

Position Description

Title	<i>Clinical Nurse Educator – EN Graduate Nurse Program</i>	Position Reports to	<i>Manager Nursing and Allied Health Education</i>
Classification	<i>QRED3 RN35</i>	Employment Status	<i>Part Time (0.6 EFT)</i>
Enterprise Agreement	<i>Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028</i>		

As Australia’s only specialist eye, ear, nose and throat hospital, The Royal Victorian Eye and Ear Hospital’s (the Eye and Ear) has been providing care for the senses for 150 years. The Eye and Ear has over 50 different outpatient clinics for the diagnosis, monitoring and treatment of vision and hearing loss and provides a 24 hour emergency eye and ear, nose, and throat service. The Eye and Ear provides care annually for around 250,000 patients, with over 200,000 outpatients, nearly 40,000 emergency patients and over 14,000 inpatients.

Vision Mission And Values

The Eye and Ear is a world leader providing exceptional care. We aspire to be the world’s leading eye and ear health service through; outstanding patient experience; exemplary leadership; inspiring our people and building a platform for the future. Our values of **Integrity, Care, Excellence** and **Innovation** are at the core of everything we do.

- **INTEGRITY** We act ethically, accept personal accountability, communicate openly and honestly and treat everyone with trust and respect
- **CARE** We treat patients with respect, are compassionate, thoughtful and responsive to their needs and sensitive to diversity
- **TEAMWORK** We communicate openly, respect diversity of views and skills and work effectively with partners and in multi-disciplinary teams to deliver the best outcomes for patients
- **EXCELLENCE** We give our personal best at all times, deliver exemplary customer service, monitor performance and seek leading edge ways to improve it

Please read our full Strategic Plan here:

https://www.eyeandear.org.au/page/About_Us/Our_Publications_and_DVDs/

The Eye and Ear is an equal opportunity employer and is committed to providing a work environment that is free from harassment or discrimination and promotes inclusion, equity, diversity and cultural awareness in the workplace. The Eye and Ear is a smoke free environment.

Position Summary:

The Clinical Nurse Educator is a critical member of the Nursing Education Team providing professional development for nursing staff and ensuring that all practices are maintained and advanced.

- The Clinical Nurse Educator position is primarily responsible for; The coordination of the EN (Enrolled Nurse) Graduate Nurse Year Program,
- Providing ongoing education for both our Inpatient Ward and Specialist Clinics,
- Assisting with the co-ordination of both ALS (Advance Life Support) and PLS (Paediatric Life Support)
- Oversees CNS (Clinical Nurse Specialist) group.

They will work closely and collaboratively with the Clinical Support Nurses in these areas to develop and deliver appropriate education.

They will also be required to work collaboratively within the Nursing Education Team to deliver education, training and support to nursing staff in designated clinical areas and across the Eye and Ear.

Key Responsibilities / Performance Outcomes:

1. Provide high quality standards of patient care. This includes assessment, planning, implementation and evaluation of care in collaboration with patients, carers and a multidisciplinary team.
2. Work within an ethically and legally sound framework. Ensure that the delivery of clinical services within the Department is in line with best evidence based practice and the National Safety and Quality Health Service Standards (NSQHSS).
3. Ensure responsibilities are undertaken in accordance with the Eye and Ear policies and procedures, Code of Conduct and applicable legislation.
4. Possess Information Technology (IT) skills that are commensurate with the requirements of the role.
5. Coordinate the running of the Post Graduate Clinical Nursing Program, including delivering on key reporting obligations to the Eye and Ear Executive and to the Department of Health
6. Deliver clinical education and training support to staff in the clinical areas designated to this role
7. Support staff in relevant clinical areas to lead and implement improvement activities
8. Incorporate principles of adult learning in the planning, implementation and evaluation of teaching activities
9. Support and mentor the Clinical Support Nurses to provide clinical support to teaching of junior and post graduate nursing staff during their rotations
10. Assist with the planning, development, implementation and evaluation of clinical assessments specific to learner needs
11. Deliver competence based programs for nursing staff with a focus upon improvement of skills and retention of knowledge
12. Teach content as needed and/or assigned within clinical expertise to facilitate orientation, staff development and/or safe practice
13. Participate in relevant meetings / committees / project teams / working groups, as required

Quality, Patient Safety And Risk Management

Ensure utilisation of systems designed to support quality, safety & risk management. This involves:

- Providing care that is patient and family-centred and delivered in partnership with the patient and their carer.
- Developing and maintaining your skills and competencies relevant to your clinical scope of practice.
- Having an understanding of working within your role and responsibilities outlined in the Eye and Ear Quality Clinical Governance Framework ([link](#)) to deliver safe high quality and person-centred experience and care.
- Participating in reporting and analysis of safety and quality data including risks or hazards.
- Participating in improvement activities.
- Participating in the reporting and analysis of quality initiatives, adverse events and risk identification.
- Participating in appropriate professional development activities and other quality and safety training.
- Participating in health service activities required for accreditation.
- Ensuring appropriate use of hospital resources.
- Demonstrate awareness of the financial requirements of the department and demonstrate an awareness of cost effective practice.
- Actively participate in the annual performance development cycle.
- Is compliant with the Eye and Ear Data Accountability Framework ([link](#)).

Occupational Health And Safety

The Eye and Ear endeavours to provide a working environment for its employees that is safe and without risk to health. Employees are required to:

- Perform their work with due regard for their own safety and health and for the safety and health of other people who may be affected by their acts or omissions.
- Actively promote and demonstrate the organisational values of integrity, care, excellence and teamwork.
- Participate in wellness@work initiatives.
- Report any hazards, near miss and incidents (regardless of whether an injury occurred or not) via the Victorian Health Incident Management System (VHIMS) Riskman.
- Understand and adhere to emergency procedures.
- Actively discourage and where possible call out inappropriate behaviour that may pose a safety risk to others.
- Participate actively in return to work programs if injured, and supporting injured colleagues in their return to work.
- All clinical practitioners involved in medication management have an obligation to practice within legislation, the Poisons Control Plan, hospital policy and procedures.

- The requirement for Advance Life Support training will be determined for nursing and medical staff working in specific departments based on acuity.

Selection Criteria: Qualifications, Experience And Competencies

	Essential	Desirable
Qualifications	Current Nursing Registration with ANMC in conjunction with the National Agency (AHPRA) or equivalent	Certificate IV in Workplace Training & Assessment
	Postgraduate qualification in Education, Nursing or an equivalent field, or working towards this	
Experience	5+ years experience of working as a clinical nurse	Previous experience coordinating post graduate nursing courses
	Previous experience working in a Clinical Nursing Education role	Previous experience supervising junior nurses
	Demonstrated experience coordinating programs or projects	
	Previous experience with leading improvement activities	
	Experience in developing and implementing clinical assessments	
	Ability to work collaboratively in a team environment	
	Excellent communication skills, including public speaking	
	Demonstrated commitment to planning and providing best quality care	
Competencies	Basic Life Support	Hand Hygiene
		Manual Handling

Reporting Lines

Position Reports to – *Manager Nursing and Allied Health Education*

Number of Direct reports – *None, although this position will have coordination responsibilities for Registered Nurses in the Post Graduate Clinical Nursing Program*

Key Working Relationships

Internal

- Nurse Unit Managers
- Nursing and Allied Health Education Team
- ANUMs
- Clinical and Non-Clinical staff of each clinical area
- Medical Staff
- Allied Health staff

External

- Department of Health
- Tertiary Education Providers
- Patients and carers

All staff are required to have a satisfactory National Criminal Record Check. Direct patient care/clinical employees are required to have a valid Working With Children Check.

Author of Position Description or Manager of Position:

Name: Director Partnerships, Clinical Education and Planning
Date: March 2025

The Eye and Ear reserves the right to modify this position description as required. The employee will be consulted when this occurs. Statements included in this position description are intended to reflect the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Agreement

I have read, understood and agree to comply with the position description.

Name: _____

Signature: _____

Date: ____ / ____ / ____