

POSITION DESCRIPTION

Position Title:	Clinical Nurse Educator – Cardiac Care
Business Unit/Department:	Organisational Learning & Education
Division:	People, Culture & Communications
Award/Agreement:	Nurses & Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	RN35 Educator (Major)
Reports To:	Aligned Educator Coordinator – Education & Learning
Direct Reports:	N/A
Date Prepared/Updated:	20 May 2025

Position Purpose

The Clinical Nurse Educator (CNE) will work with the Education team to provide clinical facilitation, education, supervision, consultation and liaison to nursing staff, transition to practice nurses, post graduate learners and undergraduate nursing students in the clinical setting.

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

As a member of the Education team, the CNE is at the forefront of the provision of high-quality nursing care to patients on a day-to-day basis. As a professional, the CNE is accountable for:

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

Business Unit Overview

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 staff from a perspective of life-long learning and professional development.

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Key Responsibilities



Support the development and learning of nurses:

- Lead, support, direct and motivate nursing staff in the provision of high quality, evidence based and culturally sensitive patient care
- Facilitate and perform nursing interventions within professional standards and boundaries as described by the relevant professional bodies and Western Health and ensure all nursing staff adhere to the same standards.
- Act as a positive role model, coach, mentor and clinical resource through the development, implementation, and evaluation of teaching plans for nursing staff that meet their learning needs.
- Act appropriately to immediately manage any behaviours that do not meet policy and procedure ensuring safe patient care.
- Maintain a high visible profile within the relevant areas of the organisation and provide a clinical resource service to nursing staff in the health service.
- Enhance practice through the teaching of clinical reasoning, and by applying these skills to the identification, implementation and evaluation of patient problems and outcomes.
- Contribute to the education of nursing and other professionals through the exchange and sharing of information gained from participation in meetings, portfolio management, seminars and conferences via in-services, presentations, education forums and team meetings.
- Participate and contribute to improvement of policies, procedures and protocols and identify potential issues in nursing practice and areas of improvement in clinical standards.
- Assist with the organisation and facilitation of Study Days and education sessions/in services offered to staff through the continuing education calendar.



Achieve performance excellence:

- Assist in the development of clinical skills of staff by providing education, supervision, coaching and mentorship.
- Assist with provision of feedback to staff on their performance, including performance management for nurses, learners and maintain records and documents relating to the performance and development of all staff.
- Liaise with Nurse Unit Managers to provide education for nursing staff identified as requiring management for poor performance.
- Demonstrate effective communications and interpersonal skills in every aspect of the education/learning process.
- Disseminate information to nursing staff through verbal and/or written communication regarding nursing and clinical practice, and report to departmental manager on a regular basis.



Participate in the management of current education programs

- Provide clinical support and consultation to participants on a regular basis.
- Assist with the facilitation of Study Days, including Orientation.
- Facilitate the clinical experience of education program participants in the Cardiac Department
- Support students undertaking the Graduate Certificate of Critical Care – Cardiac Care course, including provision of study days, assessments and clinical hurdles.
- Provide peer support, debriefing and careers guidance for the participants.
- Provide opportunities for continuing education for participants.
- Provide ongoing feedback regarding clinical progress to participants and always maintain open disclosure with relevant coordinators.
- Liaise with Nurse Unit Managers to assist and guide program participants identified as requiring management for underperformance.
- Maintain records and documents relating to the performance and development of the participants.
- Assist with the promotion of the education programs via Expo, Open Evenings and University visits as directed by Manager, Centre for Education.

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- Work at different campuses as required to facilitate or assist facilitation of courses and/or support of colleagues to cover leave
- Assist with the program recruitment process, including processing applications, facilitating and conducting interviews and reference checking, as directed by Manager, Centre for Education and Manager of the Nursing and Midwifery Workforce Unit.
- Assist with the re-recruitment of program participants on completion of the course, as directed by the Manager, Centre for Education and Manager of the Nursing and Midwifery Workforce Unit.

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 of Education and Learning
- Manager of Education and Learning – Nursing
- Education Coordinator – Cardiac Care
- Directors of Nursing, Divisional Directors, Clinical Directors/Head of Units.
- Operations managers
- Centre for Education team
- Quality Managers
- Professional leads other than Nursing
- Medical staff
- Nurse Unit Managers
- Cardiac Care Nursing staff
- Early Graduate Program participants
- Undergraduate Nursing Students
- Post Graduate Cardiac Care students
- Introduction to Cardiac Care Program participants

External:

- Patients and their significant others
- Community service providers
- Education Providers
- Community of Western Health

Selection Criteria

Essential:

- Registration as a Registered Nurse in Australia
- Successful completion of a Bachelor of Nursing qualification or equivalent, which leads to registration as a Registered Nurse in Australia
- Holds a Post Graduate qualification in Cardiac Nursing
- Advanced Life Support provider
- Prior experience as a preceptor
- Minimum of four years post registration experience working within an Cardiac Department
- Knowledge of current clinical issues & challenges in relevant specialist area
- Possess recent acute clinical skills with advanced clinical knowledge.
- Demonstrate excellent communication skills both written and verbal.
- Demonstrate the ability to work autonomously in the role.
- Possess highly developed interpersonal skills including conflict resolution strategies.
- Demonstrate an ability to work collaboratively as part of multidisciplinary, nursing and education team.
- Possess knowledge of relevant legislation, policies and human resource procedures.
- Be innovative, resourceful and adaptable to change.
- Have recent experience in nursing education and delivery of training.
- Proficient in the use and possess the ability to trouble-shoot ICT systems.

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<p>Desirable:</p> <ul style="list-style-type: none"> • Obtained or working towards a Post Graduate qualification in Education • Certificate IV Training and Assessment (TAE40116) • Completing or working towards a Master's qualification with an educational focus • Experience in a clinical leadership role. • ARC2 provider • Prior experience as a Clinical Nurse Educator
<p>Additional Requirements</p> <p>All employees are required to:</p> <ul style="list-style-type: none"> • 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, 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.
<p>General Information</p> <ul style="list-style-type: none"> • 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.

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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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