

POSITION DESCRIPTION

Position:	Undergraduate Nurse Educator
Division:	Nursing
Unit:	Education Department
Enterprise Agreement	NURSES AND MIDWIVES (VICTORIAN PUBLIC HEALTH SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2016-2020
Reports to:	Principal Nurse Educator

MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. MBPH is a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement.

MBPH provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

MBPH is proud to be affiliated with Monash and La Trobe Universities for the provision of undergraduate and postgraduate Medical, Nursing, Midwifery and Allied Health education. Affiliations also exist with other universities for clinical placement and training.




VISION





Your Hospital – We care.

MISSION

Improving the health and wellbeing of our community by providing quality health services, with care, compassion and skill.

VALUES

 Responsiveness	Responsiveness: Providing frank, timely advice to the Government; high quality services to the Victorian community; and by identifying and promoting best practice.
 Integrity	Integrity: Being honest, open and transparent; acting responsibly; reporting improper conduct; and striving to earn and sustain public trust of a high level.
 Impartiality	Impartiality: Making decisions and providing advice on merit and without bias, favouritism or self-interest; objectively considering all relevant facts and fair criteria.

 Accountability	Accountability: Working to clear objectives in a transparent manner and accepting responsibility for decisions and actions.
 Respect	Respect: Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying.
 Leadership	Leadership: Actively implementing, promoting and supporting these values. Leadership is about positive influence, inspiring and empowering others.
 Human Rights	Human Rights: Making decisions and providing advice consistent with human rights; and actively implementing, promoting and supporting human rights.

POSITION SUMMARY

The Undergraduate Nurse Educator is responsible for coordinating the Undergraduate Nursing and Midwifery Placement Program at Mildura Base Public Hospital, ensuring clinical placement programs achieve success and are aligned with workforce planning objectives.

The Undergraduate Nurse Educator has a critical role in ensuring a positive placement experience, providing a high standard of support and responsiveness to internal and external stakeholders.

In undertaking the role, the Undergraduate Nurse Educator works closely with other members of the Education Department to share knowledge and resources, reduce duplication and enable continuous improvement in clinical learning and development.

All staff at Mildura Base Public Hospital should have, or aspire to the personal qualities, knowledge and skills as described in the Mildura Base Public Hospital Staff Capabilities Statement. Refer to link at top of page.

As a Nurse/Midwife at MBPH you may be required to work within different sites or departments if required.

KEY RESPONSIBILITIES AND DUTIES

- Responsible for actively seeking partnerships with education providers, increasing placement activity at MBPH and exposure for future graduates.
- Responsible for the coordination of undergraduate nursing and midwifery student clinical placements, utilising the Place Right system and ensuring a valid Student Placement Agreement is in place with the education provider.
- Initiate invoices for clinical placements, providing required placement details to Accounts for placements completed in the preceding month.
- Promote a culture of professional development and a positive learning environment, actively supporting the Principal Nurse Educator with the implementation of the Best Practice Clinical

Learning Environment (BPCLE) Framework and ongoing evaluation and data collection related to same.

- In collaboration with key stakeholders lead the design, development, promotion, implementation and ongoing evaluation and improvement of preceptorship programs.
- Collaborate with the multi-disciplinary team to promote interprofessional education.
- Facilitate education using adult learning principles and a blended learning approach, contributing to hospital wide education as required.
- Assist in the development and revision of education resources as per areas of expertise.
- Develop personally and professionally through networking and maintaining up to date knowledge on evidence-based practice.
- Act as a mentor and role model.

GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies and procedures** when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee, you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

KEY SELECTION CRITERIA

Specialist Expertise:

- Registration with AHPRA as a registered nurse/midwife without conditions
- Demonstrated advanced clinical knowledge and/or minimum of 5 years' experience in an acute care clinical setting
- Postgraduate qualification in education or equivalent is highly desired
- Current Certificate IV in Workplace Training and Assessment or willingness to complete within 12 months
- Extensive knowledge of the requirements of clinical placements for undergraduate nursing and midwifery students
- Demonstrated skills and experience in the supervision and performance development of students
- Demonstrated experience and skills in development, facilitation and delivery of clinically situated training, education programs and presentations
- Aptitude for engaging key stakeholders in decision making
- Demonstrated computer literacy, in particular, competence with Microsoft Office applications

Personal Attributes:

- High level of self-confidence
- Ability to interact and communicate with a diverse range of people at all levels
- Demonstrated problem solving and analytical ability in an acute care clinical setting
- A personal approach which is positive, enthusiastic, friendly and helpful
- Commitment to ongoing professional development of self
- Ability to introduce new concepts through innovation, influencing, negotiating and persuasion skills
- Ability to work as part of a team, as well as to work independently
- Flexibility to operate in an environment of change and continuous improvement

MANDATORY REQUIREMENTS

National Police Record

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

Working with Children

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined “child-related role” at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition, you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

Registration with Professional Association

For example, AHPRA, AHRI, etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Immunisation Requirements

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.