



POSITION DESCRIPTION

Position Title	Nurse Educator – Sexual & Reproductive Health (generic)
Position Status	Fixed Term Contract
Reports To	Manager – Clinical Nurse Educator
Department	Clinical Education Team
Location	Box Hill
Direct Reports	Nil
Award & Classification	FPV & ANMF EA 2017
Date Reviewed	22 July 2022
Next Review Date	4 July 2023

POSITION PURPOSE

This position develops, delivers, and evaluates RSH education & training as well as provides health services within a clinical setting.

The Nurse Educator is responsible for ensuring the quality of sexual and reproductive health education delivered by SHV meets the requisite standards required by an accredited education provider.

The scope of practice of the RSH Nurse is built on the platform of the Reproductive and Sexual Health (RSH) Nurse scope of practice.

The position is designed in line with the classification definitions and core duties outlined in the FPV and ANMF (Vic branch) Enterprise Agreement 2017.

SPECIFIC ACCOUNTABILITIES

Include but are not limited to:

Oversee the quality of education services

- Ensure the quality of Sexual Health Victoria (SHV) training services are kept at the requisite level
- Assist in the continuous evaluation and development of education and training to ensure training content is up-to-date and evidence based
- Maintain a high level of knowledge and understanding of sexual and reproductive health and priority populations
- Assist with the delivery of courses and education sessions
- Contribute to online learning development and delivery

Education and training

- Assists the Manager – Nurse Educators to plan develop, deliver and evaluate education, in reproductive and sexual health for health professionals
- Deliver effective education and training onsite and at locations across Victoria or online
- Facilitate high quality clinical teaching
- Ensure SHV provides accurate data for course evaluation and reporting
- Assist SHV clinical staff to support participants throughout training courses and clinical placements
- Regular and ongoing involvement in building nursing/medical workforce capacity through the provision of clinical training to nurses, midwives and doctors undertaking relevant clinical placements in SHV clinics
- Be involved in the professional development training and support of nurse preceptors/clinical supervisors
- Provide consultation advice to external health care professionals
- Provide clinical service provision, supervision and training in the SHV clinics

Research and Development

- Participate in relevant research studies and ensure SHV provides accurate data for clinical research studies

- Assist and support the development of processes and protocols for research within SHV's training and education setting

Risk Management

- Undertake reflective practice to include identification of opportunities to minimise risk and enhance client safety, quality of care and experience
- Work in line with organisation policies and procedures
- Report any contentious issues (of complaints or irregular practices) to the Manger Nurses Educators and/or Manger Medical Educators
- Seek support from Manger Nurses Educators and/or Manger Medical Educators when presented with challenging educational training problems

Workforce Development

- Participate in QI&CPD and professional in services as part of staff commitment to professional development
- Participate positively within the multidisciplinary framework of SHV by undertaking duties that will contribute to the efficiency of clinic services, as requested
- Maintain professional practice in accordance with APHRA requirements and registration

General

- Comply and participate with OH&S legislation and operate in accordance with established Health, Safety and Wellbeing practices and procedures
- Commit to best practice and continuous improvement in all aspects of program delivery
- Adhere to SHV's policies and procedures and relevant legal requirements
- In addition to the duties and key result areas specified in this position description, perform any other tasks duties and responsibilities appropriate to the position and any other reasonable duties specifically assigned

EXPERIENCE / QUALIFICATIONS

Experience	Qualifications
<ul style="list-style-type: none"> • Reproductive and Sexual Health experience in an advanced clinical nursing role • Demonstrated experience in the provision of clinical training and supervision to health professionals • Demonstrated ability to design, deliver and evaluate training <p>Meets all requirements specified in the classification structure for Nurses as outlined in the SHV and ANMF (Vic branch) Enterprise Agreement 2017.</p>	<ul style="list-style-type: none"> • Registered Nurse Division 1 qualification • Cervical screening provider <p>Required:</p> <ul style="list-style-type: none"> • Valid Working with Children check • Current driver's licence • Valid National police check <p>Preferred:</p> <ul style="list-style-type: none"> • Comprehensive Sexual & Reproductive Health (Nursing) course (or similar) • Completed Implanon NXT training

SKILLS

- Highly developed time management, problem solving and organisational skills
- Highly developed written and verbal communication skills
- Ability to coach, mentor, and support a team and promote teamwork
- Ability to work independently and also collaboratively as part of a multidisciplinary team
- Strong client and interpersonal skills to establish trust and relationships
- Performs to high professional, clinical and ethical standards
- Project co-ordination and delivery skills

KEY LEADERSHIP COMPETENCIES

Make sound decisions	Think creatively / identify improvements
	exhibits diagnostic and therapeutic skills
Meet customer needs	Build realistic plans
Manage execution	Show drive and initiative
	Exhibits continual quality improvement
Establish relationships	Foster open communication
Promote teamwork	
Establish trust	Adapt and learn from experience

NOTES

- Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive. The company may require you to undertake additional responsibilities or work in other areas to those outlined in this position description subject to business requirements and your skills and competencies.
- *Diversity & Equal Opportunity*
SHV is committed to providing respectful, inclusive services and work environments where all individuals feel accepted, safe, affirmed and celebrated. With our commitment to embracing diversity and eliminating all forms of discrimination in the provision of reproductive and sexual health services, we welcome all people irrespective of cultural or linguistic background, sexual orientation, gender identity, intersex status, religion or spiritual beliefs, socio economic status, age or abilities.
- A statutory requirement of every role requires that you ensure awareness and compliance with all legislation that impacts your work area, i.e. Work, Health & Safety.
- You must ensure that:
 - all activities are conducted in accordance with relevant Company policies, procedures and practices;
 - uphold ethical standards and values and act with honesty, integrity and good faith at all times;
 - ensure that you act in ways that advance the organisation's objectives, values and reputation

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description.

Signed: _____

Date: ____/____/____