

## POSITION DESCRIPTION

<b>Position:</b>	Graduate Nurse Educator
<b>Directorate</b>	Compliance and Patient Experience
<b>Division:</b>	Clinical Learning and Development
<b>Business Unit:</b>	Clinical Learning and Development
<b>Enterprise Agreement</b>	NURSES AND MIDWIVES (VICTORIAN PUBLIC HEALTH SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT
<b>Reports to:</b>	Manager Clinical Learning and Development



### MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. From day one, MBPH has aspired to provide exceptional patient care and be a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement and positive and aligned workplace culture.

MBPH employs over 900 staff and has 172 beds and 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.

### VISION

Mildura Base Public Hospital – providing exceptional care.

### PURPOSE

To improve health outcomes for our tri-state communities by creating partnerships, leading culture and building our team to deliver sustainable services.

### VALUES

All employees of the Mildura Base Public Hospital are required to uphold the HEART values of our organisation. For information on our **HEART** values and the expectations to uphold the values, please refer to page 5 of this document.

### INCLUSION

At MBPH, we firmly believe that fostering diversity, equity, and inclusion is essential to the success of our health service, our employees, our patients, and the wider community. We wholeheartedly embrace diversity and highly value the diverse experiences of individuals from all ethnicities, faiths, ages, disabilities, cultures, languages, gender identities, sexes, and sexual orientations.

We extend a warm welcome to lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) individuals, inviting them to be a part of our inclusive health service.

Aligned with our HEART Values, we are dedicated to further enhancing accessibility and promoting inclusive practices across all aspects of our workplace.

## STRATEGIC OBJECTIVES



## POSITION SUMMARY

The Graduate Nurse Educator is responsible for coordinating the General Graduate Nurse Program and the Mildura Collaborative Graduate Nurse Program, programs of critical importance to grow the MBPH future workforce. This will include the provision of professional support to graduate program participants, and liaison with Nurse Educators and Clinical Support Nurses supporting the Graduates in the organisation.

In undertaking the role, the Graduate 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.

The Graduate Nurse Educator collaborates with the Principal Nurse Educator and the People and Culture team to support expansion of graduate programs at MBPH to meet present and future workforce needs.

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

All staff at Mildura Base Public Hospital must have the personal qualities, knowledge and skills as described in the Mildura Base Public Hospital Heartbeat Guideline (Code of Conduct) and uphold and model these behaviours in and outside of our health service.

## KEY RESPONSIBILITIES AND DUTIES

- Responsible for the coordination of the General Graduate Nurse Program and in collaboration with partner organisations for the Mildura Collaborative Graduate Nurse Program including:
  - Promotional activities in collaboration with MBPH key stakeholders
  - Recruitment in line with the Post-Graduate Medical Council of Victoria (PMCV) Business Rules
  - Clinical rotations
  - Professional development i.e., study day program
- Collaborate with leads and key stakeholders of other MBPH graduate nurse / midwifery programs to promote consistency in systems and processes.
- Support the Nurse Educator and/or Unit Manager with performance appraisal and development activities where required, assisting with performance development plans to identify and support individual learning needs.
- Evaluation of graduate nurse programs in line with the Best Practice Clinical Learning Environment Framework.
- Prepare and submit reports in relation to graduate nurse programs.
- Collaborate with the multi-disciplinary team to promote interprofessional education.
- In collaboration with key stakeholders lead the design, development, promotion, implementation and ongoing evaluation and improvement of preceptorship programs.
- 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, procedures** and standard ways 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:

- Registration with AHPRA as a registered nurse/midwife without conditions
- Post graduate qualification in relevant speciality
- 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 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
- 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 Check**

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 Check:**

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.*

## **ACKNOWLEDGEMENT BY EMPLOYEE**

I acknowledge having received and read the content of this position description (including but not limited to aspects of the role contained within) and understand the requirements of the position.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Happy

WE ARE POSITIVE

### As an organisation

We aspire to be happy in all our dealings with people. Everyday we strive to be the best version of ourselves, and we seek to continuously improve our organisation, ourselves and each other through personal and professional growth. We believe that happy people do their best work. We know that joy in our journey is invaluable to a sustainable and lasting success.

### Individually

- Use positive language in interactions with staff, patients and community
- Honour the work we do and choose candour, respect and kindness everyday
- Focus on the positive aspects of a situation, what is going well and what can be learned
- Share in moments of joy
- Welcome others to MBPH
- Bring an energy to work that is infectious to others
- Provide growth opportunities and effective feedback to staff to ensure they are supported to achieve their best



## Empathetic

WE ARE CARING

### As an organisation

We put our patients first, and we listen and deal with their needs. We are compassionate people who make MBPH a place for healing, growth and success for patients, their families and our staff.

### Individually

- Make time to actively listen and understand one another
- Walk in others' shoes
- Consider an individual person's needs when making decisions and recommendations
- Treat others how I would like to be treated
- Recognise and support one another
- Make decisions based on patient's needs and in consultation with others involved in care



## Accountable

WE ARE COMMITTED

### As an organisation

We take ownership of the actions and decisions made. We do the right thing in all our interactions. We reward based on great outcomes, and we are transparent in both our successes and failures. We use good judgement and everyday we make our patients' journey better.

### Individually

- Be courageous in challenging the process to get a better result
- Ensure the project is clear on roles, responsibilities and timeframes
- Be engaged throughout
- Keep a 'whole of life' picture
- Comply with Code of Conduct; company policies and procedures; industry standards and legislation
- Be responsible for monitoring the right way to do things.



## Respectful

WE ARE OPEN TO OTHERS

### As an organisation

We build effective relationships and emphasise the importance of diversity and inclusion in our workplace. We recognise and value the views and the experiences our staff and patients bring to our organisation.

### Individually

- Show pride in our roles and our workplace
- Recognise and understanding the influence of a person's situation, background and beliefs and how they can be shown due respect
- Include all backgrounds – gender/ age/sex/abilities/race/religion/sexual orientation/culture
- Be aware of assumptions and biases when making decisions
- Take care of and sustain our workplace, equipment and environment
- Embrace awareness for other perspectives and experiences



## Team-based

WE ARE ONE TEAM

### As an organisation

We do our best work when we collaborate within and across teams. Everyday we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each others' contribution. We make sure we have the right people in the right jobs with the right tools, resources and equipment. And we know, no single person is bigger than the team.

### Individually

- Acknowledge contributions of team members
- Seek to understand the bigger picture, collaborate with others openly and honestly
- Lend a hand, always
- Encourage connections with relevant internal and external stakeholders to meet patients' needs
- Collaborate and share knowledge within and across teams
- Connect with exceptional industry leaders to build capabilities
- Recognise and foster talents in others

### LANGUAGE WE USE

"I choose..."	"Can we explore that more so I can understand it better?"
"I care..."	"We will...us...we can..."
"I prefer..."	
"I will..."	
"I can..."	
"Is there a better way to do this?"	

### LANGUAGE WE DON'T USE

"I have to..."	"Things have always been done this way"
"I must ..."	"Them and us"
"If only..."	
"Ah well, that is because of XYZ..."	
"Our processes do not let us do it"	

### THINGS WE DON'T DO

- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing lack pride in our work
- See only problems, block progress
- Wait for others to do the work
- Do nothing
- Find fault, see obstacles
- Victim mentality
- Lack of understanding for others' needs
- Emphasis on status, hierarchy, egos
- Ignore, disregard and show lack of appreciation for a person's situation, background and experience when making decisions and reacting to situations
- We will not waste others' time or keep people waiting
- Dismiss the efforts of others to achieve an outcome

