

POSITION DESCRIPTION

Position Title:	Allied Health Grade 3 Clinical Educator
Business Unit/Department:	Allied Health
Division:	Operations
Award/Agreement:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification:	Grade 3
Reports To:	Profession Manager / Grade 4 Clinical Educator Lead
Direct Reports:	Nil
Date Prepared/Updated:	21 February 2025

Position Purpose

The Clinical Educator is responsible for developing education initiatives that engage staff within their discipline in education activities and continuing professional development. They will assist in developing, delivering and managing the professional development programs for discipline staff, clinical supervisors and students at Western Health. This role will work closely with the broader Allied Health education team to promote efficiency and effectiveness in interdisciplinary and collaborative learning models of education that align with Western Health's strategic direction.

The Clinical Educator will be a motivated and enthusiastic Allied Health member that works alongside both professional managers, Grade 4 Educators (where relevant), senior clinical staff and the ASPIRE Unit at Western Health. They will have a comprehensive understanding and interest in workforce development, student training and interprofessional practice. They will also have a strong clinical background, knowledge of contemporary adult learning principles, demonstrated experience in education and training, understanding of the discipline and Allied Health workforce needs, and excellent communication, collaboration, and leadership skills.

The Clinical Educator will focus on development, implementation and evaluation of education within their profession across all divisions excluding the Mental Health & Wellbeing Division of Western Health. They will be active collaborators with the ASPIRE Unit and other education roles at Western Health.

These roles will be focused on coordinating the professional development program and maintaining appropriate infrastructure support for all learners within their professional area. The Clinical Educator will engage their discipline and Allied Health staff in clinical education activities, quality improvement initiatives and continuing professional development as well as act as a resource for matters relating to education.

Staff may be required to work at any or all campuses of Western Health as required.

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They are expected to:

- Develop, implement and evaluate training to meet their professional groups needs
- Develop programs to build workforce capacity and capability that are inclusive and address the learners needs
- Evaluate professional learning needs of their discipline
- Coordinate the creation and maintenance of online learning programs specific to their profession
- Participate in the Allied Health Education Committee
- Develop and deliver programs to support tertiary clinical education in the workplace
- Build relationships and collaborate with medical and nursing educators, and other AH educators within and external to Western Health
- Foster and motivate career progression for their professional workforce
- Foster a visible culture of life-long learning
- Create safe learning environments
- Enable research to influence better outcomes and care for all patients
- Enable AH to prepare the future workforce through undergraduate training and partnerships with Tertiary Education Providers

Business Unit Overview

The Operations Directorate is one of the largest and most complex directorates within Western Health providing Western Health's patient care and contacts. These services range from outpatients to inpatients, theatres to Intensive Care, birthing rooms and Emergency Departments and many more services.

Allied Health provides a range of evidence based, client centred, specialist services at Western Health, across the care continuum, from admission within the emergency department through to discharge in the community. These services work across the spectrum of life, from neonates to the elderly. The predominant focus of Allied Health is the return and optimisation of an individual's function, and wellbeing, from both physical and psycho-social perspectives. Activity is aligned with Western Health's Best Care Model and CARES values. Allied Health involvement is pivotal to efficient and effective multidisciplinary team functions, discharge planning and patient centred care. Western Health employs a range of Allied Health disciplines, each with unique specialist tertiary training and skills, including:

- Audiology
- Clinical Psychology and Neuropsychology
- Exercise Physiology
- Language Services
- Nutrition and Dietetics
- Occupational Therapy
- Pastoral Services
- Physiotherapy
- Podiatry
- Social Work
- Speech Pathology

Key Responsibilities

- Possess and consistently apply specialist current clinical and education knowledge and skills and applies this to lead and develop individuals and teams in education and clinical practice.
- Demonstrate expertise through knowledge of research, new developments and evidence-based. practice in clinical education and displays the capacity to exhibit this knowledge across the service.

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- Demonstrate clinical expertise with a consulting role to both internal and external stakeholders and displays the ability to apply clinical knowledge to a variety of settings.
- Initiate and promote innovative education design, development, delivery and evaluation of education programs and resources including appropriate use of e-learning, simulation, point of care. and instructional methods of education.

- Demonstrate ability to align education initiatives to current accreditation requirements of the National Safety and

Quality Health Service (NSQHS) Standards v2

- Utilise contemporary digital technologies to develop and deliver high quality and engaging education.
- Act as a role model for staff in promoting professional values and ethics in clinical practice.
- Demonstrate advanced verbal and written communication skills in all professional domains of practice.

- Demonstrate the capacity to liaise with internal and external peers, stakeholders and across various. professions and work groups.

- Demonstrate proven ability to negotiate conflict resolution.

- Positively contribute to Allied Health education representation at internal and external stakeholder meetings.

- Promote effective communication and relationships with allied health, Learning and Teaching and across the organisation.

- Assist in the development and implementation of the Western Health Education Strategy aimed at promoting interprofessional, evidence based, patient centered practice resulting in excellent patient outcomes.

- Promote a culture of ongoing learning to facilitate and support professional development activities and workplace learning opportunities.

- Contribute to the AH Workforce Development Strategy to facilitate career development, recruitment and retention of high quality staff.

- Develop, implement and evaluate workforce development education programs to meet workforce needs.

- Coordinate processes to elicit and evaluate feedback from AH students and clinical supervisors regarding their experience of professional placements.

- Act as a resource for staff and management on matters relating to education.

- Build educational capacity through research, education and development opportunities.

- Work with key stakeholders to facilitate the development of educational packages for internal and external stakeholders.

- Develop and sustain opportunities for interdisciplinary learning and develop close working relationships with other like units.

- Support the provision of clinical placements within Allied Health

- Promote innovative models of clinical education with Allied Health

- Assist in the delivery of the AH professional development program.

- Engage AH and other WH staff in education activities, continuing professional development and other initiatives related to the current and future workforce development.

- Foster innovative training methods to enhance existing modalities of education.

- Leverage strategic links with relevant academic institutions.

- Demonstrate a commitment to the patient 'Charter of Healthcare Rights'

- Maintain registration and report any changes or limitations on practice if applicable.

- Hold accountability for own actions and seek guidance and support from appropriate employees when limited by own skills and experience.

- Comply with confidentiality obligations with regard to patients, consumers and colleagues.

- Comply with all Western Health policies and procedures.

- In conjunction with the service manager ensure employees are appropriately directed and supported to deliver high quality client centred care in line with the 'Best Care' Framework

- Identify, lead and support others to solve complex problems in area of responsibility.

- Deliver expert and authoritative advice, innovative options and solutions in area related to expertise.

- Develops recommendations for senior management regarding complex service level issues.

- In conjunction with service managers, support staff to meet service targets/goals.

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- Provide positive leadership and role modelling which promotes effective teamwork, encourages cohesion and ensures employees feel valued and contributions are acknowledged.
- Demonstrate knowledge of resources relevant to education and acts as a resource person for other team members.
- Demonstrate high level open and effective communication (verbal, non-verbal, written and electronic) with consumers, other employees and service providers.
- Demonstrate effective negotiation and consultation skills within their relevant stakeholder groups.
- Participate in relevant team and department meetings.
- Actively participate in regular supervision, demonstrating ongoing development of skills and reflective practice as identified in performance development plan.
- Demonstrate flexibility/responsiveness within professional practice/duties/roles and assumes extra responsibility as required to meet organisational priorities and appropriately delegates as necessary.
- Assist in promoting effective workplace relations and teamwork to ensure optimum relations across services and collaborating community agencies.
- Maintain active links and roles with relevant professional bodies and organisations.
- Cultivate an environment where workers have the opportunity to work to their full scope of practice and potential.
- Participate in fostering and developing research opportunities across the service.
- Conduct or contribute to feedback to employees on their performance including performance development planning and performance management where relevant.
- Integrate knowledge of wider issues affecting area of responsibility such as government policies, the health system, structural and financial arrangements and key performance indicators
- Demonstrate highly developed organisational skills and efficient time management to appropriately evaluate, prioritise and complete workload.
- Work independently within parameters delegated by manager/director.

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

Key Working Relationships

Internal:

- Allied Health Management
- ASPIRE Unit Members
- Allied Health Professionals
- Western Health Centre for Education
- Patients
- Students on professional placement at Western Health

External:

- Professional Associations
- Department of Health and Human Services
- Education Providers
- Other Health Services

Selection Criteria

Essential

- Recognised tertiary qualification in relevant discipline and eligibility for current registration AHPRA
- (where appropriate) or accreditation with relevant self-regulating professional body
- Excellent written and verbal communication skills in English, including presentation and facilitation skills to effectively communicate and engage with a wide range of clinicians, staff, students and managers across a range of organisational levels

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- Excellent teaching skills and a demonstrated understanding of contemporary adult learning principles and approaches, including group facilitation and approaches that promote learning and practice development
- Experience of quality improvement, research processes and commitment to achieving best practice professional clinical standards.
- Experience in leadership of staff with extensive knowledge and experience in providing supervision, mentoring and support to staff and students.
- Proficient use of word processing, database and presentation software as well as internet and varied information technology
- Advanced interpersonal skills, including oral and written communication, leadership and conflict management, change management, in order to facilitate effective team functioning

Desirable

- Post Graduate qualification in Health Professions Education or equivalent including Certificate IV in education or related field
- Victorian Drivers Licence

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 the course of 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
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines
- Work at any of the Western Health sites as directed, in accordance with business and organisational demands and priorities.

General Information

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

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- 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: [Click here to enter the Employee's name.](#)

Employee's Signature: _____ Date: [Click here to enter a date.](#)

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