

Position Description

Title	<i>Allied Health Educator</i>	Position Reports to	Manager, Nursing and Allied Health Education
Classification	To be determined by applicable EBA	Employment Status	F/T
Enterprise Agreement	<i>Allied Health Professionals or Medical Scientists Agreement OR Pharmacists and Psychologists Enterprise Agreements</i> Dependent upon Profession of incumbent		

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 more than 160 years. The Eye and Ear has over 90 different outpatient specialist 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 190,000 patients, with over 130,000 outpatients, nearly 44,000 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 Education team supports the Eye and Ear to achieve its strategic directions by supporting the growth and professional development of allied health professionals and promotes best practice clinical learning environments and implementing statewide frameworks (e.g. Allied Health Clinical Supervision Framework).

The Clinical Education team reports through to the Manager, Nursing and Allied Education and will work with Allied Health professionals, Department Managers and Operational Directors across the Hospital. The Allied Health Educator works under the direction of the Manager, Nursing and Allied Education and collaborates with Operations Directors responsible for Allied Health to coordinate, deliver and evaluate contemporary, evidence-based inter-professional education and training programs aligned to the strategic and operational needs of the Eye and Ear's allied health workforce.

Allied Health professional disciplines at the Eye and Ear include: Orthoptists, Medical Photographers, Audiologists, Pharmacists, Speech Pathologists, Social Workers, Physiotherapists and Allied Health Assistants.

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).

Coordination of Allied Health Education and Training

- Responsible for the development, coordination, delivery and evaluation of innovative interprofessional education and training programs consistent with E&E needs and strategic direction.
- Develop an Allied Health Education Framework to meet operational objectives, best practice and workforce learning and development needs of staff.
- Liaising with relevant internal and external stakeholders to identify the learning needs of AH staff and coordinating the delivery of a comprehensive education plan that aligns with professional, organisational and mandatory training requirements.

Quality and Performance innovation

- Leads the development of Allied Health Education, comprising; research, quality improvement and risk management projects, fostering continuous improvement of clinical allied health services.
- Supports Allied Health staff members to meet profession specific credentialing, accreditation, registration related education and training requirements and goals.
- Promotes and facilitates allied health compliance with National Safety and Quality Health Service Standards and accreditation programs.
- Monitor external environment to ensure that Allied Health training and education is meeting the changing needs of the health care industry, relevant to the Eye and Ear Hospital.

Stakeholder management and partnerships

- Develops strong internal networks and facilitates a cooperative partnership approach to achieving the Allied Health learning and development objectives
- Develops and maintains collaborative partnerships with external providers and stakeholders, such as universities and registration bodies.

Quality, Patient Safety and Risk Management

Ensure utilisation of systems designed to support quality, safety and 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.
- Possess an understanding of working within your role and responsibilities outlined in the Eye and Ear Quality Clinical Governance Framework 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.

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.

Selection Criteria: Qualifications, Experience And Competencies

	Essential	Desirable
Qualifications	<i>A professional qualification in an allied health discipline relevant to the Eye and Ear Hospital – e.g. Audiologist, Orthoptist, Social Worker etc.</i>	<i>Possession of or significant progression toward the attainment of a post graduate qualification in education.</i>
	<i>Current professional registration by the relevant Australian national registration authority or eligibility for full professional membership of the relevant recognised professional association.</i>	<i>Clinical Educator and / or supervision training</i>
Experience	<i>Advanced knowledge of contemporary education and training principles and practices</i>	
	<i>Experience in developing, delivering and evaluating education/training programs for clinical staff, interns and/or students</i>	<i>Demonstrated experience conducting research and engaging in other scholarly work</i>
	<i>Demonstrates high level communication skills and ability to form and maintain cooperative working relationships</i>	
	<i>Computer literacy and experience with E-Learning platforms</i>	
Competencies	<i>Ability to integrate clinical practice with educational activities.</i>	<i>Excellent interpersonal skills</i>
	<i>Highly developed planning, organisational and problem solving skills</i>	<i>Ability to lead and inspire students and colleagues.</i>
	<i>Excellent communication skills</i>	<i>Commitment to public health</i>
	<i>Skills in assessing student performance and providing constructive feedback.</i>	<i>Ability to conduct and apply research to improve educational practices.</i>

	<i>Commitment to using evidence-based approaches in teaching and clinical practice.</i>	
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Reporting Lines

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

Number of Direct reports - 0

Key Working Relationships

Internal relationships:

- *Allied Health Managers*
- *Allied Health Clinicians*
- *Nursing Education team*
- *Operations Directors*
- *Department Managers*
- *Other clinicians*
- *Patients, Families and Carers*

External relationships:

- *Department of Health*
- *Universities and specialised training facilities*
- *Allied Health Education teams*

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:

Director Partnerships, Clinical Education and Planning
June 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: ____ / ____ / ____