• Complete annual mandatory compliance training and any compliance related to role.

3.4 Human resource/staffing
• Participate annually in own performance reviews.
• Attend/complete all True annual mandatory training.

3.5 Information and communication technology
• Utilise relevant ICT systems, including Learning Management Systems to support the coordination, delivery and tracking of all clinical training and workforce development programs and resources.
• Support and participate in the quality management of clinical practitioner training program data and materials.
• Utilise ICT systems available.
• Utilise ICT resources in accordance with ICT policies and procedures.

3.6 Workplace health & safety
• In collaboration with other staff, maintain a safe working environment for staff and clients in accordance with the relevant Workplace Health & Safety policies and guidelines.
• Ensure Clinical Education supports open communication to encourage staff to report all incidents, including near misses.

4.0 Organisational relationships
4.1 Delegation Level
Delegation Level of Authority 1

The Nurse Educator reports to the Clinical Education Lead. This position works as part of a multidisciplinary team to ensure, through quality activities and research, high quality integrated clinical education programs and practice support in sexual and reproductive health are developed and delivered for health professionals.

4.2 Other Key relationships include:

i. Internal
   • Clinical Education
   • Clinical Services

ii. External
   • Queensland Health
   • Other Family Planning Organisations.
   • Relevant government and non-government clinical services and education stakeholders

4.3 Assets controlled by the role

• policies and procedures relating to area of responsibility

4.4 Control elements

• annual operational implementation
• programme and project plans
• policies and procedures
• personal work plan.

5. Position requirements

a. Knowledge
   Key principles relating to:
   • Knowledge of adult learning theory and practices and demonstrated experience in the coordination and delivery of clinical facilitation/education.

b. Technical Skills
   • Demonstrated experience in the field of sexual and reproductive health, including an understanding of issues in contemporary clinical practice, education and primary health needs.

c. Social Skills
   • Ability to develop and maintain positive and productive relationships and partnerships with key state clinical services, medical education bodies, relevant research organisations, internal and external customers and colleagues.
   • Experience in the development of partnerships to achieve operational goals.
   • Demonstrated high level interpersonal, oral and written communication skills including the ability to work in a multidisciplinary team, consult, negotiate, problem solve and resolve conflict.

d. Applications
   • Experience achieving agreed educational service outcomes in a dynamic environment.
   • Keen ability to understand need, and determine appropriate clinical education service intervention which leads to a positive outcome and strong positioning of the True brand.

e. Problems Solving
   • Experience identifying and analysing opportunities, exercising judgment and making decisions ability to lead complex decision making process including consultation with peers and team, to make decisions and to implement those decisions.

f. Cultural Fit
   • Alignment with True vision, mission and values.

g. Qualifications and Skills
   • Current registration with the Australian Health Practitioners Regulation Agency (Registered Nurse).
   • Current authorisation as a Queensland non-medical Pap smear provider (NPSP) or willingness to become one.

6. Key performance indicators

Specific metrics including but not limited to:

• WH&S compliance activities.
• Successful implementation and regular review of clinical education course material.
• Clinical supervision and review of professional clinical practice of clinical education and training.
• Product participants (as per course or placement requirements).
• Establish and maintain clinical education relationships for True.
• Meet deliverables under personal action plan.

6.0 Code of conduct
The Code of Conduct reflects and informs True’s mission, strategic direction and policies and is based on the organisation’s key values. The code of conduct specifies the standards of behaviour expected of all True staff in order to nurture a positive workplace culture.

7.0 Confidentiality
All staff must preserve confidentiality of any information from the organisation’s documents, verbal communication, or from any other source which relate to the organisation’s business, staff or clients.

Signed: ................................................................. Date: ..............................................

Name: .................................................................

I have read and understand this position description and agree it reflects my role.