

POSITION DESCRIPTION

Date	March 2021
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, coordinating and delivery of Palliative Care nursing education for nursing staff, personal care assistants and others to ensure staff working in the Palliative Care Unit are skilled and competent in their roles. The role also requires working collaboratively with the Learning and Development Manager to achieve agreed targets for education to meet individual and organisational 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
Learning and Development Team	Dept of Health WA
Hospital Management Team	
Department Managers	
All staff	

Teamwork, Respect, Integrity, Compassion, Excellence, Professionalism

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

Learning Design and Competency Assurance

- Design, implement and coordinate a range of educational activities for Palliative Care, including face-to-face, on-line and other mediums as needed
- Conduct training needs analyses to determine educational needs required to develop skills and competencies specifically for Palliative Care
- Review on-line training modules including mandatory and non-mandatory training; policy assessments; and online in-services
- Conduct competency assessments for both clinical and non-clinical staff to ensure staff meet requirements to complete the functional aspects of their role
- Support development and implementation activities for other projects across the organisation as directed by the Learning & Development Manager
- Support other departments in educational activities as required

Staff Development and Onboarding

- Coordinate and support orientation of new staff and students to the department, including coordinating nursing student placements
- Provide guidance and build out development plans for individuals, to improve skills and performance, with focus on leveraging strengths and improving development areas
- Support the coordination of staff appraisals
- Mentor junior nursing staff

Quality and Process Improvement

- Identify opportunities for quality improvement including supporting coordination and implementation of initiatives within Learning & Development and Palliative Care
- Model best practice in Palliative Care and liaise with external partners on technical nursing issues
- Review department and hospital policies as required
- Contribute to Nursing Team and the Safe Medication Committees

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
<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) <p>Desirable</p> <ul style="list-style-type: none"> ▪ Current Certificate IV in Training and Assessment ▪ Qualifications in specialist area
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 acute Palliative Care nursing ▪ Working knowledge of contemporary adult educational theory and practice ▪ Quality risk frameworks and quality improvement practices and principles ▪ A commitment to improving own knowledge base and performance ▪
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 an ability to motivate and engage staff to achieve development needs ▪ Experience in assessing mandatory competencies ▪ Ability to design and deliver customised training in Palliative Care ▪ Well-developed computer skills including on-line training programs <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"> ▪ Experience as a Staff Development Nurse ▪ Current and relevant experience in acute Palliative Care ▪ Developed and implemented robust fit-for-purpose education programs to meet skills and competency requirements, especially in acute Palliative Care

- Initiated and lead quality improvement and risk management strategies
- Evaluation and assessment of workplace competencies

Desirable

- Experience in developing and facilitating a Graduate Nurse program

SECTION 9
Acceptance of Position Description

Employee

Date

Manager

Date