

POSITION DESCRIPTION

April 2015

This Position Description is a guide and will vary from time to time and
Between services and/or units to meet changing service needs

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Organisational Vision

The CDHB's vision is to improve the health and wellbeing of the people living in Canterbury.

Organisational Values

- Care & respect for others
- Integrity in all we do
- Responsibility for outcomes

POSITION TITLE:

NURSE EDUCATOR

REPORTS TO (Title):

REPORTS ON A DAILY BASIS TO:

PRINCIPAL OBJECTIVES:

The Nurse Educator may work across the organisation or within a clinical area, acting in the roles of educator, consultant, researcher, leader/change agent in the pursuit of clinical excellence and improved health outcomes.

Education is central to the Nurse Educator role, however in order to influence and improve nursing practice it is essential the role is underpinned by all the competencies as outlined in the job description below:

- Promotes excellence in nursing practice within an interdisciplinary environment.
- Promote the enhancement of clinical practice and the development of knowledge and skills for nursing staff.
- Shows effective nursing leadership and consultancy with an educational focus.
- Promotes and utilises research and evidence-based nursing practice.
- Maintains own professional development.

FUNCTIONAL RELATIONSHIPS:

(Who are the customer/consumers/patients)

INTERNALLY:

- 1 Director of Nursing, Nursing Directors/Director of Midwifery
- 2 Nurse/Midwifery Managers
- 3 Professional Development Unit
- 4 Clinical Nurse Specialists
- 5 Nurse Consultants
- 6 Nursing Staff

- 7 Other WC/CDHB Nurse/Midwifery Educators
- 8 Student Nurses/Midwives
- 9 Allied Health and Support Staff
- 10 Medical Staff
- 11 CDHB NETP/NESP Co-Ordinator and Nurse Educators
- 12 CDHB Resuscitation Training Co-Ordinator
- 13 CDHB Senior Nursing Group

EXTERNALLY:

- 1 External health care providers
- 2 Tertiary health educator providers
- 3 Nursing Council of New Zealand
- 4 National and international nursing groups
- 5 New Zealand College of Midwives

KEY PERFORMANCE OBJECTIVES:

Task	Promotes excellence in nursing practice within an interdisciplinary environment.
Expected Result	<ul style="list-style-type: none"> • Works collaboratively with Nurse Educators, the Professional Development Unit and the Nursing Workforce Development Team across the services and the wider CDHB.
	<ul style="list-style-type: none"> • Uses a theoretical framework and personal philosophy of nursing as a basis for nursing practice and its advancement.
	<ul style="list-style-type: none"> • Promotes evidence-based patient focused care to achieve cost effective quality health outcomes.
	<ul style="list-style-type: none"> • Identifies and introduce advancements in nursing knowledge, relevant trends and changes in best practice for nurses.
	<ul style="list-style-type: none"> • Models expert nursing skills and applies critical reasoning to nursing practice issues and decisions.
	<ul style="list-style-type: none"> • Demonstrates culturally safe practice; incorporating the Treaty of Waitangi principles of Partnership, Participation and Protection.
	<ul style="list-style-type: none"> • In partnership with senior nursing staff, identifies relevant trends and changes in the scope and nature of nursing practise and evaluate for local applicability.
	<ul style="list-style-type: none"> • Collaborates with senior Nursing staff and multidisciplinary teams and supports changes to practice when indicated.
	<ul style="list-style-type: none"> • Supports the planning, implementation and evaluation of nursing practice delivery systems in conjunction with the senior nursing group, nursing peers and multidisciplinary team as appropriate.
	<ul style="list-style-type: none"> • Uses critical incidents as an opportunity for staff development.
Task	Promote the enhancement of clinical practice and the development of knowledge and skills for Nursing staff.
Expected Result	<ul style="list-style-type: none"> • Have a demonstrated understanding of the principles of adult teaching and learning and evidence of effective teaching skills.
	<ul style="list-style-type: none"> • Assess, plan, implement and evaluate educational programmes designed to promote best practice within the CDHB Canterbury and National nursing workforce.

<ul style="list-style-type: none"> Communicate and collaborate with Senior Nursing Governance Group and Service Managers to identify education needs and clinical practice requirements.
<ul style="list-style-type: none"> Develop, implement and circulate an annual strategic education plan in partnership with the Senior Nursing Governance Group.
<ul style="list-style-type: none"> Develop and implement education that supports the varied and specific learning needs of the staff in the clinical setting.
<ul style="list-style-type: none"> Is responsible for the facilitation and/or delivery of regular relevant education and staff development programmes for clinical staff.
<ul style="list-style-type: none"> Review programme content and delivery using appropriate measurements, methods and tools to evaluate achievement of learning goals, teaching strategies and quality assurance.
<ul style="list-style-type: none"> Provide evaluation and reports of training and in-service programmes to line manager on a regular basis.
<ul style="list-style-type: none"> Support nursing staff in identifying relevant education, professional development activities and set annual performance goals.
<ul style="list-style-type: none"> In conjunction with Senior Nursing, assist nursing staff, who have been identified as having a performance deficit, in developing an education plan to meet identified outcomes.
<ul style="list-style-type: none"> In collaboration with the New Graduate Programmes, provide support, education and resources to the new graduates to ensure programme requirements are achieved.
<ul style="list-style-type: none"> Is available as a mentor for nurses/preceptors where appropriate.
<ul style="list-style-type: none"> In partnership with the Senior Nursing Group plan and review orientation programme for new staff.
<ul style="list-style-type: none"> Maintain records of attendance at all teaching sessions.

Task

Expected Result

Shows effective nursing leadership and consultancy with an educational focus.

- In conjunction with the Senior Nursing Group, develops in-service and continuing education programmes to assist nursing to acquire, maintain or increase their competence in fulfilling assigned responsibilities.
- Contributes to meetings in a collaborative, active way.
- Contributes to policy formulation/review and participate on committees and working parties as required.
- Acts as a resource person and supports staff to achieve Professional Development and Recognition Programme (PDRP) requirements.
- Provides senior nursing leadership and consultation to a broad range of hospital, community and professional groups to achieve positive outcomes for patient or population groups.
- Supports a culture of evaluation and the ongoing quality improvement of nursing practice.
- Contributes to system change to improve health outcomes through evidence-based practice.

Task

Expected Result

Promotes and utilises research and evidence-based nursing practice.

- Reviews relevant literature relating to evidence-based practice.
- In conjunction with the Senior Nursing Group, applies new knowledge to advance best nursing practice.

<ul style="list-style-type: none"> Facilitates and/or conducts research with an educational focus, and assists in the application of research findings.
<ul style="list-style-type: none"> Works in partnership to develop and maintain evidence-based inquiry and education resources.
<ul style="list-style-type: none"> Utilises research inquiry to advance nursing best practice across the site, and contribute to evidence-based policy and its evaluation through the quality and audit process.
<ul style="list-style-type: none"> Participate in clinical audit to evaluate clinical standards and patient health outcomes. Use audit information to identify education needs and clinical practice requirements.

Task

Expected Result

Maintains own professional development.
<ul style="list-style-type: none"> Maintains own clinical competence and develops own portfolio demonstrating a commitment to self-development.
<ul style="list-style-type: none"> Networks nationally and internationally and keeps up to date on trends and developments within education.
<ul style="list-style-type: none"> In consultation with the Line Manager identifies educational programmes and conferences relevant to the role.
<ul style="list-style-type: none"> Presents papers at conferences and seminars and presents papers for publishing as required.
<ul style="list-style-type: none"> Attends educational opportunities and conferences relevant to the role and scope of practice.

Task

Expected Result

The Nurse Educator will undertake other duties as reasonably directed by the Director of Nursing.
<ul style="list-style-type: none"> Ensure that all duties required to be performed from time to time in the best interest of Canterbury District Health Board are done so in an effective, timely and competent manner.
<ul style="list-style-type: none"> Participate in the process of performance appraisals for nursing staff as required by CNM/Nursing Director/Director of Nursing.

HEALTH & SAFETY:

Managers are to take all practicable steps to ensure the health and safety of employees at work and maintain knowledge of CDHB health and safety systems and policies.

This will be achieved by ensuring:

- Health and safety programmes are sustained by allocating sufficient resources for health and safety to function effectively. This includes regular liaison with the Health and Safety Advisor.
- Employee participation is encouraged and supported in processes for improving health and safety in the workplace and by employee attendance at health and safety meetings.
- A system is in place for identifying and regularly assessing hazards in the workplace and controlling significant hazards.
- All employees are provided with information about the hazards and controls that they will encounter at work.
- Regular workplace audits are carried out.
- All employees receive and have signed off an induction to their workplace and to health and safety policies and procedures.
- All employees receive relevant information and training on health and safety including emergency procedures relevant to their area of work and the appropriate use of personal protective equipment they may need to use.
- All accidents and injuries are accurately reported, investigated and documentation is forwarded on to the Health and Safety Advisor within agreed timeframes.
- Support and participation occurs in employee's rehabilitation for an early and durable return to work following injury or illness.

QUALITY:

Every staff member within CDHB is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

QUALIFICATIONS & EXPERIENCE:

The Nurse Educator will:

- Hold a current Nursing Council of New Zealand practising certificate.
- Hold a Certificate of Adult Teaching or equivalent.
- Hold a current portfolio (PDRP).
- Hold a relevant Post-graduate Certificate.

Essential:

The Nurse Educator will:

- Have at least five years working either within the clinical area or relevant senior nursing role.
- Have a demonstrated ability to contribute to the professional development of nursing staff.
- Have a commitment to ongoing development of nursing skills.
- Have the vision and flexibility to contribute to and accommodate change.
- Have effective communication skills and professional manner and presentation.
- Have the ability to contribute positively as part of the clinical governance structure.
- Have excellent administrative, computer, organisational and time management skills.
- Demonstrate a commitment to post registration education as relevant to the role.

Desirable:

- Obtained or working towards a relevant post-graduate diploma or masters.
- Previous experience within an education role.
- Demonstrates ability to develop nursing standards and quality initiatives.
- Demonstrates teaching, mentoring and coaching skills.
- Senior Nurse competent PDRP portfolio.
- Have a demonstrated ability to provide leadership within nursing.
- Have a knowledge and understanding of the under graduate nursing curricula.

PERSONAL ATTRIBUTES:

Mandatory:

Key Behaviours

- Ability to “work together” in a truthful and helpful manner.
- Ability to “work smarter” by being innovative and pro-active.
- Accepts responsibility for actions.

Desirable:

Ability to provide inspirational and motivational leadership.

LIMITATIONS OF AUTHORITY:**Matters which must be referred to the Line Manager:**

- Security breaches and quality standards failures.
- Incidents related to patients, which may affect patient wellbeing.
- Deficiencies in quality care and professional standards.
- Any matters which are not clearly identified or do not comply with the Canterbury District Health Board's adopted policies and procedures.
- Matters of unresolved staff conflict.

STAFF PERFORMANCE:

The Nurse Educator will participate in an annual performance appraisal process.

Leadership Capabilities (as per the Leadership Capability Framework)

Dimension	Description
Display self-knowledge	3 - Show self-control and deal effectively with pressure
Establish the change imperative	2 - Manage change
Build relationships and mobilise support	2 - Communicate and influence others
Think and act strategically	3 - Articulate medium term priorities and vision
Communicate a vision and sense of purpose	2 - Lead others to achieve agreed vision and goals
Empower others to act	3 - Resolve conflict and remove barriers to action
Stimulate innovation and create immediate wins	2 - Model and cultivate innovation and creative practices
Consolidate and continuously improve on strategic change	2 - Consolidate improvements and remove barriers to change
Foster a positive culture	3 - Foster collaboration across functions

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification.

Staff members may be requested to perform job related tasks other than those specified.

KEY PERFORMANCE INDICATORS AS DEFINED BY SPECIALTY:

Due to the diversity of the Nurse Educator role key performance indicators will vary according to service needs, these will therefore be determined by the individual service and will be based on the key performance objectives as outlined in this generic job description.

Speciality Key Performance Indicators	
Key Objective	Key Performance Indicator
Excellence in Clinical Practice <ul style="list-style-type: none">•	<ul style="list-style-type: none">•••
Leadership <ul style="list-style-type: none">•••	<ul style="list-style-type: none">••••
Education <ul style="list-style-type: none">•••	For example: <ul style="list-style-type: none">• Implement and maintain Core Competency based education programmes, e.g. IV Certification and CPR, to assist staff to maintain CDHB policy and core competency requirements.• Update and monitor the Competency Training database ensuring staff maintain Core Competency requirements.• With the NETP Nurse Educator, actively participate in the orientation and provision of support for nurses in the Nursing Entry to Practice Programme.• Works with NETP Nurse Educator to ensure appropriate action plan for new graduates are implemented when deficiencies in clinical practice are identified.
Administration <ul style="list-style-type: none">•••	<ul style="list-style-type: none">••••
Research <ul style="list-style-type: none">••	<ul style="list-style-type: none">• Is actively involved in professional activities such as research, scholarship and policy development at both a local and national level.