



Position Title & Classification:	Community Palliative Care Clinical Educator Grade 4A
Department:	Clinical Services
Employment Status:	Permanent Part Time (FTE 0.6)
Enterprise Agreement:	Palliative Care South East Nurses Enterprise Agreement 2020
Reporting to:	Clinical Services Manager

Palliative Care South East (PCSE) provides specialist health care for people living at home with a life-limiting illness.

Our vision is to bring people and services together to create a sustainable network that increases access to high quality care for those approaching end of life.

PCSE Mission

We provide comprehensive, collaborative, integrated care and specialist support.

PCSE Values

Our Values – Responsiveness, Empowerment, Collaboration and Kindness - stem from a set of principles and beliefs with their foundations in our community and the broader palliative care movement.

Certain behaviours flow from our commitment to these values and together they enhance our workplace culture and inform our expectations of new employees.

Position Summary

The Clinical Educator is a leadership position who is responsible for assessment, planning, coordinating, implementing, and evaluating educational resources that meet the learning needs of the interdisciplinary clinical team and effectively supports their ongoing professional development. The position works in collaboration with the people culture and capability team in relation to staff development programs more broadly.

The Clinical Educator ensures that there is a transition of support for new clinical team members and will implement strategies to support staff development, education and participate in workforce planning.

Key Selection Criteria

Qualifications

<i>Essential</i>	- Registered Nurse (Division 1) - Certificate IV in Workplace Training and Assessment (minimum) - Current registration with Australian Health Practitioner Regulation Agency
<i>Desirable</i>	- Postgraduate qualification in palliative care - Post graduate degree qualifications in education
<i>Other Requirements</i>	- National Criminal Record Check and Working with Children Check prior to commencing employment - A current, Full Drivers' licence for the State of Victoria - Employees are required to maintain compliance with Vaccine requirements - Employees required to complete all mandatory and role specific training and competencies as required - Employees to participate in an annual performance review discussion

Skills, Knowledge and Experience

<i>Essential</i>	- Previous experience in managing educational programs in a health care context - Leadership or management experience leading cultural change in a team - Experience and/or high-level understanding of the palliative care approach and specialist palliative care context - Detailed understanding of the issues faced by clinicians who provide care to people living with a life-limiting illness gained through clinical experience - Previous experience in facilitating education/training in a complex organisation - Computer literacy – Microsoft Office suite - Excellent interpersonal and communication skills - An understanding of the issues faced by individuals and families/carers living with a life-limiting illness gained through clinical experience
<i>Desirable</i>	Experience in community-based health care setting

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- Experience in performance management and assessment of staff
- Experience with Aged Care and Residential Aged Care Facilities, community or medical services.

Accountabilities

KPI **Key Accountabilities**

<i>Clinical Education</i>	
<i>Best Practice</i>	• Apply the principles of Adult Learning Theory in the assessment, design and delivery of education programs • Utilise workforce capability and competency-based frameworks to identify the scope and content of education programs • Implement a novice to expert approach to identify and prioritise group and individual practitioners' learning needs • Demonstrate an innovative approach to the delivery of training programs that utilise various delivery modalities • Adapt the style and delivery of education to support the clinical workforce and contemporary practice • Track, monitor and evaluate education programs
<i>Service Delivery</i>	• Provide education opportunities aimed at capacity building for the interdisciplinary care team that facilitates the provision of high quality, evidence-based palliative care • Provide leadership, education, mentoring and development opportunities to PCSE staff • Provide onboarding support to new recruits within the clinical team ensuring compliance of mandatory training and education • Develop appropriate tools for evaluation of learning and educational program outcomes • Ensure measures and evaluation is embedded in all aspects of the role • Support and encourage a culture of learning throughout the workforce and facilitate innovative practice • Work collaboratively to value each team members individual goals and needs with a focus on safety, clinical practice and client need • Communicate with external stakeholders and play an active role in student and PEPA placements
<i>Teamwork</i>	• Work closely with the interdisciplinary clinical team and the broader workforce to engage and invest in a culture of learning • Liaise closely with the leadership team in the development of educational programs that align with the goals and priorities of the organisation • Provide professional, accurate and evidence-based support and advice to all stakeholders

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KPI

Key Accountabilities

- Demonstrate accountability for education and training programs across the clinical services stream including ensuring all key performance measures are in place and delivered
- Provide leadership and guidance to maximise educational opportunities for colleagues

Continuing Professional Development

Professional Development

- Maintain currency of professional mandatory education and related professional codes and standards
- Ensure own professional development remains contemporary and meets the needs of the organisation

Quality & Safety

Records & Data

- Ensure adherence to organisational standards and mandatory education including but not limited to Medication Safety, Infection Control, Risk Management and Occupational Health and Safety
- Participate and contribute to the development and review of policies, procedures and quality improvement activities
- Adhere to all PCSE policies, procedures and guidelines
- Actively participate in continuous improvement, risk management and quality assurance activities

Research & Accreditation

- Leads education activities, quality improvement, research and evaluation as appropriate
- Participate and contribute to accreditation processes and other internal quality programs relating to clinical work
- To undertake conference participation

All PCSE Staff

All PCSE staff are expected to:

- Demonstrate behaviours and attitudes consistent with the PCSE Mission, Values and Code of Conduct
- Demonstrate respect and courtesy in their interactions with others
- Always comply with legitimate management directives
- Always comply to the legal and professional obligations and requirements applicable to PCSE
- Maintain professional demeanour and appearance, and represent the organisation in a positive manner throughout the period of employment

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I have read the above position description. I understand the accountabilities of the role and agree to comply with the requirements of this position.

Staff Member Signature: _____

Print Name: _____

Date: _____

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