

Position Title: GH – Professional Development Lead

Campus: All campuses

Directorate: Chief Nursing & Midwifery Office

Department: **Nursing & Midwifery Education Unit**

Reporting to: Director, Education and Training (Nursing and Midwifery)

Direct Reports:

- Administration Officer**
- Clinical Nurse Educator** – Deteriorating patient
- Clinical Nurse Educator** - Professional Development Programs
- Clinical Nurse Educator** - Safe patient handling (West)
- Clinical Nurse Educator** – SIMVAN/Nursing/Midwifery
- Administration Officer** – Grampians Learning Hub
- Aged Care Education Coordinator**

Appointment Terms/Conditions:

Classification and Code: QRED 5B Principal Educator ZF8

Enterprise Agreement: Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 - 2028

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

The purpose of this role is to co-ordinate the planning, organisation and implementation of Professional Development Programs across Grampians Health. This includes the support, delivery and evaluation of all professional development programs to meet the needs of learners and build capacity and capability in the nursing and midwifery workforce at GH.

This position will work within the Grampians Health Nursing & Midwifery Education leadership team to support a positive learning environment for novice and experienced practitioners, promote evidence-based practice, and to provide Grampians Health with a workforce that delivers safe, effective, connected, personal care.

KEY ACCOUNTABILITIES

- Overall planning, organisation and implementation of GH Professional Development Programs and initiatives
- Coordinate Nursing & Midwifery specific orientation and mandatory training.
- Utilise the BPCLE (Best Practice Clinical Learning Environment) framework to inform program development, direction, and delivery of all Professional Development programs.
- Actively participate in activities of the Grampians Health – Nursing and Midwifery education team including:
 - Planning innovative and cost-effective programs
 - Liaising with other education staff to identify broad learning needs and determine education strategies.
 - Attend and actively participate in relevant meetings and appropriate committees external / internal to Grampians Health
 - Collaboration with internal and external stakeholders
 - Promote and model positive working relationships.
- Facilitate use and functionality of the Grampians Learning Hub in liaison with the GLH project manager
- Development of education programs in response to funding or workforce initiatives such as SIMVAN/Highway and CNME programs
- Support and guide direct reports with professional performance matters.
- Ensure programs undergo continuous monitoring and evaluation.
- Provide leadership and direction in education.
- Manage available human and financial resources for the relevant work group

Reporting

- Provide high standard reports for internal and external partners as required
- Contribute to the organisation's processes and submissions for:
 - Best Practice Clinical Learning Environment (BPCLE)
 - Government funding initiatives i.e. CNME funding
 - Annual Budget
 - Governance committees
 - Accreditation

Governance

- Work collaboratively with all teams to ensure systems and processes are in place to support education and training priorities
- Work within, and actively promote the Grampians Health Governance Framework
- Use Grampians Health governance systems such as the Riskman Q – Quality Improvement Hub, Grampians Learning Management System and Governance Documentation systems
- Contribute to the development and implementation of Grampians Health Nursing & Midwifery Education planning
- Identify risk and opportunities for improvement through the development of targeted programs and initiatives.

Performance

- Provide high level data to operational, governance and Board Committees as required
- Participate in groups and committees within the region and state as negotiated
- Actively contribute to team meetings
- Manage the performance and development of direct reports
- Ensure the work of the team is completed in a timely manner
- Build strong relationships at a strategic level across the organisation

Professional Development

- Actively participate in own professional development reviews and activities annually

KEY SELECTION CRITERIA

Qualifications and experience

- Qualification as a Registered Nurse
- AHPRA registration with no conditions
- Relevant post-graduate qualifications in Education or Training
- Relevant post-graduate qualifications in Management are preferred but not essential
- Extensive experience in managing clinical education programs
- Broad clinical, operational and leadership experience
- Experience in learning management systems
- Experienced in data collection, auditing and analysis
- Experience and demonstrated capacity to collaborate and communicate effectively with internal and external stakeholders

Technical/Professional Knowledge and Skills

- Comprehensive understanding of hospital and health service operations, priorities and constraints
- Exceptional written and verbal communication, interpersonal and presentation skills, and an ability to apply these skills to a variety of stakeholders
- Advanced Microsoft Office skills (Word, Excel, PowerPoint and Outlook)
- Excellent writing, editing and proof-reading skills with the ability to produce high quality written reports and correspondence

- Ability to develop, deliver and evaluate health curriculum using a range of methodologies including simulation
- Knowledge of the GH Learning Management System

Work Environment

- This position can be based at any site of GH
- Travel to all sites of GH is a requirement of this role and will be self-managed by the staff member to be conducted during work hours. Grampians Health provides a fleet of pool cars which can be booked for this purpose, and if required, accommodation will be arranged upon prior approval by the relevant line manager.
- Will be required to travel to other organisations outside of GH for education activities

Personal attributes

- **Adaptability:** Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.
- **Leadership Disposition:** Demonstrating the traits, inclinations, and dispositions that characterize successful leaders; exhibiting behaviour styles that meet the demands of a leader role.
- **Work Standards:** Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.
- **Stress Tolerance:** Maintaining stable performance under pressure or opposition (such as time pressure or job ambiguity); handling stress in a manner that is acceptable to others and to the organization.
- **Collaboration:** The ability to build rapport, negotiate and maintain effective relationships with key internal and external stakeholders.

Interpersonal skills

- **Communication:** Clearly and openly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.
- **Building Strategic Working Relationships:** Developing and using collaborative relationships to facilitate the accomplishment of work goals.
- **Negotiation:** Effectively exploring alternatives and positions to reach outcomes that gain the support and acceptance of all parties.
- **Developing Others:** Planning and supporting the development of individuals' skills and abilities so that they can fulfil current or future job/role responsibilities more effectively.

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for

continuous improvement in your workplace through communication and consultation with managers and colleague.

- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary a NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.