

POSITION DESCRIPTION

Position Title	Director of Clinical Education
Reports to (Title)	Group Director, Nursing, Allied Health and Clinical Education
Group Director/ Chief	Group Director, Nursing, Allied Health and Clinical Education
Department	Clinical Education
Position Location	154 Wattletree Road, Malvern
Award/Agreement	Salary & Conditions in accordance with Contract of Employment
Delegation of Authority Level	

Position Summary & Role Purpose

The Director of Clinical Education provides strategic leadership for the design, delivery and evaluation of Cabrini's clinical education framework, ensuring it supports the organisation's strategic priorities, workforce capability, accreditation requirements and commitment to exceptional patient care.

The role is responsible for developing a contemporary, evidence-informed education strategy that builds workforce capability, supports professional growth, strengthens clinical excellence and enables the delivery of safe, high-quality care. Working collaboratively across the organisation, the Director leads education initiatives that support workforce planning, succession planning, leadership development and the implementation of new models of care.

The Director of Clinical Education fosters strong partnerships with universities, professional colleges, regulatory bodies and external education providers to ensure Cabrini's education programs remain contemporary, innovative and aligned with industry standards, emerging healthcare trends and future workforce requirements. The role also ensures compliance with accreditation standards, including those of the Australian Council on Healthcare Standards (ACHS), and promotes a culture of continuous learning, research, innovation and lifelong professional development across the organisation.

Key Result Areas

1. Key Responsibilities, Outcomes and Activities

1.1 Leadership and management

- Provides leadership of the education department and simulation centre
- Represents the clinical education department at relevant internal and external committees including; Catholic Health Australia, University and Higher Education Providers and professional discipline bodies
- Collaborates to develop the Institute Strategic Plan and establishes programs to meet set objectives
- Develops the clinical education quality and business plan to meet Cabrini's strategic objectives
- Evaluates effectiveness of the clinical education department's programs in meeting Cabrini's strategic objectives
- Collaborates to build operating budgets and inform financial forecasting demonstrating resource stewardship
- Acknowledges and supports the need for flexibility and teamwork, and performs and coordinates performance of other duties within skills and capabilities as required
- Supports, encourages and role models effective relationships within the clinical

- education team
- Effectively initiates and manages changes within own team
- Creates a research, learning and coaching culture that facilitates staff to deliver safe, quality care for our customers

1.2 Operational Responsibilities

- Ensures the structure and delivery of clinical education programs meets the needs of internal and external stakeholders in line with the departmental budget
- Conducts organisation wide training needs analysis to inform customised delivery of education programs on an annual basis
- Implements professional development pathways for clinical staff to advance their health professional career in alignment with Cabrini's workforce plan
- Informs the development of clinical policies and procedure from an education perspective
- Ensures all clinical education programs reflect current and emerging trends in education, research and healthcare
- Provides oversight of the delivery of simulation based education activities to ensure they align with the clinical education department's curriculum and organisational needs
- Provides reports to Cabrini's committees where the clinical education department are a representative
- Provides an annual report on Clinical Education Department performance to the Group Director, Nursing, Allied Health and Clinical Education and Institute Council on agreed key performance indicators
- Practices within the organisational delegation of authority matrix

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
- Negotiates appropriate capital and operating budgets for the Clinical Education Department and is accountable for expenditure
- Holds team members accountable for their work and provides feedback as required
- Reviews staffing requirements, recommends changes when necessary and is responsible for recruitment, selection and orientation of new staff

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

- Maintenance of ongoing personal professional development / continuing education
- Personal application of the Cabrini performance management framework
- Identifying, encouraging and monitoring the continuing development of others within a learning culture.

2. Work Health and Safety

Cabrini is committed to providing work environments which are physically and psychosocially healthy and safe for all employees, contractors, volunteers, students, patients, residents, customers and visitors.

All employees are personally responsible to work in a way that protects their own health and safety and that of others who may be affected by their actions.

Employees shall comply with and apply the processes defined in the Cabrini Work Health and Safety Management System. This system enshrines a risk management approach to all work health and safety

issues, including a structured method for controlling (eliminating or minimising) work health and safety risks.

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 2015 and the National Catholic Safeguarding Standards. 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 including the following:

- Child safe organisational framework
- Mandatory reporting of suspected child abuse
- Working with children check

Organisational Relationships

- Reports directly to the **Group Director, Nursing, Allied Health and Clinical Education**
- Maintains a close collaborative working relationship with the Directors of Clinical Services and Director of Allied Health

Committee Membership

The Director of Clinical Education will participate as a member of the following committees:

- Relevant external committees as a representative of Cabrini
- As directed by the Group Director, Nursing, Allied Health and Clinical Education

Staff Development

The Director of Clinical Education will demonstrate a commitment to personal and professional development of self and staff by:

- Participating in professional development programs
- Maintaining own skills and knowledge
- Remaining up to date with contemporary human resources practices
- Contributing to the Cabrini professional development program as required
- Participating in performance reviews in accordance with Cabrini policy

Key Competencies

The Director of Clinical Education must demonstrate the following requirements:

ESSENTIAL

Educational/Vocational

- Masters level qualification in Clinical Education (or equivalent, or working toward)
- Postgraduate qualification in management (or working toward)

Registration

- Current unrestricted registration as a Registered Nurse with NMBA

Experience

- Health professional background with substantial clinical and education experience
- Demonstrated experience in a senior education position
- Demonstrated innovative approach to teaching and learning
- Effective interpersonal and communication to manage relationships across all levels of the organisation
- Proven leadership skills

Knowledge

- Sound knowledge of the National Safety and Quality Health Service Standards and evidence based practice

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:

Behaviours that matter	Unacceptable behaviours
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:

Behaviours that matter	Unacceptable behaviours
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:

Behaviours that matter	Unacceptable behaviours
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:

Behaviours that matter	Unacceptable behaviours
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:

Behaviours that matter	Unacceptable behaviours
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

APPROVAL

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this role. This document may be revised or updated at any time in line with role, and/or organisational changes. Any such changes will be communicated with the appointed person.

I certify that this position description is an accurate description of the responsibilities assigned to the role

Approved:

Group Director, People, Culture & Transformation

Date



Authorised:

Group Director, Nursing and Clinical Education

1/7/2026

Date