

Clinical Educator – Workforce Development (MG)

Award/Agreement Non Award

Responsible to: Manager, Workforce Development

Summary of role: In accordance with Resthaven philosophy and policies, facilitate an education program congruent with the strategic objectives of the organisation for staff at Resthaven Mt Gambier

Key Relationships:

- Manager Residential Services, Mt Gambier (indirect reporting line)
- Mt Gambier Residential Leadership team (member)
- Snr Manager Clinical Services
- Workforce Development team

Special Requirements: Some hours will include working across the span of shifts to ensure all staff are provided with equal on the job coaching and education.

Key Responsibilities and Duties

Undertake duties in accordance with the philosophy, business practices and policies of Resthaven Incorporated, and perform the following duties:

- Be proactive in monitoring and responding to the evolving staff learning needs through regular review of care and clinical practices of staff.
- Designate time daily for effective on-the-job mentorship and support to ensure staff are competent and confident in their roles.
- Provide clear and appropriate feedback in line with Resthaven's Clinical Practice Manual and any other associated policies, procedures and regulatory requirements.
- Promote a positive learning environment.
- Deliver formal education sessions as required.
- Maintain the training and attendance database in order to be able to provide accurate data regularly and when required.
- Participate in the design of clinical training packages that align with organisational learning needs'
- Ensure currency of practice by proactively seeking ongoing professional development.
- Be an integral member of the Resthaven Mt Gambier leadership team as well as the broader Resthaven leadership team.
- Attend corporate meetings as required.

Quality and Safety

Responsible for:

- Undertaking all duties in accordance with Resthaven's Quality Management System, policies and procedures
- Participating in Resthaven Quality Management System and commitment to processes of continuous improvement activities, including auditing, surveys and needs analysis
- Maintaining a safe work environment in accordance with Resthaven Work Health and Safety Policies and Procedures, and actively participating in the rehabilitation of staff injured at work
- Assisting in the on-going maintenance of a safe work place through involvement in the implementation of safe systems of work in accordance with Resthaven Work Health and Safety Policies and Procedures
- Participating in mandatory Health and Safety training sessions
- Identifying and reporting hazards in the workplace

Privacy and Confidentiality

Responsible for:

- Applying the principles of privacy and confidentiality to all work practices
- Adhering to Resthaven Privacy of Information Policy and Procedure at all times
- Maintaining a duty of confidentiality to all residents, clients, volunteers and staff
- Ensuring that any "Confidential Information" that becomes known through the course of employment with Resthaven is kept confidential including information relating to Resthaven's:
 - business or operational interests;
 - methodology and affairs;
 - financial information; and
 - anything else that is notified as being confidential

Other duties as directed by the Manager Workforce Development, commensurate with classification and training.

Person Specification Clinical Educator – Workforce Development (MG)

CRITERIA

Essential Qualifications

- Current registration as a Registered Nurse with AHPRA
- Certificate IV in Training and Assessment or preparedness to work towards qualification

Essential Skills, Knowledge & Experience

- Demonstrated high level competence in clinical skills
- Knowledge of ageing process and caring for older people
- Knowledge of gerontic nursing practice issues
- Knowledge of contemporary adult learning principles
- Ability to provide corrective feedback to practice
- Effective written and verbal communication skills
- Ability to identify skill gaps and drive improved performance through teaching and coaching
- Demonstrated initiative toward education priorities
- Demonstrated ability in developing and designing training packages
- Ability to communicate and work cooperatively with others
- Commitment to ongoing professional development
- Experience in working in an online learning environment

Acknowledged _____
Manager Workforce Development

Date _____

Acknowledged _____
Employee

Date _____