

# Position Description

**Very Special Kids believes that all children and young people have the right to quality of life, no matter how long or short their life may be.**

Position Title:	Clinical Nurse Educator
Location:	Malvern
Department	Hospice
Reporting To:	Hospice Manager
Main Purpose of Position:	<p>The CNE leads continuing professional development education across the Very Special Kids clinical workforce and works collaboratively to ensure success of education programmes and activities at Very Special Kids.</p> <p>Has a deep understanding of the education requirements and shares responsibility for development, promotion and coordination of internal education to the Very Special Kids workforce.</p> <p>Builds sector knowledge and understanding of the services provided by Very Special Kids by developing, promoting and coordinating relevant external programmes of education across Victoria.</p>
Number of Direct Reports	Nil
Decision Making Authority	As per Very Special Kids' Delegation of Authority
Key Relationships	<p>Internal:</p> <ul style="list-style-type: none"> <li>• Hospice Manager</li> <li>• Deputy Hospice Manager</li> <li>• Chief Medical Officer</li> <li>• Registered Nurses and Enrolled Nurses</li> <li>• Personal Care Workers</li> <li>• Allied Health Team</li> <li>• Family Support Team</li> <li>• Fundraising and Communications Teams</li> </ul> <p>External:</p> <ul style="list-style-type: none"> <li>• Clinical Nurse Educators at Royal Children's Hospital, Monash Children's and VPPCP</li> <li>• Very Special Kids families</li> <li>• Hospitals and Allied Health providers</li> <li>• Community Agencies</li> </ul>

<p>Key Selection Criteria</p>	<p>Qualifications/ Education Training and Work Experience</p> <p>ESSENTIAL</p> <ul style="list-style-type: none"> <li>• Current registration as a Registered Nurse with the Nursing and Midwifery Board of Australia (NMBA) administered through the Australian Health Practitioner Regulation Agency (APHRA)</li> <li>• Demonstrated commitment to ongoing personal and professional development, as evidenced in a Continuing Professional Development (CPD) record/Professional Practice Portfolio</li> <li>• Demonstrated understanding and experience of adult learning principles.</li> <li>• Minimum 5 years extensive acute paediatric experience with competency in managing tracheostomies, home ventilation, CPAP and managing multiple complex medications.</li> <li>• Preceptorship experience and knowledge</li> <li>• Understanding of the National Safety and Quality Health Service Standards.</li> <li>• Experience in an education role in a health setting</li> <li>• Small or large group teaching experience</li> <li>• Certificate IV in Training and Assessment or Postgraduate qualification in education or equivalent (or working towards).</li> </ul> <p>DESIRED</p> <ul style="list-style-type: none"> <li>• Paediatric palliative care clinical experience</li> <li>• Postgraduate qualification in paediatrics or palliative care.</li> </ul> <p>Knowledge and Skills</p> <ul style="list-style-type: none"> <li>• Relevant clinical experience within a paediatric acute care /paediatric palliative care setting.</li> <li>• Advanced skills in communicating with children, young people, their families and all health professionals involved in their care.</li> <li>• Knowledge of the principles of palliative care and the key elements of practice.</li> <li>• Proven experience in small group teaching and group presentations</li> <li>• Ability to lead, coordinate and facilitate clinical educational programmes.</li> <li>• Demonstrated skills in developing and evaluating educational programmes</li> <li>• Demonstrated ability to develop and implement clinical competency assessment tools.</li> </ul> <p>Personal Attributes</p> <ul style="list-style-type: none"> <li>• Have professional credibility with peers and others.</li> <li>• Be self-motivated, innovative and empathetic.</li> <li>• Be able to work autonomously as well as within a multidisciplinary team, collaborating with staff across the organisation.</li> <li>• Ability to develop a culturally appropriate and safe education programme.</li> <li>• Provide education with due regard and sensitivity to the beliefs, values, cultural and ethnic background to those participating in the education programme.</li> </ul>
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	<p>Values</p> <p>All employees are required to demonstrate the Very Special Kids Values:</p> <ul style="list-style-type: none"> <li>• Respect – by recognising the individual, welcoming diversity and nurturing choice</li> <li>• Collaboration – by building connections, strengthening relationships and partnering</li> <li>• Community – by creating supportive relationships and a sense of belonging</li> <li>• Compassion – by being welcoming and showing warmth, hope and empathy</li> <li>• Learning – by enhancing and sharing our skills, experiences, knowledge and wisdom</li> <li>• Integrity – by acting ethically, honestly, fairly and with accountability</li> </ul>
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### Professional Leadership

<ul style="list-style-type: none"> <li>• Collaborates with Hospice leadership team and colleagues to identify the education needs of nurses and personal care workers and subsequently develops an education plan.</li> <li>• Completes skills analysis and formulates individual development plans when necessary to ensure competence within the nursing and personal care teams.</li> <li>• Designs and implements continuing professional development education that promotes excellence in paediatric palliative care nursing practice.</li> <li>• Fosters a culture of learning by acting as a positive role model for all staff in areas of professional development.</li> <li>• Promotes excellence in nursing practice through professional leadership, role modelling, and the implementation of education surrounding evidence-based practices.</li> <li>• Attendance and participation in clinical supervision as a formal process of reflective practice and support to enable ongoing professional development.</li> <li>• Contribute expert knowledge to the development of nursing policies and procedures.</li> </ul>
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### Education

<ul style="list-style-type: none"> <li>• Coordinates administrative and educational requirements of programmes, study days and/or activities.</li> <li>• Coordinates and/or teaches theoretical and practical paediatric palliative care nursing education within programmes, study days, and/or activities.</li> <li>• Develops an education calendar aligned to clinical expectations and standards within the hospice, addressing learnings from clinical incidents.</li> <li>• Works with other colleagues to develop their capabilities and achieve competencies.</li> <li>• Develops education and learning opportunities that support the introduction of new skills and technologies in clinical areas and contributes to organisation wide education programmes.</li> <li>• Supports and develops collaborative relationships with other paediatric centres and hospices to enhance learning and promote excellence in paediatric palliative care nursing practice.</li> </ul>
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## Research

- Promotes and encourages evidence-based practice and education.
- Contributes to the review and development of policies and procedures.
- Promotes and initiates quality improvement activities such as audits, focus groups, evaluations, and reviews.
- Provides support and participates (where appropriate) in VSK based research initiatives.
- Designs evaluation systems to assess the effectiveness of nursing education and learning activities.

## Quality, Safety, and Improvement

The Clinical Nurse Educator should design educational activities to promote the highest standards of clinical care and mitigate patient risk to the fullest extent possible.

Very Special Kids employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety, and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting, and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards and educating staff to comply with these standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position
- Complying with the principles of Child Safe Standards that relate to this position

Conditions of Service	
Hours	0.8-1.0 FTE shift work, rotating across 7 days
Other	Current driver's licence (if required)
Salary Package	Pursuant to relevant EBA or Competitive salary, plus superannuation and NFP salary packaging.
Tenure	Permanent position after completion of six months probationary period.
General	<p>Employment with Very Special Kids will be subject to a satisfactory Police Check and Working with Children Check.</p> <p>Clinical Services staff are also required to provide evidence to demonstrate vaccination against COVID-19 and seasonal flu vaccinations.</p>



***Privacy Statement: Personal Information may be collected and stored for the purpose of recruitment and selection. The information will only be used and disclosed for the primary purpose of its collection. Some exceptions exist. These may be obtained from the Privacy Officer.***

Approvals:	
Created by:	General Manager Clinical Services
Approved by:	General Manager People and Culture
Date of Last update:	August 2024