Health New Zealand
Te Whatu Ora

Position Description | Te whakaturanga ō mahi
Health New Zealand | Te Whatu Ora

This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.

Title	Nurse Educator
Reports to	Nurse Manager / Nursing Director
Location	Christchurch
Date	April 2015
Salary band (indicative)[i]	NZNO Senior Nursing Salary Scale Grade 1
Children's Worker role[ii]	Yes

Better Health, Better Care, Every Day.

Health New Zealand | Te Whatu Ora is committed to providing high-quality healthcare for all New Zealanders. We are focused on improving access to care, delivering better health outcomes, achieving national health targets, and ensuring the long-term sustainability of our health system.

We know that great healthcare starts with great people. That's why we are committed to building a high-performing, inclusive workplace where our people are supported to grow, contribute, and make a real difference for patients, whānau, and communities across Aotearoa.

About the role

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.

Key Result Area	Expected Outcomes / Performance Indicators
Promotes excellence in nursing practice within an interdisciplinary environment.	• Works collaboratively with Nurse Educators, the Professional Development Unit and the Nursing Workforce Development Team across the services and the wider CDHB. • Uses a theoretical framework and personal philosophy of nursing as a basis for nursing practice and its advancement.

	• Promotes evidence-based patient focused care to achieve cost effective quality health outcomes. • Identifies and introduce advancements in nursing knowledge, relevant trends and changes in best practice for nurses. • Models' expert nursing skills and applies critical reasoning to nursing practice issues and decisions. • Demonstrates culturally safe practice; incorporating the Treaty of Waitangi principles of Partnership, Participation and Protection. • In partnership with senior nursing staff, identifies relevant trends and changes in the scope and nature of nursing practise and evaluate for local applicability. • Collaborates with senior Nursing staff and multidisciplinary teams and supports changes to practice when indicated. • 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. • Uses critical incidents as an opportunity for staff development.
Promote the enhancement of clinical practice and the development of knowledge and skills for Nursing staff.	• Have a demonstrated understanding of the principles of adult teaching and learning and evidence of effective teaching skills. • Assess, plan, implement and evaluate educational programmes designed to promote best practice within the CDHB Canterbury and National nursing workforce. • Communicate and collaborate with Senior Nursing Governance Group and Service Managers to identify education needs and clinical practice requirements. • Develop, implement and circulate an annual strategic education plan in partnership with the Senior Nursing Governance Group. • Develop and implement education that supports the varied and specific learning needs of the staff in the clinical setting. • Is responsible for the facilitation and/or delivery of regular relevant education and staff development programmes for clinical staff. • Review programme content and delivery using appropriate measurements, methods and tools to evaluate achievement of learning goals, teaching strategies and quality assurance. • Provide evaluation and reports of training and in-service programmes to line manager on a regular basis. • Support nursing staff in identifying relevant education, professional development activities and set annual performance goals. • 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. • In collaboration with the New Graduate Programmes, provide support, education and resources to the new graduates to ensure programme requirements are achieved. • Is available as a mentor for nurses/preceptors where appropriate.

	• In partnership with the Senior Nursing Group plan and review orientation programme for new staff. • Maintain records of attendance at all teaching sessions.
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.
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. • Facilitates and/or conducts research with an educational focus, and assists in the application of research findings. • Works in partnership to develop and maintain evidence-based inquiry and education resources. • 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. • Participate in clinical audit to evaluate clinical standards and patient health outcomes. Use audit information to identify education needs and clinical practice requirements.
Maintains own professional development.	• Maintains own clinical competence and develops own portfolio demonstrating a commitment to self-development. • Networks nationally and internationally and keeps up to date on trends and developments within education. • In consultation with the Line Manager identifies educational programmes and conferences relevant to the role. • Presents papers at conferences and seminars and presents papers for publishing as required. • Attends educational opportunities and conferences relevant to the role and scope of practice.
The Nurse Educator will undertake other duties as reasonably directed by the Director of Nursing.	• 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. • Participate in the process of performance appraisals for nursing staff as required by CNM/Nursing Director/Director of Nursing.

Key Result Area	Expected Outcomes / Performance Indicators
Access and Outcomes	• Supports efforts to improve access to services and achieve better outcomes for the communities we serve. • Uses evidence and insights to identify barriers and opportunities for improvement. • Contributes to inclusive, responsive, and effective service delivery.
Te Tiriti o Waitangi	• Demonstrates a commitment to understanding and applying Te Tiriti o Waitangi in a practical and appropriate way. • Supports initiatives that improve outcomes for Māori and strengthen relationships with Māori partners and stakeholders. • Contributes to an inclusive workplace that values diversity and supports the attraction, development and retention of Māori employees.
Health & safety	• Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives. • Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes. • Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.
Compliance and Risk	• Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. • Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit. • Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware.

Matters which must be referred

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.
- 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.

Health and 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.

Staff Performance:

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

Relationships

External	Internal
• External health care providers • Tertiary health educator providers • Nursing Council of New Zealand • National and international nursing groups • New Zealand College of Midwives	• Director of Nursing, Nursing Directors/Director of Midwifery • Nurse/Midwifery Managers • Professional Development Unit • Clinical Nurse Specialists • Nurse Consultants • Nursing Staff • Other WC/CDHB Nurse/Midwifery Educators • Student Nurses/Midwives • Allied Health and Support Staff • Medical Staff • CDHB NETP/NESP Co-Ordinator and Nurse Educators • CDHB Resuscitation Training Co-Ordinator • CDHB Senior Nursing Group

About you – to succeed in this role

You will have

Essential:

- 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.
- 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.

Desired:

- 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 undergraduate nursing curricula.

You will be able to

Essential:

- Deliver results through effective planning, sound judgement, and personal accountability.
- Build trusted relationships and works collaboratively to achieve shared goals.
- Communicate clearly and adapts their approach to different audiences and situations.
- Demonstrate curiosity, adaptability, and a commitment to continuous improvement.
- Maintain high standards of professionalism, integrity, and ethical behaviour.

- Contribute to a positive, inclusive, and safe working environment.
- Take responsibility for their own development and supports the development of others where appropriate.
- Ability to “work together” in a truthful and helpful manner.
- Ability to “work smarter” by being innovative and pro-active.
- Accepts responsibility for actions.

Desired:

- Ability to provide inspirational and motivational leadership.

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[i] Salary band reference is for internal benchmarking and role sizing purposes only. The salary band designation is not a term or condition of employment and may be changed by the HNZ. Changes to the salary band will not affect an employee’s current salary or remuneration.

[ii] The Children's Act 2014 makes provisions for the protection of children and helping them thrive, achieve and belong. At Health New Zealand, we safety check every children’s worker. The purpose of this safety check is to reduce the risk of harm to young people and is a legal requirement for those employed in work that involves contact with children and young people including face-to-face, over the phone, or email contact. It is part of our commitment to ensuring the wellbeing and safety of children and young people. Your continued employment with Health NZ is conditional on a satisfactory safety check.