

XXXX AREA HEALTH SERVICE

POSITION DESCRIPTION

POSITION TITLE:	Nurse Educator – Intensive Care Unit
FACILITY:	XXXX Area Health Service
CLASSIFICATION:	Nurse Educator - Permanent Part-Time
AWARD:	NSW Nurses (State) Award
WORKING CONDITIONS:	Permanent part - time position 20 hours per week, public holidays off
RESPONSIBLE TO:	Director of Nursing
SUPERVISORY RESPONSIBILITY:	Director of Nursing Services through the NUM of the Intensive Care Unit

CRITERIA

Essential:

- **Registered Nurse, or eligible for registration, in NSW**
 - **Accredited post -graduate qualification in Intensive Care nursing**
 - **Clinical experience in Critical Care environments**
 - **Ability to develop and implement education programs**
 - **A demonstrated ability to work autonomously and also in a team environment.**
 - **Computer literacy**
 - **Demonstrated commitment to ongoing self development and staff development**
 - **Demonstrated knowledge and commitment to quality improvement**
 - **Demonstrated knowledge of OH&S legislation**
 - **Understanding of EEO principles as applied to NSW Public Sector**
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MISSION/ PHILOSOPHY

VISION

- Towards the best of health for our community
- Meeting the health needs of our community

PURPOSE

- Delivering high quality, equitable health care in partnership with others
- Recognizing and valuing our staff, and providing opportunities for development
- Quality Service

VALUES

- Excellence, integrity and accountability in decision making
 - Respect for colleagues and staff
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PRIMARY OBJECTIVES/ RESPONSIBLE FOR:

The Clinical Nurse Educator will be responsible for the co-ordination and delivery of clinical education and inservice to staff within the Intensive Care Unit.

To ensure that standards of clinical nursing practice and of patient care are aligned to the philosophies, policies and mission statement of the Intensive Care Unit and XXX Base Hospital.

KEY RESPONSIBILITIES

POSITION TITLE: Clinical Nurse Educator – Intensive Care

PERFORMANCE INDICATORS	DESCRIPTION
<p>K.P.I. 1 PERSONAL & PROFESSIONAL DEVELOPMENT <i>Demonstrated experience and understanding of the need for continuation of both personal development & professional development.</i></p>	<ol style="list-style-type: none"> 1. Participate in a performance appraisal at 3 months after commencement, then annually or as required. 2. Read and sign the current XXXX Code of Conduct. 3. Practices in accordance to XXXX Code of Conduct. 4. Complete education/skill development packages as required by the nursing directorate to meet the organization's service delivery requirements. 5. Maintain own clinical knowledge and skill base through: <ul style="list-style-type: none"> • Active participation in continuing education programs and in-services; • Participation in clinically relevant professional groups and organizations; • Active participation in forums for review of clinical nursing practice; • Participation in research project(s). 6. Maintain current registration with the NSW nurses registration Board and show evidence of ongoing registration. 7. Undertake continuing education in area of critical care for own professional development and maintain awareness of current trends and changes in nursing practice and education in Intensive Care nursing.
<p>K.P.I. 2 CUSTOMER SERVICE <i>Excellent communication and interpersonal skills including demonstrated experience in liaising with a wide range of internal and external clients.</i></p>	<ol style="list-style-type: none"> 1. Demonstrate effective communication skills through: <ul style="list-style-type: none"> • Use of appropriate language when interacting with internal and external customers; • Being courteous and considerate when interacting with internal and external customers; • Clear, concise and legible written communications. 2. Maintain confidentiality on all issues relating to clients, colleagues and the organization. 3. Liaise with NUM on educational and unit issues. 4. Responsible for education of Intensive care nursing practices to ward staff as necessary. 5. Plan, develop, implement and evaluate the education and in service program in conjunction with the NUM and CNC for Critical Care and in response to individual needs analysis.
<p>K.P.I. 3 ADMINISTRATION & DOCUMENTATION <i>Using the processes that are in place to ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.</i></p>	<ol style="list-style-type: none"> 1. Complete timesheet in accordance with pay office timeframes. 2. Complete accident/incident reports when appropriate and as per hospital policy. 3. Complete patient documentation requirements (eg. nursing history, nursing care plans) as per hospital policies and DOH guidelines. 4. Participate in clinical and professional data collection as required by the Nursing Directorate and the organization. 5. Practice and complete all documentation in relation to medication administration in accordance with the <i>Guidelines for the Handling of Medications in NSW Public Hospitals</i>. 6. Maintain a staff education assessment database. 7. Develop and maintain learning resource materials.

PERFORMANCE INDICATORS	DESCRIPTION
<p>K.P.I. 4</p> <p>TECHNICAL SKILLS AND APPLICATION <i>Demonstrated knowledge and application of the skills required for this position. This includes knowledge and understanding of appropriate equipment, legislation, policies and procedures.</i></p>	<ol style="list-style-type: none"> 1. Assist in the formulation. Implementation and evaluation of unit objectives, policies and procedures. 2. Maintain patient comfort, privacy, dignity and safety at all times. 3. Maintain CPR skills (neonate, paediatric and adult) through annual accreditation. 4. Consistently use standard precautions when delivering clinical care. 5. Always adhere to XXXXpolicies, procedures and legislative requirements. 6. Play an active role in the trailing of equipment and its demonstration and evaluation. Organize in-service education of equipment.
<p>K.P.I. 5</p> <p>TEAMWORK & COMMUNICATION <i>Demonstrated ability to lead and develop a diverse team or participate as an active member of a team, which is consistent with the philosophy and policies of the Organisation.</i></p>	<ol style="list-style-type: none"> 1. Participate in unit meetings. 2. Responsible for the orientation of new staff to the unit. 3. Oversee, orientate and support the Registered Nurse undertaking the Specialty Development position in ICU. 4. Overseeing completion of these staff's orientation package. 5. Act as a resource person for other nursing staff. 6. Perform as a team member through: sensitivity to workload and needs of other staff and patients. 7. Be aware of, and utilize established mechanisms for complaint resolution and grievance management. 8. Encourage and support CNS's in the educational aspects of their role and professional development. 9. Provide feedback to NUM on staff performance and participate in performance review as necessary.
<p>K.P.I. 6</p> <p>CONTINUOUS IMPROVEMENT <i>Commitment to ensuring quality services are delivered to both internal & external clients through continuous improvement activities.</i></p>	<ol style="list-style-type: none"> 1. Participate in organizational wide accreditation programs, 2. Review own clinical practice to identify opportunities for improvement and act on them. 3. Participate in forums for development and review of policies and procedures. 4. Identify and initiate unit based quality improvement activities and incorporate measurable outcomes. 5. Participate and encourage development of nursing research activities.

PERFORMANCE INDICATORS	DESCRIPTION
<p>K.P.I. 7 OHS&R <i>Commitment to OHS&R legislation and regulations in the workplace</i></p>	<p><u>Employee Responsibilities</u></p> <ol style="list-style-type: none"> 1. Follow all written instructions on safety measures and procedures. 2. Use equipment and assistive devices and wear Personal Protective Equipment, or clothing that is required by your employer. 3. Report any hazard detected in the workplace immediately to your supervisor. 4. Report any accident/incident/injury/near miss occurring in the workplace immediately to your supervisor. 5. Attend training sessions as required by your employer. 6. Communicate and contribute to the OHS consultative organization established within the workplace. 7. Employees are not to misuse or disable anything done or provided for safety. 8. Report to the Supervisor any equipment failure/faults, problems with procedures. <p><u>Supervisors/ Line Managers/ Team Leaders</u></p> <ol style="list-style-type: none"> 1. Take precautions to protect employees' and patients' health, safety and welfare. 2. Provide employees with written and verbal instructions on the measures and procedures that are to be followed in the workplace. 3. Ensure that employees under your control use the assistive devices, or wear the equipment/personal protective equipment or clothing that is required by the employer or the Act, and follow safe work practices. 4. Ensure that employees, under your control, work in a manner and with personal protective, measures and procedures required by the employer, the Act and applicable Regulations. 5. Advise employees under your control of potential or actual hazards and take all possible actions to treat these hazards. 6. Investigate any accident/incident/injury/near miss occurring in the workplace and implement corrective action. 7. Arrange and ensure attendance of your employees at training sessions to protect their health, safety and welfare. 8. Consult and communicate with employees on a regular basis on all matters affecting health and safety in the workplace. 9. Attend training in OHS management and rehabilitation management. 10. Report to more senior management any OHS matters that are outside your scope of control, authority or knowledge. 11. Seek assistance of OHS/risk management staff when needed. 12. Implement DoH and NRAHS policies and programs within scope of control and authority. 13. Ensure that all equipment is maintained in good order and is suitable for the purpose for which it is used. 14. Ensure that all equipment, assistive devices, materials and personal protective equipment provided are used as prescribed. <p><u>Senior Managers</u></p> <ol style="list-style-type: none"> 1. Take precautions to protect employees and patients health, safety and welfare. 2. Provide information, instruction, training and supervision to supervisors/line managers and employees to protect their health, safety and welfare. 3. Ensure Line Managers and Supervisors have adequate training in their OHS responsibilities and ensure that their performance is regularly assessed. 4. Inform workers of any identified hazards in the workplace and ensure that they are able to handle, store, use, dispose of and transport any article, device equipment or biological, chemical or physical agent or person as required by

	<p>their role.</p> <ol style="list-style-type: none"> 5. Provide equipment, assistive devices, materials and personal protective equipment for employees as required by the employer, Act or associated legislation. Equipment must be fit for purpose and not contribute to OHS risks. 6. Ensure that all equipment is maintained in good order and is suitable for the purpose for which it is used. 7. Ensure that all equipment, assistive devices, materials and personal protective equipment provided are used as prescribed. 8. Review all hazard / accident / incident / injury reports and corrective actions to ensure appropriate treatment of risks. 9. Provide induction / training / retraining for Line Managers, Supervisors and employees to protect their health, safety and welfare. 10. Ensure regular channels of communication for consultation on all matters affecting OHS in the workplace are maintained within your areas of control. 11. Ensure adequate resourcing of OHS needs. 12. Ensure DoH and NRAHS OHS policies are implemented. 13. Participate in development of OHS policies and programs. 14. Consult with Line Managers and Supervisors on OHS issues.
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CLINICAL NURSE EDUCATOR – INTENSIVE CARE: SPECIFIC DUTIES

Short term goals (0 – 2 months)

1. Undertake educational needs assessment specifically for staff within XXX Intensive Care Unit.
2. Develop and formulate a plan for provision of Education. This plan is to be developed in consultation with the NUM and CNC for Critical Care
3. Develop tools to evaluate the effectiveness of the educational programs delivered.
4. Commence educational program.
5. Provide clinical education.

Medium term goals (2 – 6 months)

1. Evaluate educational program in consultation with NUM.
2. Provide in-service of new Intensive Care policies, procedures and documents to all concerned persons.
3. Identify relevant, current research related to the field of Intensive Care.
4. Analyse and share the practice implications of identified research with colleagues and other staff.
5. Participate in appropriate research activities.
6. Develop programs in conjunction with other Nurse Educators in the XXX

Long term (6 – 12 months)

1. Develop annual Intensive Care education calendar.
2. Liaise with educators throughout New South Wales and Australia to establish benchmarks for professional practice.
3. Develop, in conjunction with Area CNC Critical Care a link with tertiary teaching institution to develop a post-graduate Critical Care program.

The preceding information is an accurate statement of the duties, responsibilities and requirements of this position.

SUPERVISOR: _____
(Signature)

DEPARTMENT HEAD: _____
(Signature)

DATE: _____

I have read and understand the requirements of the position as described in this Position Description.

EMPLOYEE NAME: _____

SIGNATURE: _____

DATE: _____

DATE COMPILED: October 2003

DATES REVIEWED: _____