

Position Description

Title	Manager, Nursing Education	Position Reports to	Director, Partnerships, Clinical Education and Planning
Classification	Grade 5 – QRED 4.2	Employment Status	0.8 EFT Permanent
Enterprise Agreement	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028		

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

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 Manager, Nursing Education is responsible for the leadership, coordination and oversight of education for the nursing workforce at the Eye and Ear. This will be achieved through strong leadership and management of the Nursing Education Team to deliver high quality, contemporary and evidence based best practice clinical education and training across the Eye and Ear.

This position will identify required emerging skills for the nursing workforce and work with key stakeholders, both internally and externally, to enable the nursing workforce to be responsive in acquiring these skills, as well as advancing nursing practices through quality professional development.

The Manager, Nursing Education should be a visionary who is motivated, dynamic and responsive to evolving and innovative statewide, national and international healthcare models of care delivery. They must be able to work collaboratively with senior nursing staff and lead the Nursing Education Team to do the same to implement quality outcomes for patients, carers and staff.

This role will be expected to enable organisational resources for the nursing workforce to engage in lifelong professional development, and to work collaboratively with senior nursing staff to foster an environment where the latest developments in nursing education technologies and innovations can be fully utilised to embed a culture of education and learning.

This role will also be responsible for coordinating the Registered Nurse (RN) Graduate Year Program and ensuring the members of the nursing education team are providing the clinical support required to enable successful skill and knowledge development for these junior nurses.

Key Responsibilities / Performance Outcomes:

1. Work within an ethically and legally sound framework. Ensure responsibilities are undertaken in accordance with the Eye and Ear policies and procedures, Code of Conduct and applicable legislation.
2. Information Technology (IT) skills that are commensurate with the requirements of the role.
3. Lead, manage and develop the members of the Nursing Education Team, including supporting the roles of the Clinical Nurse Educator and Clinical Support Nurse to meet the challenges of changing priorities and demands in healthcare
4. Provide strategic level thinking to the vision for nursing education across the Eye and Ear and work with key staff, including the members of the Nursing Education Team and senior nursing staff, to plan, trial, implement and evaluate these activities
5. Provide content for Executive and Board level reports on Nursing Education activities, including reporting on key metrics when required
6. Coordinate the running of the RN Graduate Year Program and ensure the Nursing Education Team members are providing education support for these junior nurses to grow and develop their skill and knowledge whilst undertaking this program.
7. Create and support the delivery of multidisciplinary education and training to enable opportunities for skills upgrading in the nursing workforce, and in other disciplines
8. Coordinate and manage various funding sources (internal and external) to attract revenue to support the training and development of the nursing workforce

9. Establish clinical teaching frameworks to provide equitable training opportunities across the nursing workforce
10. Drive the development and delivery of course content via the organisational learning system, prepare training materials, educational tools and policies related to new processes in collaboration with the Nursing Education Team, subject matter experts and external collaborators.
11. Lead and participate as a course owner/subject matter expert for relevant courses.
12. Ensure mandatory courses are maintained and updated in order to meet legislative and regulatory requirements and organisational procedures.
13. Ensure courses are evaluated and audited on an 'as needs' basis according to legislation and best practice changes. Feedback is to be sought from key stakeholders and evidence of evaluation, and any changes must be kept.
14. Provide the educational lead perspective and advice to supporting the development and implementation of new Advanced Practice Nurse and Nurse Practitioner roles across the organisation
15. Work collaboratively with Tertiary Education providers and Nursing Education Team members to support the development, implementation and ongoing coordination of post graduate courses, undergraduate nursing student placements, and RUSON programs
16. Work collaboratively with internal and external stakeholders to investigate and deliver new and existing nursing return to work programs, ie: Refresher and Re-entry Programs
17. Work with key Nursing Education Team staff to develop competency frameworks for post-graduate and transition programmes
18. Work collaboratively with external training providers to secure resources for formal and informal continuing professional development to develop nursing workforce capabilities to meet ongoing organisational needs and enhance career development opportunities.
19. Seek opportunities to present at conferences, nationally and internationally, and to lead / conduct research and publish on innovations in the nursing education space at Eye and Ear
20. Develop and execute clinical education plans, in collaboration with the Nursing Education Team and key senior staff
21. Work in collaboration with the role's manager to develop and manage budgets
22. Support the hospital-wide patient safety program

Quality, Patient Safety And Risk Management

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

- Having 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.

Selection Criteria: Qualifications, Experience And Competencies

	Essential	Desirable
Qualifications	Masters Degree in Nursing Education or a similar education qualification	Certificate IV in Workplace Training and Assessment
	Current AHPRA registration as a Registered Nurse - without notation	
Experience	Demonstrated, relevant experience of working at a senior level, Grade 4 or higher, in a Nursing Education Team	
	Demonstrated ability to manage a high functioning nursing team	
	Demonstrated experience of leading and implementing strategic level activities	
	Demonstrated experience of coordinating nursing education programs	

	Demonstrated experience in teaching and learning principles including curriculum development and administration	
	Knowledge and ability to teach both theory and clinical skills	
	Computer literacy and experience with E-Learning platforms	
Competencies	Ability to lead a team, negotiate and influence internal and external stakeholders including tertiary education providers, TAFE and RTO's	
	Leadership skills, a positive mindset and the capacity to create a conducive learning environment	

Reporting Lines

Position Reports to – Director, Partnerships, Clinical Education and Planning

Number of Direct reports – Nine

Key Working Relationships

Internal

- Operational Directors
- Nurse Unit Managers
- Nursing Education Team
- ANUMs of Clinical Areas
- Clinical and Non-Clinical staff of the Departments
- Medical Staff
- Allied Health Staff
- People and Culture
- Education Precinct Manager

External

- Department of Health
- Tertiary Education Providers
- Directors and Managers of Nursing Education in other health service organisations
- Patients, Relatives

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 – Renee Chmielewski – Director Partnerships, Clinical Education and Planning

Date – December 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: ____ / ____ / ____