

## POSITION DESCRIPTION

<b>Position Title:</b>	Education Coordinator – Simulation
<b>Business Unit/Department:</b>	Centre for Education
<b>Division:</b>	People and Culture
<b>Award/Agreement:</b>	Registered Nurses
<b>Classification:</b>	XB 1/2
<b>Reports To:</b>	Manager Education and Learning - Nursing
<b>Direct Reports:</b>	Simulation Team
<b>Date Prepared/Updated:</b>	10 March 2025

<b>Position Purpose</b>
The Education Coordinator – Simulation is responsible for the day to day coordination of the simulation team. This team is responsible for simulation across the organisation. The coordinator will lead the team to increase educator capability in simulation, so that simulation will be a widely used educational modality. The role will work with other educational coordinators and teams to include simulation in a variety of educational programs to constantly improve care. Translational simulation is an important modality that will be used across the organisation. This role will enable that to occur so simulation can be used to improve systems to prevent errors.
<b>Business Unit Overview</b>
Western Health recognises the importance of career development for its staff. The Centre for Education (CE) is a key provider of clinical support, professional development and continuing education for nurses, midwives, other health professionals and non-clinical staff. The CE aims to provide an efficient and effective integrated education service that addresses the learning, education and training needs of Western Health from a perspective of life-long learning and professional development.
<b>Key Responsibilities</b>
<ul style="list-style-type: none"> <li>• Provides strategic direction and leadership to the simulation team so they are providing high quality simulation opportunities across all sites.</li> <li>• Develop team members, facilitating opportunities for career advancement.</li> <li>• Work collaboratively with team members to deliver excellent educational outcomes that contribute to the delivery of best care at Western Health.</li> <li>• Work collaboratively with the Grade 5 nursing education team to deliver consistent education across all clinical areas utilising educational theory to design learner centred education that increases the capability of all Western Health nurses.</li> <li>• Work with other education site coordinators to design and deliver the continuing professional development program and assist in the delivery of Grad +</li> <li>• Participate in educational leadership meetings and other meetings as required.</li> </ul>

### Our Vision

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- Actively promote Western Health as an organisation of choice for graduate and undergraduate programs.
- Demonstrate expert skills and knowledge in recognition and management of the deteriorating patient and resuscitation.
- Balance financial, social and environmental outcomes to provide high quality learning opportunities in a timely and cost effective way.
- Effectively manage relationships with internal and external stakeholders

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:

- Director Education and Learning
- Manager Education and Learning - Nursing
- Executive Director People and Culture
- Executive Directors of Nursing, Medicine and Allied Health.
- Director of Medical Education and Medical Education Team
- Nurse Unit manager/Senior Clinicians
- Education and Learning Team
- Nurses and midwives

#### External:

- Key stakeholders across the health, education and government sectors

### Selection Criteria

#### Essential

- Registered Nurse with AHPRA and current Practicing Certificate.
- Successful completion of a Graduate Certificate or equivalent in nursing or with an educational focus
- Hold or working towards a Masters in Nursing with an educational focus
- A minimum of 5 years clinical experience
- A minimum of 2 years educational experience including experience in the development, implementation, assessment and evaluation of educational programs using a variety of methodologies including simulation.
- Highly effective interpersonal skills
- Demonstrated evidence of experience in developing and evaluating education resources.
- Demonstrated commitment to ongoing learning and professional development
- Demonstrated ability to facilitate team outcomes
- Demonstrate interpersonal and leadership skills including, problem solving, conflict resolution, negotiation and teaching
- Demonstrated understanding of contemporary professional, educational, and clinical issues.

#### Desirable

- Simulation course
- Experience at coordinator level

### Additional Requirements

All employees are required to:

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- 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

### 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
- 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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