

Position Title:	Nursing And Midwifery Education Manager		
Department:	Nursing Education	Cost Centre:	P0650
Enterprise Agreement:	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028		
Classification:	Educator – Course /Phase/ Inservice /Continuing Education		
Reports To:	Deputy Director Of Nursing Access Coordination and Specialist Services		
Infection Control Risk Category:	Category A - Direct patient contact		
Primary Purpose:			
<ul style="list-style-type: none">• Develops, implements and evaluates innovative, evidence-based education programs in collaboration with the nursing and midwifery leadership team, to enhance the professional growth, competence, and engagement of the nursing and midwifery workforce• Promote and develop a workforce that will adapt, evolve and transform the delivery of care and services through fair and equitable nursing and midwifery education to ensure the best practice outcomes for patients and professional pathways for staff.• Collaborates with interprofessional and cross-directorate teams and stakeholders and South West Local Health Service Network (SW LHSN) partners to ensure nursing and midwifery education supports the delivery of safe, high-quality care throughout the region.• Provide leadership and management to the Nursing and Midwifery Education team• Undertake additional responsibilities within the scope of practice and expertise to support organisational goals and workforce development			
Accountabilities and Key Results Areas:			
Nursing Education & Workforce Development			
<ul style="list-style-type: none">• Ensure nursing and midwifery workforce capability and competence is developed, supported and sustained within a structured framework.• Initiate, implement and monitor agreed work practices and management strategies within Nursing and Midwifery Education.• Drive nursing and midwifery development based on reliable, current evidence-based practices.• Provide leadership in the identification, implementation and evaluation of nursing and midwifery education.• Facilitate the provision of mandatory and targeted education and training to the nursing and midwifery workforce that enhances the delivery of patient centered and effective clinical care in a timely and proactive manner.• Ensure the provision of a comprehensive induction program for all new staff across nursing and midwifery services.• Coordinate education across nursing and midwifery services.• Liaise with department heads/managers/directors to ensure that professional development plans for staff are incorporated into the education and training calendar each year where possible.• Participate in negotiations and discussions to identify human, financial and physical resource requirements. Identify the need for projects or research and formulate relevant funding submissions, which include objectives, performance measures, time frames and budgets to progress quality patient care and the achievement of Nursing and Midwifery Services objectives.• Maintain and facilitate the measurement and evaluation of training and education activity including the establishment and ongoing performance monitoring of agreed key performance indicators.• Contribute to organizational measurement of performance against specific education and training outcomes e.g. governmental policy of Best Practice Clinical Learning Environments.• Lead, facilitate and participate in quality improvement activities related to education.• Negotiate and monitor budgets as relevant to Education.• Develop, implement, monitor and evaluate the sub-regional CNME Plan, ensuring same is within budget parameters.• Ensure ongoing achievements and quality improvement through the establishment of a unit-based business plan identifying priorities and time frames.• Prepare and negotiate standard placement agreements with all educational institutions in line with the Standardised Schedule of Fees for Clinical Placement of Students in Victorian Public Health Services.• Ensure the co-ordination and supervision of undergraduate nursing and midwifery students during clinical placements.			

- Meet targets and effectively identify and acquit revenue generated through clinical placement agreements and Victorian Department of health Training and Department grant monies in line with budget allocation.
- Recruitment of graduate nurses through participation of promotional activities.
- Monitor performance of Graduate Nurses, nurses undertaking return to practice, transition year and Graduate Diplomas. Database for recording achievements, recognition, competencies and outcomes of courses to be maintained.
- Participate in relevant meetings regarding Graduate Nurse Program and Continuing Nurse Education Grant as required by Department of Health and Human Services.
- Develop summation program for staff to ensure competency and knowledge of managing critical incidents.
- Encourage the use of information technology where appropriate to deliver increased capacity of education and reduced costs of educational delivery.
- Facilitate the use of South West Healthcare's learning management system to host and manage educational content for all relevant staff across SW LHSN.
- Utilize designated data collection systems (VicPlace) to ensure the accurate collection and submission of clinical education activity to maximize revenue related to undergraduate clinical education.

Management & Leadership

- Commitment to leading with clarity (Studer) principles and framework
- Provide effective leadership to promote a cohesive high performing team promoting trust, collaboration and alignment with organisational goals.
- Participate in the overall strategic planning of the organisation.
- Ensure up to date with senior management initiatives/protocols.
- Establish and maintain a systematic approach to nursing practice, including regulatory compliance, standards, quality accreditation, risk management and good governance, ensuring that any deficits are addressed.
- Develop and maintain professional relationships and foster a team approach to service provision.
- Provide effective leadership to promote a cohesive healthcare team.
- Provide direction to staff, keeping them up to date and consistent with the vision and purpose of the unit and organisation.
- Represent and build the internal and external profile of South West Healthcare's undergraduate and post graduate clinical education profile with educational partners and the wider community.
- Be accessible to clinical support nurses/clinical teachers from across nursing and midwifery services to assist with problem solving, support and guidance, and liaison with educational providers to assist in issue resolution relating to performance.
- Remain conversant with employment law, EEO, industrial relations and Occupational Health and Safety legislation.
- Provide sound line management for Clinical Educators and Clinical Support Nurses.
- Undertake recruitment, selection and performance review of staff as relevant.
- Regularly meet with staff to identify goals and strengths and respond to problems and training needs.
- Monitor staff responsiveness to customer needs and ensure effective response to feedback, complaints, incidents and accidents.
- Regularly review service standards, role and function to ensure continuous improvement.
- Participate in the development and review of the health services policies, processes and procedures.
- Support inter-professional relationships between tertiary education providers and South West Healthcare.

Personal & Professional Skills

- Provide a role model for other staff.
- Provides a positive, high-energy approach to challenges.
- Utilise appropriate problem-solving skills, identifying a range of alternative solutions and seeking advice appropriately.
- Demonstrate an innovative approach to nursing education.
- Delegate effectively through the provision of clear instructions and expectations.
- Respond to issues and problems promptly to minimise or effectively manage any impact.
- Adapt readily to changes in direction or strategies and research affecting healthcare.
- Contribute to relevant meetings and forums by being well prepared.
- Adequately represent stakeholders at meetings and forums.
- Identify and manage conflict, aiming to achieve the most successful outcome for all.
- Develop personally and professionally through networking appropriately and maintaining up to date knowledge on health issues, practices and technology.

Excellent writing and analytical skills with a proven ability to prepare clear, concise reports that are logically structured and tailored to the needs of the intended audience.

Generic Responsibilities and Accountabilities:			
<ul style="list-style-type: none"> Comply with all relevant legislative requirements, organisational policies, by-laws, standing orders, vision or mission statements and values including, but not restricted to: <ul style="list-style-type: none"> Infection Control policies Confidentiality policy and privacy legislation Occupational Health and Safety policies and regulations Guidelines of the State Services Authority including the public sector Employment principles and Code of Conduct Fire, disaster and other emergency procedures Smoke Free Campus policy Risk Management policies and guidelines Consumer Participation Strategy 			
<ul style="list-style-type: none"> Attend orientation/induction or other mandatory training and relevant Health Safety updates in areas such as; <ul style="list-style-type: none"> Fire, Emergency Responses and Manual Handling Respect the rights of individuals. Provide a child safe environment. Maintain a current Immunisation status in alignment with South West Healthcare's Immunisation policy. Maintain a current and clear Criminal History Check (Police Check), Working with Children Check and NDIS Worker Screening Check where applicable. Promote the organisation in a positive manner. Participate as a cohesive member of the South West Healthcare team. Participate in Continuous Quality Improvement within the organisation. Accept responsibility for your own personal belongings. Respect and appropriately care for the organisation's property and equipment, and Participate in an annual Staff Development Review. 			
Key Relationships:			
Internal:	SWH Nurses and Midwives. All SWH Staff		
External:	Education providers, students, professional bodies, community, SW LHSN partners, Department of Health		
Position Impact:			
Direct Reports:	Nursing Education Team members		
Budget:			
Selection Criteria:			
<ul style="list-style-type: none"> A Registered Nurse or dual qualified midwife holding a current Registration Certificate as required by AHPRA. Role models the South West Healthcare values. A minimum of five years post-graduate nursing experience, with relevant nursing and midwifery education experience and post-graduate qualification. Demonstrated personal development, drive, innovation, ability to develop networks and strategic vision for nursing and midwifery education within the organization and throughout the region. Demonstrated management/leadership skills encompassing knowledge of current workforce issues in nursing and midwifery that will guide strategies to maintain a highly effective nursing and midwifery workforce Excellent problem-solving skills with a solutions focus. Demonstrated ability to confidently express self in high-level situations in a clear, articulate and engaging manner- both verbally, electronically and in written correspondence. Demonstrate leadership, management and strategic vision and ability to lead and manage nursing and midwifery education teams, develop and implement contemporary education models, and drive strategies that support workforce recruitment, retention, and capability. Demonstrates the ability to integrate research and contemporary evidence into nursing and midwifery education, facilitate and support research initiatives, and contribute to continuous quality improvement in nursing/midwifery practice. <p>Desirable</p> <ul style="list-style-type: none"> Hold a masters in education or equivalent, or currently working towards 			
Approvals:			
Employee Signature:		Date:	
Manager's Signature:		Date:	