

## POSITION DESCRIPTION

<b>Position Title:</b>	Clinical Nurse Instructor
<b>Business Unit/Department:</b>	Emergency Department – New Footscray Hospital
<b>Division:</b>	Emergency Medicine & Intensive Care Services
<b>Award/Agreement:</b>	Nurses & Midwives (Vic Public Sector) (Single Interest Employers) EA
<b>Classification:</b>	RN28 QRED1 (Clinical Nurse)
<b>Reports To:</b>	Nurse Unit Manager or Nurse in Charge
<b>Direct Reports:</b>	N/A
<b>Date Prepared/Updated:</b>	6 October 2025

### Position Purpose

The ED Clinical Nurse Instructor:

- Demonstrates proficient knowledge and skills in the clinical environment and utilises the principles of education theory to address the learning needs of staff.
- Provides clinical support for all nursing staff in the clinical environment via clinical facilitation, supervision, consultation, and liaison.
- Identifies ward and organisational specific learning needs of nursing staff and implements continuing education and development strategies.

The ED Clinical Nurse acts as a role model in setting the clinical standards and achieving high quality evidence-based nursing care, fosters the development of cooperative professional relationships within the multidisciplinary health care team, and facilitates a working environment which provides professional development and job satisfaction for all staff.

As a professional, the ED Clinical Nurse Instructor is accountable for:

- The maintenance of their own clinical knowledge, further education and always working within the confines of their specific scope of practice, in accordance with the boundaries set by their experience and skill.
- Ensuring that they are registered to always work as a Registered Nurse in Australia whilst working as a nurse within Western Health.

### Business Unit Overview

The Division of Emergency Medicine and Intensive Care (EMIC) Services spans across 5 Western Health sites encompassing three emergency departments, two urgent care centres and two intensive care units.

Delivering care to over 200,000 patients annually the Division is committed to innovation, the development of services and treatment of diverse population groups across Western Health to ensure Best Care for the community of Western Melbourne.

### Our Vision

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The Divisional Director (DD) and the Clinical Services Director (CSD) function in partnership to provide leadership, clinical, operational, and financial governance to the Division ensuring the efficient and effective delivery of Best Care within allocated resources.

### Key Responsibilities

- Perform nursing interventions while demonstrating a higher level of skill, in particular in problem identification and solution, and analysis and interpretation of clinical data, leading to independence of action
- Accurately reflect the patients' requirements, outcomes or events within prescribed Western Health documentation, ensuring all legal requirements are met in regard to legibility of content and identity of reporter in accordance with Western Health policies and procedures
- Effectively develop discharge plans that reflect the needs of patients and their significant others and demonstrates an understanding of the role of community providers
- Develop, implement and evaluate teaching plans for graduate, and student nurses, patients and their significant others that meet their learning needs and facilitates informed decision making
- Identify potential issues relating to practice that may require investigation so as to improve clinical standards and critically review outcomes of nursing practice
- Provide consistent and appropriate leadership and supervision to nursing employees
- Share and teach evidence-based nursing knowledge to and with unit/ward team members
- Act as a positive role model and clinical resource person for patients, their significant others and employees
- Actively seek feedback from key stakeholders on your own performance
- Apply conflict resolution skills when dealing with problems involving all levels of employees, patients and their significant others and the public
- Exchange and share information from participation in seminars and conferences with colleagues via in-services, presentations, education forums, team meetings, etc.
- Attend meetings with ward/unit employees for the purpose of debriefing, exchange of information and review of policies and procedures specific to each clinical context
- Participate in organisational committees/working groups as required
- Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement in nursing practice
- Maintain membership of relevant professional body
- Remain informed of the current literature and benchmark standards
- Contribute to the education of other professionals, for example by providing or coordinating in-service education program or projects for the unit as per CNI classification criteria
- Work within and towards the Nursing and Midwifery strategic plan
- Assist with administrative processes necessary to ensure efficient operation of the ward / department
- Perform other duties as required

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

### Key Working Relationships

#### Internal:

- Divisional Director
- Operations Manager
- Director of Nursing
- Nurse Unit Manager
- ANUM
- Other nursing staff
- Allied health
- Unit medical officers

#### External:

- Patients and their significant others

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- Community service providers
- Tertiary institution stakeholders

### Selection Criteria

#### Essential:

- Successful completion of a Bachelor of Nursing qualification or equivalent
- Registration as a Registered Nurse in Australia
- Possess a specific post basic qualification, and have a minimum of one year's full-time experience working in the clinical area of the post basic qualification or have a minimum of four year's post registration experience including three years in the relevant specialist field
- Possess excellent clinical skills
- Effective organisational skills, with respect to time management and delegation
- Well-developed written and verbal communication skills
- Effective interpersonal skills
- Demonstrated ability to practice collaboratively as part of a multi-disciplinary health care team
- Demonstrated evidence of undertaking professional development activities to maintain and enhance nursing expertise
- A commitment to high quality, safe and person-centred patient care

#### Desirable:

- Certificate IV Training and Assessment (TAE40110)
- Experience in a clinical leadership role.

### Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment.
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment.
- Report to management any criminal charges or convictions you receive during your employment.
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures.
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health.
- Protect confidential information from unauthorised disclosure and not use, disclose, or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2023
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines.

### General Information

- Redeployment to other services and sites within Western Health may be required.
- Employment terms and conditions are provided according to relevant award/agreement.

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- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.
- Western Health is a smoke free environment.

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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