

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Perioperative – Scrub/Scout Clinical Nurse Educator – Grade 4B</b>
<b>Reports to (Title)</b>	<b>Clinical Education Curriculum Developer &amp; Director of Clinical Education</b>
<b>Group Director/ Chief</b>	<b>Group Director Nursing &amp; Clinical Education</b>
<b>Department</b>	<b>Clinical Education</b>
<b>Position Location</b>	<b>154 + 181 Wattletree Rd, Malvern</b>
<b>Award/Agreement</b>	<b>Salary &amp; Conditions in accordance with Contract of Employment</b>
<b>Delegation of Authority Level</b>	<b>N/A</b>

### Position Summary & Role Purpose

The Perioperative – Scrub/Scout Clinical Nurse Educator (Scrub/Scout CNE) is a highly skilled and passionate Nurse Educator with expert knowledge, skills and extensive experience as a scrub/ nurse. The Scrub/Scout CNE demonstrates a strong commitment to education, mentorship, and continuous improvement in patient care delivery of critically unwell patients.

The Scrub/Scout CNE commits to fostering a culture of learning and teaching within Cabrini’s Perioperative services and assists in the transfer of knowledge and skills from Tertiary and Higher Education programs to the clinical setting. The Scrub/Scout CNE is responsible for teaching the theory and practice of Cabrini’s clinical education programs, supporting undergraduate, graduate and postgraduate programs, which enhance the personal and professional development of staff and students. The CNE also collaborates with members of the Clinical Education team, including Curriculum Developers, and Perioperative Clinical Support Nurses to enhance and develop learning resources and inform the development of curriculum within their area of expertise. Perioperative clinical education programs include the Graduate Nurse Program, Postgraduate Perioperative Studies and the Transition to Specialty Program.

### Key Result Areas

#### 1. Key Responsibilities, Outcomes and Activities

##### 1.1 Leadership and management

- Participates in the development of the annual Education Department review and evaluation
- Contributes to the development of the Education Department Strategic Plan and works to achieve its objectives
- Provides leadership through expert teaching, guidance and support of all individuals who engage with nursing education in both the clinical space and during professional development opportunities/ learning activities
- Promotes excellence in intensive care nursing through professional leadership, role modelling and use of best evidence to inform practice
- Acts as a role model and mentors peers, fellow educators and Clinical Support Nurses
- Contributes to and supports the professional development of the clinical education team, including interprofessional education

- Collaborates with other Educators, Clinical Support Nurses, Nurse Directors and Managers to identify clinical education or quality and safety issues that require additional education resources

## **1.2 Operational Responsibilities**

- Implement, assess and evaluate Cabrini's education courses related to area of expertise, including associated tertiary programs
- Ensure provision of educational resources reflects current evidence-based practice in accordance with Cabrini guidelines, protocols and policies and the NSQHS standards
- Moderate and evaluate eLearning activities related to area of expertise
- Partners with colleagues and peers to develop their professional capacity and achieve required competencies of intensive care nursing
- Develops and maintains effective relationships with internal and external stakeholders
- Assists in the delivery of Perioperative, emergencies and deterioration programs within the organisation; and other nursing or interprofessional education programs as required
- Supports Clinical Nurse Specialists, Associate Nurse Unit Managers and Nurse Managers to facilitate learning opportunities for staff and build capacity in these individuals to support staffs' learning needs
- Respond to organisational and operational need within the scope of the CNE role classification

## **1.3 Resource Management**

- Adherence to the Cabrini codes of professional conduct, code of ethics, standards of practice and competencies, Mission, Values and Vision, and the Behaviours that Matter

## **1.4 Contributes to the achievement of professional expertise for self and direct reports through:**

- Maintenance of ongoing personal professional development, identifying own opportunities for learning and creating a continuing education plan
- Personal application of the Cabrini's performance management framework
- Identifying, encouraging and monitoring the continuing development of others within a safe learning culture.

## **2. Work Health and Safety**

Cabrini is committed to providing facilities and services which minimise the risk of physical and psychosocial harm to our workforce, patients, residents, clients and visitors, so far as is reasonably practicable.

To achieve this, managers are required to implement, in consultation with their employees, the components of Cabrini's work health and safety management systems (the collection of policies, procedures, guidelines, other related documents and resources) to control the hazards that their employees, and any other person exposed to the work they do, may face. The WHS management system enshrines a risk management approach to managing hazards. For any hazards not explicitly covered in the WHS management system, managers are required to assess and control hazards as outlined in the WHS Risk Management Procedure.

Employees are responsible to work in a way that protects their own health and safety and that of others who may be affected by their actions. This includes following the policies and procedures from the WHS management system that apply to their work, any local processes and instructions from their manager regarding how work is to be performed. Employees are responsible to report hazards, incidents and injuries to their manager.

The Cabrini WHS Department facilitate the ongoing development and review of the WHS management system, build the capability of managers to assess and manage wellbeing, hazards, incidents and injuries and provide advice and support in the management of these areas.

The Cabrini Work Health and Safety Responsibilities Procedure defines the responsibilities of employees at all levels of the organisation – Chief Executive; Group Directors; General Managers; Managers; those with specified work health and safety responsibilities; and all other employees. Please refer to the procedure for more details of the responsibilities associated with your role.

### **3. Safety and Quality**

It is the responsibility of all staff at Cabrini to ensure that they provide safe high-quality care to our patients, residents and service users. Safe care means accepting individual and shared responsibility as well as compliance with the Cabrini policies and protocols by all staff.

### **4. Child Safety**

Cabrini complies with the Victorian Child Safe Standards, as updated in 2022. All children who come to Cabrini have a right to feel and be safe. Cabrini policies and practices aim to keep children safe from harm. All Cabrini staff must comply with all policies as amended from time to time including the following:

- Child safe organisational framework
- Child safety code of conduct
- Child safety reporting policy and procedure

#### **Organisational Relationships**

- Reports to the Clinical Education Curriculum Developer and Director of Clinical Education
- Maintains close collaborative working relationships with members of the Education Department, Nurse Managers and Nurse Directors

#### **Committee Membership**

**The Scrub/Scout CNE will participate as a member of the following committees:**

- Relevant external committees as a representative of Cabrini
- As directed by the Director of Clinical Education

#### **Staff Development**

**The Scrub/ Scout CNE will demonstrate a commitment to personal and professional development of self and staff by:**

- Participating in professional development programs
- Maintaining own skills and knowledge with a plan for ongoing learning
- Remaining current with contemporary human resources practices
- Contributing to Cabrini professional development programs as required, including the professional development of colleagues in the clinical education team
- Participating in performance reviews in accordance with Cabrini policy

#### **Key Competencies**

**The Perioperative Scrub/Scout Clinical Educator must demonstrate the following requirements:**

##### **ESSENTIAL**

##### **Educational/Vocational**

- Bachelor of Nursing

- Postgraduate qualification in perioperative speciality
- Postgraduate qualification in clinical education or equivalent (or working toward)

### Registration

- Current unrestricted registration as a Registered Nurse with NMBA
- Evidence of ongoing professional development

### Experience

- Minimum of 5 years clinical experience in Scrub/Scout Perioperative nursing
- Experience in adult teaching and learning principles, learner assessment, education evaluation and delivery of feedback for learning
- Preceptorship and mentorship experience
- Experience with eLearning technologies and learning management systems
- Delivery and assessment of formal curriculum
- Facilitation of simulation and small and large group teaching/presentations
- Ability to engage and maintain relationships with stakeholders
- Relevant computer skills

### Knowledge

- Sound knowledge of the National Safety and Quality Health Service Standards and evidence-based practice related to perioperative nursing

### Attributes

- Excellent interpersonal skills
- Proficient communication abilities and prioritisation
- Values collaboration and teamwork
- Leads and motivates self, peers and other members of the clinical education team

### Conditions of Employment

Salary and conditions in accordance with the Cabrini Contract of Employment / Employment Agreement

### Cabrini Mission, Values and Behaviours that Matter

#### Our mission

##### WHO WE ARE

We are a Catholic healthcare service inspired by the spirit and vision of Mother Cabrini and the Missionary Sisters of the Sacred Heart of Jesus.

##### WHAT WE BELIEVE

We are a community of care, reaching out with compassion, integrity, courage and respect to all we serve.

##### WHAT WE DO

We provide excellence in all of our services and work to identify and meet unmet need.

#### Our values

***Our values form the base of our mission, are built around what we believe and drive how we act. They are drawn from Mother Cabrini's life and reflect her heart, her spirit, her conviction and her approach.***

##### Compassion

Our drive to care is not just a professional duty to provide excellent quality care but is born of a heartfelt compassion for those in need, motivated by God's love for all people.

- We care deeply about each and every person we serve

- We respond willingly and positively to help meet the needs of those around us
- We put people first as we look to provide extra support and care, beyond our professional duties
- We promote a sense of belonging and community.

**Integrity**

We believe in the power of hope to transform people’s lives and remain faithful to the bold healing mission and legacy of Mother Cabrini.

- We remain true to our beliefs at all times – our mission and values are non-negotiable
- We are welcoming, hospitable and find comfort and motivation in the context of God’s all-inclusive love
- We look for the good in each other and recognise each person’s contribution as we work together to provide the best possible experience for our patients, residents and their families
- We are honest and reliable, making decisions that are consistent with our mission and taking responsibility for our own actions.

**Courage**

We have the strength, determination, vision and conviction to continue the work of Mother Cabrini and the Missionary Sisters.

- We care for the whole person – spiritually, physically and emotionally – creating an environment of hope and healing
- We rise up to challenges and opportunities, meeting them with an open mind and a positive attitude
- We maintain the courage of our convictions and express our values through our actions
- We continually look beyond our current services to help support and engage with those who are marginalised.

**Respect**

We believe that every person is worthy of the utmost respect and the best possible healthcare. We know that our resources are entrusted to us to use for the benefit of others.

- We uphold the worth and dignity of all people, regardless of gender, race, age, ability and social position and treat them with courtesy, respect, equality and justice
- We respect ourselves, our colleagues and the excellence of the services we deliver
- We identify and respond to emerging healthcare needs in our community
- We manage our resources wisely and actively seek to minimise our impact on the environment.

**Behaviours that matter**

***Our values are displayed in the way in which we behave in every interaction – with each other, with our patients and residents, with their families and carers, and with visitors and other customers.***

The behaviours that matter have been identified through consultation with staff. They are the minimum standard expected for all who work at Cabrini (employees, volunteers and accredited staff). They describe the organisational culture that we think is fundamental to our mission to “provide excellence in all of our services”.

Unacceptable behaviours have also been identified and described as follows. These behaviours are inconsistent with our values, have a detrimental effect on others and prevent us from achieving our mission and quality goals. If you experience or witness these behaviours, please speak up. If you are unable to address the issue yourself, advise your manager, another senior member of staff or People and Culture.

**We are committed to safety and quality:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We put patient/resident safety first	We are careless, impulsive or take unnecessary risks that may cause harm to patients/residents
We ask questions to understand the problem	We jump to conclusions and look for someone to blame

We admit when we make a mistake and seek a solution	We try to cover up or make excuses for mistakes
We look for opportunities to improve our care and services	We resist or sabotage change
We speak up when we see behaviour that is inconsistent with our values	We encourage or participate in poor behaviour

**We are here to provide service:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We greet everyone warmly	We are rude or discourteous
We are always kind and caring	We are arrogant or demeaning
We give our full attention to the person speaking to us	We are distracted, impatient or dismissive
We communicate openly, sensitively and in a timely manner	We are dominating, abrupt or sarcastic

**We work together to achieve the best outcome:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We are quick to offer help without waiting to be asked	We refuse to help even when it is clearly required
We share information readily to promote the best care and services	We withhold information or are competitive to the detriment of others
We do as we say we will	We are unreliable or inconsistent
We encourage and support each other	We berate or humiliate others
We give praise for a job well done	We are excessively critical or devalue the contributions of others

**We exhibit a positive attitude:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We approach our day with energy and enthusiasm	We are negative or apathetic
We look for the best in people	We are judgemental and put others down
We take pride in our personal appearance	We look dishevelled, dirty or have offensive personal odour

**We want to build a just and sustainable community:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We treat each other fairly	We are hostile or abuse our power
We use our resources responsibly	We are wasteful or extravagant
We consider the environmental impact of all we do	We are thoughtless or careless