

POSITION DESCRIPTION

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| Date | November 2020 |
| Position Title | Staff Development Nurse |
| Division | People and Culture |
| Reports to | Manager, Learning and Development |

SECTION 1

Mission, Vision and Values

Mission: - To deliver the highest quality healthcare experience for patients

Vision: - To be the preferred choice of Doctor's, Staff and Patients, recognised for the provision of high-quality medium acuity surgical services and palliative care.

Values: Bethesda Health Care is committed to the following values:

- Teamwork – we create an environment of unity and togetherness
- Respect – we recognise and acknowledge the uniqueness and value of every individual
- Integrity – we demonstrate honesty and trust
- Compassion – we work to express God's love through a caring expression of kindness, tolerance and tenderness
- Excellence – we excel in all that we do so that we can promote the mission of our hospital
- Professionalism – we have pride in the high level of care and service we offer

Staff are expected to demonstrate these values in the way they work and to live the positive behaviours as described in the Bethesda Health Care Code of Conduct and to contribute to and promote the positive working culture of the organisation.

SECTION 2

Position Summary and Role Purpose

The Staff Development Nurse is responsible for: the planning and delivery of surgical nursing education to meet individual and organisational development needs and works collaboratively with the Learning and Development Manager to achieve agreed targets for the planning and delivery of education to meet individual and organizational development needs throughout the hospital.

SECTION 3

Key Working Relationships

| INTERNAL | EXTERNAL |
|----------------------------------|-----------------------|
| Chief Executive | Universities and TAFE |
| The Executive Team | Doctors |
| Learning and Development Manager | ACHS |

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| Learning and Development Team | Dept of Health WA |
| Hospital Management Team | |
| Department Managers | |
| All staff | |

SECTION 4

Key tasks, Responsibilities, Outcomes and Activities

Preventing and Controlling Health Care associated Infection

- Providing guidance, education and mentoring to staff as to best practice

Medication Safety

- Providing guidance, education and mentoring to clinical staff as to best practice

Comprehensive Care

- Providing guidance, education and mentoring to clinical staff as to best practice

Communicating for safety

- Providing guidance, education and mentoring to staff as to best practice

Blood Management

- Providing guidance, education and mentoring to clinical staff as to best practice

Recognising & Responding to deteriorating patient

- Providing guidance, education and mentoring to clinical staff as to best practice

Administrative

- Design, implement and coordinate a range of educational activities, including face-to-face and on-line, as determined by training needs analysis and the strategic objectives of the organisation
- Responsible for the review of on-line training modules including mandatory and non-mandatory training, policy assessments and online in-services and oversees changes to them as required.
- Conducting competency assessments both clinical and non-clinical
- Orientating new staff and students to the surgical department
- Reviewing and maintaining a range of orientation manuals including hospital-wide and surgical orientation manuals
- Development and review of Clinical Practice Standards and Hospital Policies
- Involvement in the Quality Improvement programs within Learning & Development and the surgical areas
- Reviewing department and hospital policies
- Contribute to Nursing Team and the Safe Medication Committees
- Other projects across the facility as directed by the Learning & Development Manager

SECTION 5

Health, Safety and the Environment

- Adhere to policies, procedures and standard operating procedures
- Report incidents, hazards and injuries
- Use personal protective equipment as required and directed
- Raise OSH issues with OSH representative/s
- Promote a safe work environment by assessing the work environment and not misusing or bypassing systems of equipment

SECTION 6

Quality and Risk

- Record initiatives and issues in Riskman
- Abide by Bethesda Health Care's Code of Conduct, Occupational Health and Safety legislation, Equal Opportunity Act
- Complete mandatory training and participate in development reviews

SECTION 7

Partnering with the Consumer

Acknowledging and involving patients with their care, responding to both clinical and nonclinical queries, providing assistance as appropriate, encouraging the use of formal feedback systems

SECTION 8

Selection Criteria

| Qualifications |
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| <p>Essential</p> <ul style="list-style-type: none"> ▪ Registered Nurse qualification and current State registration ▪ Current Police Check (no more than 6 months old) ▪ Current certificate IV in Training and Assessment <p>Desirable</p> <ul style="list-style-type: none"> ▪ Qualifications in specialist area ▪ Advanced Life Support |
| Knowledge |
| <p>Essential</p> <ul style="list-style-type: none"> ▪ Demonstrated clinical knowledge as a resource person for staff ▪ Evidence Based Nursing Best Practice relevant to surgical nursing ▪ Quality risk frameworks and quality improvement practices and principles ▪ A commitment to improving own knowledge base and performance ▪ Knowledge of NSQHS and their application in the surgical area <p>Desirable</p> <ul style="list-style-type: none"> ▪ Higher acuity surgical nursing experience |
| Skills |
| <p>Essential</p> <ul style="list-style-type: none"> ▪ Ability to demonstrate and work within the Bethesda Health Care Values at all times ▪ Excellent facilitation and presentation skills which demonstrate an awareness of adult learning principles ▪ Well developed written and verbal communication skills ▪ Well developed organisation and time management skills ▪ Proactive with the ability to motivate and engage staff to achieve their training needs |

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| <ul style="list-style-type: none"> ▪ Experience in assessing mandatory competencies ▪ Ability to design and deliver customised training in surgical departments ▪ Well developed computer skills in word processing, spreadsheets and on-line training <p>Desirable</p> <ul style="list-style-type: none"> ▪ Auditing experience ▪ Developing and reviewing policies |
| Experience |
| <p>Essential</p> <ul style="list-style-type: none"> ▪ Recent experience as a Staff Development Nurse ▪ Experience with elective arthroplasty surgery ▪ Experience in developing and implementing education programs for orthopaedics, general surgery, gynaecology and urology ▪ Initiating and leading quality improvement and risk management strategies ▪ Evaluation and assessment in the workplace ▪ Minimum 3 years' experience in Staff Development <p>Desirable</p> <ul style="list-style-type: none"> ▪ Experience in development and facilitating of a Graduate Nurse program |

SECTION 9
Acceptance of Position Description

Employee

Date

Manager

Date