

POSITION DESCRIPTION

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| Position: | Allied Health Educator |
| Division: | Compliance & Patient Experience |
| Unit: | Clinical Learning and Development |
| Enterprise Agreement | Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement / Medical Scientists, Pharmacists and Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement |
| Reports to: | Director Clinical Learning and Development |

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 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

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|  Responsiveness | <p>Responsiveness: Providing frank, timely advice to the Government; high quality services to the Victorian community; and by identifying and promoting best practice.</p> |
|  Integrity | <p>Integrity: Being honest, open and transparent; acting responsibly; reporting improper conduct; and striving to earn and sustain public trust of a high level.</p> |

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|  Impartiality | <p>Impartiality: Making decisions and providing advice on merit and without bias, favouritism or self- interest; objectively considering all relevant facts and fair criteria.</p> |
|  Accountability | <p>Accountability: Working to clear objectives in a transparent manner and accepting responsibility for decisions and actions.</p> |
|  Respect | <p>Respect: Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying.</p> |
|  Leadership | <p>Leadership: Actively implementing, promoting and supporting these values. Leadership is about positive influence, inspiring and empowering others.</p> |
|  Human Rights | <p>Human Rights: Making decisions and providing advice consistent with human rights; and actively implementing, promoting and supporting human rights.</p> |

POSITION SUMMARY

The Allied Health Educator holds a key leadership position in the specified clinical area(s) and across the organisation, facilitating the development of and supporting a culture of continuous learning and enquiry by the Allied Health workforce at MBPH.

The Allied Health Educator coordinates the undergraduate and graduate allied health programs, ensuring alignment with the strategic direction of MBPH and workforce planning objectives.

The Allied Health Educator collaborates with the People and Culture team to inform the development, delivery and evaluation of education resources to meet individual and organisational learning and developmental needs, supporting the delivery of a patient centred service that embodies evidence-based practice.

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 an Allied Health professional 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 allied health 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 Director Clinical Learning and Development with the implementation of the Best Practice Clinical Learning Environment (BPCLE) Framework and ongoing evaluation and data collection related to same.
- Responsible for the development, implementation, evaluation and ongoing coordination of Allied Health Graduate Program/s including recruitment in line with the Post-Graduate Medical Council of Victoria (PMCV) Business Rules.
- Collaborate with the Clinical Learning and Development Department and Unit Manager to develop, implement and evaluate the department orientation.
- Collaborate with the Clinical Learning and Development Department and Unit Manager to identify educational needs through a variety of means (i.e. monitoring staff performance, needs assessment, continuous safety and quality improvement activities), to develop and maintain the clinical education program for a specified clinical area(s), contributing to hospital wide education as required.
- Collaborate with the Unit Manager to develop and maintain optimal staff skill sets to meet the needs of the clinical patient case-mix.
- Responsible for the identification and relationship management between preceptors and new staff, monitors the performance of the preceptors in their support of new staff and provides coaching and constructive feedback to preceptors.
- Provide and/or facilitate opportunities for the Allied Health workforce in mentorship, educational leadership, supervision, assessment and coaching.
- Assist the Unit Manager to monitor and facilitate staff compliance with training requirements and maintenance of accurate documentation and reports to provide evidence that training/competency compliance is maintained at required standards.
- Support the Unit Manager with performance appraisal and development activities within specific clinical unit(s), assisting with performance development plans to identify and support individual learning needs.
- Facilitate education using adult learning principles and a blended learning approach.
- Collaborate with the multi-disciplinary team to promote interprofessional education.
- 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, procedures** and standards of work practices 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:

- Tertiary qualifications in a relevant Allied Health profession and registration with the Australian Health Practitioner Regulation Agency (AHPRA) where relevant.
- Postgraduate qualification in education or equivalent is highly desired
- Current Certificate IV in Workplace Training and Assessment or willingness to complete within 12 months
- Demonstrated advanced clinical knowledge and/or minimum of 5 years' experience in the relevant area of speciality
- Demonstrated skills and experience in the supervision, mentoring and performance development of staff in an acute care clinical setting
- Demonstrated experience and skills in development, facilitation and delivery of clinically situated training, education programs and presentations
- 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.

Drivers Licence

A current Victorian driver's licence is required for this position

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.