

POSITION DESCRIPTION

Position Title:	Clinical Nurse Educator
Business Unit/Department:	Unit 3 – Sunshine Wellbeing Centre
Division:	Mental Health & Wellbeing Services
Award/Agreement:	Victorian Public Mental Health Services Enterprise Agreement
Classification:	Registered Psychiatric Nurse (RPN): Grade 4 – Year 1 to Year 3 (NP75 to NP77)
Reports To:	Nurse Unit Manager
Direct Reports:	Category A
Date Prepared/Updated:	18 May 2026

Position Purpose

The Clinical Nurse Educator (CNE) is pivotal to the ongoing professional development of nursing staff within the Unit 3 where the emphasis of educational programs is to support nursing staff within the clinical area. The incumbent will have demonstrated ability to conduct and facilitate appropriate clinically orientated education and will be skilled in the assessment, design, implementation, and evaluation of clinical nursing educational programs provided in the least restrictive environment.

The CNE is an important role that will support the provision of ongoing educational development of the nursing staff on the unit within the educators' scope of responsibility. The CNE will lead the training and development of staff within a supportive environment and take a leadership role in the development of supervision and mentoring programs.

The CNE will be responsible for coordination and provision of regular in-service education, support for nurses undertaking a training program and undergraduate nurses on clinical placement.

The CNE will be part of the leadership team and will participate in and support any service improvement initiatives including service improvement projects, clinical audits and incident reviews.

The CNE will monitor and advise on nursing standards of practice and develop strategies to meet identified needs of the nursing workforce on the unit. The CNE will identify and assist in the implementation of best practice within Mental Health Nursing.

The CNE will actively contribute towards service development within the team and across and will help in building positive team culture. The CNE will encourage a supportive environment in which critical thinking, reflection and evidence-based practice are components of a process of continuous quality improvement-both for individual professionals and systemically throughout the service.

Business Unit Overview

The Division of Mental Health and Wellbeing Services spans across multiple Western Health sites and within the local community and services consumers across the lifespan.

Our Vision

**Together, we deliver the healthcare of the future.
Providing the Best Care for the people of the West, in the right place and at the right time.**

The Division has recently been established following a key recommendation from the Royal Commission into Victoria's Mental Health System. The Western Health catchment includes the local government municipalities and growth areas of Brimbank, Sunbury, Maribyrnong and Melton.

Our recovery-oriented approach to care is provided by a multidisciplinary workforce comprising skilled clinicians, consumers and carers. These services include hospital based, community and specialist mental health and wellbeing services for adults, older adults, children and adolescents who are experiencing, or are at risk of developing a serious mental illness.

The Division collaborates across a number of Divisions within Western Health and partners with external health services and community services to ensure the provision of Best Care.

The Division aims to innovate and develop services and care options across Western Health to ensure Best Care for the community of Western Melbourne.

Key Responsibilities



Leadership:

- Encourages a climate that fosters professional development and growth
- Promote consumer and family/carer advocacy and health promotion
- Identify emerging leaders through observation of practice, feedback, and annual discussions; and contribute to leadership development
- Work as a positive role model for staff in the therapeutic use of self
- Provide education about nursing interventions and procedures in accordance with Western Health policy and procedures
- Provide support and allocating preceptors to Undergraduate Nursing Students, Graduate Nurses, Post-Graduate Nurses and liaising with RN transitions Coordinators/Educators as required
- Provide professional support with education, training and supervision within the nursing team
- Collect and maintain training records of professional development, including evaluation forms for in-service program
- Participate in the development and implementation of refresher, re-entry to practice and supervised practice programs within Unit 3.
- Promote a friendly, respectful and supportive environment within the service and organisation.
- Promote and support Clinical Supervision for nursing staff, including group supervision forms such as Reflective Practice and Action Learning Sets
- Maintain accurate written and electronic documentation and records of workforce training of staff
- Participate in the development and implementation of a professional mental health nursing development program for Unit 3.
- Able to support nursing staff with the organisational changes, current and ongoing, in line with WH policy
- Promoting the implementation of Western Health Best Care practices. Actively able to utilise champions to provide support to nursing staff
- Well-developed knowledge and understanding of the Mental Health Act, 2022 and other relevant legislation, policies, and strategic directions of Public Mental Health Services



Research:

- Apply research evidence to clinical practice, has well developed strategies to inform practice in the absence of high-level evidence
- Lead quality or practice improvement initiatives at local level and/or contributes to quality or practice improvement initiatives at program or organizational level
- Contribute to professional knowledge through presenting and/or publishing in appropriate professional conferences and journals
- Committed to being informed of the current evidence-based sources and maintaining professional networks

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Evidence Based Practice:

- Education provided in relation to Safe wards and Reducing Restrictive Interventions in collaboration with the Clinical Nurse Consultant
- Liaising with Allied Health with education regarding all aspects of care including Recovery-Oriented Care, Trauma Informed Care, working with vulnerable communities, working with families, collaborative care planning, etc.
- Monitor clinical staff detection and response to clinical deterioration; including facilitating discussion/review with Medical Officer/ Consultant Psychiatrist; and provide education and support as appropriate
- Undertake clinical audits as per Western Health policy and provide appropriate corrective action where gaps identified in individuals or team practice
- Ensure clinical staff have a thorough understanding of treatment options, therapeutic interventions, and legal rights for consumers and carers that can be evidenced
- Providing feedback to clinical staff performance in mental state, risk and physical health assessments; including standards of documentation, medication safety and provide education and support as appropriate
- Reviews Riskman incidents in line with NSQHS 3, 4, 5 and 8



Clinical Expertise:

- In a consulting capacity, provides clinical nursing expertise and direction in line with clinical standards policies and procedures to both internal and external customers, including providing high level nursing assessment, care planning and interventions/procedures
- Act as a resource in relevant area and ensure the provision of high quality, culturally sensitive consumer care in partnership with consumers, their significant others and other members of the multidisciplinary care team
- Provides an efficient and customer focussed service commensurate with senior status and role.
- Represents clinical specialty in multidisciplinary working groups
- Contributes to a Quality and Business Plan as required in accordance with the National Safety and Quality Health Service Standards and Western Health Guidelines
- Holds substantial responsibility in the implementation of clinical frameworks such as Safe wards in collaboration with CNC, Equally Well, Recovery-Oriented Model of Care and reducing restrictive interventions on inpatient settings
- In collaboration with the NUM, positive role modelling to staff through the maintenance of high standards of professional ethics and clinical competences
- Collaborate with all key stakeholders to evaluate and further develop the Graduate Nursing Program, Post Graduate Nursing Program and Enrolled Nurse Transition Programs
- Identifying and providing education in clinical risks for nursing staff to be able to formulate appropriate safety strategies in consultation with the multidisciplinary team
- Actively keeping responsibility for Continuing Professional Development of self as required by AHPRA

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:

- Nurse Unit Manager
- Clinical Nurse Consultant (CNC)
- Lead Consultant and medical staff
- Multidisciplinary team
- WH Senior Nurse Consultant and Senior Mental Health Nurse
- Quality Improvement Consultants
- WH Director Area Manager and Director of Clinical Services
- Lived experience workforce

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- Administration staff
- Consumers and carers

External:

- Nursing education unit, WH Director of Nursing and nursing advisor
- WH Training and Development Unit, Quality Planning and Innovation Unit, Western Health
- Office of Chief Psychiatrist and Office of Chief Mental Health Nurse

Selection Criteria

Essential:

- Current registration as a Registered Nurse with AHPRA
- Experience working in a senior clinical role in an inpatient setting
- Have completed a Post Graduate Diploma in Mental Health Nursing
- Demonstrated ability to deliver quality consumer care and possession of excellent clinical skills
- Demonstrated experience working effectively independently and also within a multidisciplinary team environment with minimal supervision
- Demonstrated time management, organisation and planning skills
- High level verbal and written communication skills
- Experience in the use of technology to create clear and concise documents, reports and proficiency with the Microsoft Office suite
- Demonstrated commitment to developing and improving personal education and skills appropriate to the position
- Demonstrated competency and knowledge to effectively deliver basic health care education.
- Experience in the development, implementation and review of policy, procedures and guidelines
- Current Victorian driver's license

Desirable:

- Certificate IV in Training and Assessment
- Postgraduate qualifications or training in Education
- Training and experience in the development and delivery of education programs to consumers, carers, the community and health professionals
- Portfolio holder in service quality improvement
- Expertise in providing individually tailored strategies and education plans that utilise capacities to work around knowledge gaps, promote critical thinking and strengthen skills.
- Sensitivity to working with individuals from non-English speaking backgrounds.
- Experience in public health or community health settings, in particular experience working with diverse patient populations (i.e., Aboriginal and Torres Strait Islanders, and other culturally and linguistically diverse communities)
- Completion or working towards Masters level qualification in nursing
- Demonstrated experience & expertise in the provision of mental health nursing care and treatment to adults with severe mental health problems
- Understanding of workforce development needs, scope of practice, and other issues related to the Nursing workforce

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

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- 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), Occupational Health and Safety (Psychological Health) Regulations 2025, 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 2022
- 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 or sites 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
- 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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