
JOB SPECIFICATION

1. Summary of the broad purpose of the position in relation to the organisation's goals:

In the course of fulfilling the role of Advanced Education Facilitator, Level 4, Nurse/Midwives at this level, use their clinical knowledge and experience to provide a corporate support service to nursing/midwifery practice in areas such as the provision and oversight of a range of education, training, learning experiences and materials. Employees in this role accept accountability for the outcomes of nursing/midwifery education practices, for addressing inconsistencies between practice and policy; and for contributing to a safe and positive work culture in the interest of patient/client outcomes

Various practice models may be used to enact this role, including but not limited to:

- Leading a course/program team in education and training provision;
- Leading a specific portfolio/project within education and training provision;
- Undertaking a primarily academic and research role.

2. Reporting/Working Relationships (to whom the person reports, staff for whom the person is responsible and other significant connections and working relationships within the organisation).

The Advanced Nurse/Midwife Education Facilitator:

- Reports to Nursing or Midwifery Director (Level 5) (or to the relevant position in your local health unit/service)
- Maintains close collaborative working relationships with all level 3 and level 4 Nurses/Midwives.
- Maintains cooperative and productive working relationships within all members of the health care team
- Supports and works collaboratively with less experienced members of the nursing team

3. Special Conditions. (such as non-metropolitan location, travel requirements, etc)

- The appointee may be subject to a Criminal History Check prior to confirmation of appointment.
- The incumbent may be required to enter into an annual performance agreement for the achievement of (specific or service or program) outcomes.

4. Statement of Key Outcomes and Activities (group into major areas of responsibility/activity and list in descending order of importance - continue on next page)

4.1 Ensuring the provision of high quality continuing nursing education services aimed at improving nursing staff knowledge, commitment and nursing practice by;

4.1.1 Improving nursing/midwifery and patient care procedures and practices by;

- Providing, overseeing and advising on education services which are (by number of students and/or by educational complexity or breadth) demonstrably beyond the usual range;
- Initiating, developing and implementing educational and/or clinical protocols/standards, harm minimisation strategies and quality benchmarks;

Statement of Key outcomes and Activities (Continued)

- Contributing to the review and management of education/training programs to ensure the achievement of outcome standards and key performance indicators;
- Undertaking and/or overseeing teaching sessions and/or assessment processes to designated student populations;
- Contributing to capability development requirements identified within performance development and succession planning activities;
- Contributing to competency improvement requirements identified within performance management activities;
- Providing education support for change processes, risk management practices and service improvement activities;
- Collaborating with Clinical Service Coordinators and Clinical Practice Consultants to coordinate teaching and learning processes and achieve planned outcomes;

4.1.2 Contributing to the human resource management of the unit/service by.

- Leading a nursing/midwifery and/or multi-disciplinary team of educators and/or trainers in the initiation, coordination, implementation and evaluation of a formal education program for a designated student group;
- Mentoring and coaching Education Facilitators in relation to an area of expertise;
- Maintaining productive working relationships and manage conflict resolution;
- Contributing to the support of undergraduate and post graduate students in clinical placements as appropriate;

4.2 Contributes to the achievement of nursing/midwifery best practice and where relevant facilitates the development and application of relevant nursing research by;

- Integrating contemporary information and research evidence with personal experience to support the decision making, innovative thinking and objective analysis that are expected at this level;
- Initiating, conducting and/or guiding research within an area of education practice;

4.3 Contributes to the achievement of professional expertise through the maintenance of ongoing personal professional development/continuing education:

- Holding a contemporary professional practice portfolio containing evidence of postgraduate qualifications and learning and practice experiences that underpin a demonstrable application of knowledge and skills commensurate with the level of autonomy, decision making authority and influence of recommendations expected of the role.

4.4 Employees in this role may be required to:

- Undertake a formal academic role as a major component of role;
- Undertake a formal research coordinator role as a major component of role;
- Act as a consultant to the state or national health system in area of expertise;
- Directly undertake and/or be accountable for a major research or evaluative project beyond the scope of the usual Education Facilitator role;
- Lead development of new or innovative courses/programs, and/or curriculum development which meet the emergent requirements of the health sector and are beyond the scope of the usual Education Facilitator role;
- Lead development of new or innovative education delivery, instructional design programs and/or knowledge access mechanisms to address the emergent requirements of the health and education sectors;
- Present at conferences and/or publish in refereed professional journals.

4.5 Health Unit to insert any local generic statements related to

- Requirements for participation in Counter Disaster activities
- Requirements related to Equal Opportunities and Occupational Health Safety and Welfare

Approved by Line Manager: _____ / /

Acknowledged by Occupant: _____ / /

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS (Those characteristics considered absolutely necessary)

PLEASE NOTE:

It is recommended that a **Maximum of 15 criteria only** (in total) be included in this section (ie the number of Essential and Desirable criteria combined should not exceed 15).

Educational/Vocational Qualifications (include only those listed in **Commissioner's Standard 2, Attachment C** as an essential qualification for the specified classification group)

- Registered or eligible for registration as a General Nurse by the Nurses Board of South Australia and who holds, or who is eligible to hold, a current practicing certificate

Personal Abilities/Aptitudes/Skills: (related to the job description and expressed in a way which allows objective assessment):

- Innovation, creativity and flexibility that can be applied to an education setting within a healthcare setting.
- Ability to prepare and undertake presentations of a high standard in a range of educational setting to both community and professional groups.
- Effective leadership skills including highly developed skills in communication, problem solving, conflict resolution and negotiation.
- Proven ability to perform effectively under pressure and prioritise workloads..
- Demonstrated ability in facilitating change management.

Experience

- Registered Nurse/Midwife with at least 3 years post registration experience or currently classified as a Clinical Nurse/Midwife.
- Demonstrated experience in applying relevant education theory to nursing education and practice.
- Demonstrated competency in nursing education or staff development.
- Demonstrated experience in developing, coordinating and delivering education programs and conducting appropriate evaluations of the programs.

Knowledge

- Knowledge of contemporary educational theories and principles relevant to the nursing profession.
- Knowledge of contemporary health system issues and the potential impact on nursing education and nursing practice.
- Comprehensive knowledge of health care research processes and application.
- Understanding of the requirements of the Nurses Act 1999.
- Comprehensive understanding of the Australian Nursing and Midwifery Council (ANMC) National Competencies for the Registered and Enrolled Nurse and Midwives in Recommended Domains and the Commissioner for Public Employment Code of Conduct for Public Employees.
- Knowledge and understanding of legislative responsibilities for OHS&W, Workers Compensation and Rehabilitation and Equal Opportunity.

DESIRABLE CHARACTERISTICS (To distinguish between applicants who have met all essential requirements)

Educational/Vocational Qualifications ((include only those listed in **Commissioner's Standard 2, Attachment C**, as an essential qualification for the specified classification group)

- Where applicable, qualifications relevant to practice setting.
 - Tertiary qualifications in nursing or human services related discipline.
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Personal Abilities/Aptitudes/Skills: (related to the job description and expressed in a way which allows objective assessment):

- Skills in using computers and software relevant to the area of practice.
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Experience

- Experience with quality improvement activities.
 - Experience in evaluating the results of nursing research and integrating, where relevant, the results into nursing practice.
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Knowledge

- Knowledge of the South Australian Public Health System.
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Other Details:

COMMITMENT TO WORKPLACE VALUES

The Department of Health values have an influence on the people we employ

Every organisation has values that govern the way people are treated and the way decisions are made. The Department's Strategic Plan identifies the values that guide our behaviours. These behaviours apply to all employees and govern the way people in the organisation are treated, the way decisions are made and how we provide our services.

These values are used in day to day communication and interaction between all employees and are linked to the whole of government Code of Conduct, Performance Development, Job and Person Specifications and Department of Health Employment Conditions.

Department of Health Organisational Values are:

Honesty

We show honesty by speaking truthfully, within the boundaries of confidentiality. This is shown in our dealings within the Department and with our consumers and partners by: saying what we mean and meaning what we say, keeping our promises, telling the truth tactfully, providing honest feedback and answers and admitting to mistakes.

Respect

We show respect by speaking and acting with courtesy. We treat others with dignity and use culturally appropriate ways of communicating. This is shown in our dealings within the Department and with our consumers and partners by: treating everyone fairly, communicating so people can understand, listening to others, and seeking and providing feedback.

Integrity

We show integrity by honouring our values and the rules of our department, government and nation. This is shown in our dealings within the department and with our consumers and partners by: doing the right thing, abiding by the values, standing up for what we believe in, and taking responsibility for our mistakes.

I _____ have the ability and commitment to behave consistently with the stated values of the Department of Health.

Signature

Please complete and return attached to your application to the nominated person

"The right people with the right skills in the right place at the right time"