

POSITION DESCRIPTION

Position Title:	Education Coordinator – Maternity
Business Unit/Department:	Centre for Education
Division:	People and Culture
Award/Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	QRED 4.2 XB1 or QRED 4.3 XB2
Reports To:	Education and Learning Manager- Women's & Children's Services and Learning Management System (WeLearn)
Direct Reports:	Clinical Midwifery Educators and Clinical Support Midwives
Date Prepared/Updated:	27 February 2024

Position Purpose
<p>The Education Coordinator for Maternity is responsible for overseeing the daily coordination of the maternity education teams at Sunshine and Bacchus Marsh Campuses. These teams comprise of clinical midwifery educators (CME) and clinical support midwives (CSM), and the coordinator is tasked with providing support to the teams while also developing individual team members. To deliver education that fosters staff capability, the Education Coordinator will work closely with MUMs and Clinical Operations teams, ensuring that the education is clinically relevant and educationally sound. The Education Coordinator will also be responsible for the ongoing management of the maternity subject within the Grad+ program and undergraduate midwifery students. Collaboration with other Education Coordinators as well as the wider educational leadership team is essential to deliver the continuing professional development programs for Western Health, optimising outcomes for patients and learners.</p> <p>As a professional, the Education Coordinator is accountable for:</p> <ul style="list-style-type: none"> • 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 Midwife in Australia at all times while working as a Midwife within Western Health and practice in alignment with Nursing & Midwifery Board of Australia (NMBA) Registered Midwife Standards for Practice <p>The Education Coordinator will contribute to providing quality health and well-being services for our consumers demonstrating competent to expert behaviours across the five domains of leadership, research, evidence-based practice, education & learning and clinical expertise as identified in the Western Health Nursing and Midwifery Professional Practice Framework.</p>

Our Vision

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

Key Responsibilities



Leadership:

- Provides strategic direction and leadership to the midwifery education teams ensuring that they are supporting and educating undergraduate midwifery students, graduate midwives, Grad + midwives, post-graduate midwives and permanent clinical staff
- Role model high standards of professional conduct and an ongoing commitment to sustaining and strengthening performance and accountability across the organisation
- Ensure that midwifery database systems are maintained for accurate report writing and analysis
- Act appropriately to immediately manage any behaviours that do not meet policy and procedure ensuring safe patient care
- Work collaboratively with team members to deliver excellent educational outcomes that contribute to the delivery of best care at Western Health
- Work collaboratively with the education team to deliver consistent education across all clinical areas utilising educational theory to design learner centred education that increases the capability of Western Health midwives
- Monitor and evaluate the effectiveness of education and training sessions and study days
- Participate in educational leadership meetings and other meetings with Operations Managers and Midwifery Unit Managers as required to determine educational needs
- Balance financial, social and environmental outcomes to provide high quality learning opportunities in a timely and cost effective way
- Undertake recruitment into vacant Grade 4 and 3 positions as required
- Work within and towards the Nursing and Midwifery Workforce Plan



Research

- Engage in the dissemination of research to improve and develop educational outcomes
- Lead improvement initiatives at local level and/or contribute to or lead program improvement initiatives
- Participate in generating midwifery-led research
- Evaluate education programs against research evidence and identify areas for improvement highlighting gaps in research evidence
- Develop strategies to inform midwifery education in the absence of high level evidence
- Contribute to practice improvement broadly across the sector and relevant specialty
- Support generation of research by others through coordinating or leading studies
- Apply research evidence to midwifery education, has well developed strategies to inform midwifery education in the absence of high level evidence
- Evaluate midwifery education programs against research evidence and prioritises areas for improvement



Evidence Based practice

- Leads initiatives to address gaps in midwifery education
- Implements and evaluates initiatives, making modifications as required
- Leads and motivates staff to strive for and achieve inter-professional team goals using a compelling organisational vision
- Contributes to strategic planning at an organisational level

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- Acts to ensure safety by expertly managing clinical risk and intervene, as necessary, to achieve optimal outcomes for patients/consumers and teams
- Contribute to the development and implementation of processes to manage clinical risk
- Foster a supportive and open culture which utilises mistakes as opportunities for improvement
- Utilise evidence and proven strategies to support:
 - Planning for the future
 - Services, workforce and demand
 - Ensuring safety and quality priorities are achieved
 - Support recruitment and retention, staff wellbeing and safety in the workplace
- Continually update education programs so that they are based on best evidence and utilise contemporary educational theory



Education & Learning

- Support and deliver education
- Develop and foster a learning culture
- Act to ensure processes, frameworks and/or support tools are in place for enhancing learning through reflection
- Act to ensure peer review processes are appropriately resourced, and occur in an open and positive organisational culture which emphasises excellence in clinical care
- Foster a culture in which feedback is used as a strategy to enhance goals, awareness, and learning, and is a positive experience
- Support staff in their development and achievement of professional goals and objectives
- Promote the development of, and involvement in, professional networks and learning communities
- Plan and conduct education and teaching sessions, encouraging participation and reflection on experience
- Facilitate staff access to learning through the development of cross-discipline relationships/networks
- Provide feedback to higher education partners regarding student performance & course content
- Provide ongoing feedback to midwifery education team, managing performance as required, maintaining open disclosure with Education and Learning Manager
- Provide ongoing feedback regarding clinical progress to undergraduates and midwifery staff as required and maintain open disclosure with Preceptors, Unit Managers, Education and Learning Manager, Nursing and Midwifery Workforce Unit and other relevant stakeholders.
- Coordinate with Unit Managers to provide assistance and guidance for midwifery staff identified as requiring management for underperformance
- Maintain records and documents relating to the performance and development of underperforming undergraduates and midwifery staff
- 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
- Recognise the role of infrastructure in supporting lifelong learning, and advocate for investment and changes that will enhance organisational learning capability
- Influence organisational learning and development strategies to ensure the workforce is supported to develop the abilities it requires to meet current and future needs



Clinical expertise

- Act as an ambassador for Western Health as a great place to undertake placement and/or work, promoting its midwifery programs with other health professionals, key external stakeholders and at local, national and international professional forums such as Expo, Open Evenings and University visits
- Lead /oversee high performing clinical teams
- Demonstrate expert knowledge and skills in the clinical environment, and utilise principles of educational theory to address staff learning needs. The application of learning principles in this role provides the basis for continuing education, clinical facilitation, consultation and liaison

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- Review and improve placement opportunities to support Western Health growth, change and organisational demands including the scoping of partnering with external health organisations for midwifery placement
- Coordinate undergraduate, Clinical Support Midwives and Clinical Midwifery Educator onboarding and rosters
- Effectively manage relationships with internal and external stakeholders
- Provide clinical support and consultation to on a regular basis
- Assist with the facilitation of Study Days, including Orientation
- Provide peer support, debriefing and careers guidance
- Provide opportunities for continuing education
- Use own clinical experience and knowledge to:
 - Support others in ensuring care delivery is safe and effective
 - Monitor and evaluate care outcomes
 - Ensure timely access to care
 - Coordinate care and services

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 – Women's & Children's and WeLearn
- Executive Director People and Culture
- Executive Directors of Nursing, Medicine and Allied Health.
- Director of Nursing/Midwifery- Women's & Children's
- Divisional Director- Women's & Children's
- Obstetric Head of Unit
- Maternity Operations Manager
- Midwife Unit manager/Senior Clinicians
- Centre of Education team
- Student midwives

External:

- Key stakeholders across the health, education and government sectors

Selection Criteria

Essential

- Current registration as a Registered Midwife with AHPRA
- Successful completion of (or undertaking) a Masters with an educational focus
- Previous experience in a leadership and/or senior education management role
- A minimum of 5 years clinical experience with advanced clinical skills
- A minimum of 3 years education experience including experience in the development, implementation, assessment and evaluation of educational programs and resources
- Demonstrated commitment to ongoing learning and professional development
- Demonstrated ability to facilitate team outcomes
- Highly effective interpersonal and leadership skills including, problem solving, conflict resolution, negotiation and teaching
- Demonstrated understanding of contemporary professional, educational and clinical issues

Desirable

- Simulation experience
- Adult Basic Life Support Facilitator

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- Experience with LMS course development

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, the Family Violence Protection Act 2008, Safe Patient Care Act 205, 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 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: [Click here to enter the Employee's name.](#)

Employee's Signature: _____

Date: [Click here to enter a date.](#)

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