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| **INSERT ORGANISATION’S NAME** |  |
| **POSITION TITLE: Clinical Nurse Educator: Primary Health Care** | |

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| **Date produced/reviewed:** |  |
| **Position holder’s name:** |  |
| **Position holder’s signature:** |  |

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| **Manager’s name:** |  | | |
| **Manager’s signature:** |  | | |
| **Date:** |  | **Next review date:** |  |

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| **Responsible to** | Clinical / charge nurse manager for operational achievement of objectives and goals for the service. Where the manager is not a nurse professional development and accountability may be with a Director of Nursing, or equivalent, in the organisation. | |
| **Functional Relationship with:** | *Delete/include as appropriate* |  |
| **Internal:** | Nursing directorate, clinical / charge nurse manager, nursing staff and students.  Medical, health care assistants, and administration staff. | All allied health professionals - pharmacists, physio, social worker, midwife. |
| **External:** | Individuals/family/whānau.  PHO / Hospitals/ /General Practice /  Aged Residential Care.  Govt agencies – WINZ/CYPFS/schools  Community groups & centres including local Iwi and migrant communities. | PHO/DHB Nursing directorate .  Primary Options for Acute Care (POAC)  Nursing Organisations.  Emergency services.  Suppliers. |
| **PURPOSE OF POSITION** | | |
| To promote excellence in nursing services by education, support and professional development of the nursing team in line with the Organisations Strategic Plan, vision and values. Across the organisation or service specific. | | |

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| **NATURE AND SCOPE OF ACCOUNTABILITIES** |
| Clinical and Professional Leadership |
| * Participate in nursing and education planning processes at a strategic and service level embracing the career planning process. * Provide an annual education plan and calendar which is based on a comprehensive needs analysis and is linked with strategic, service, professional and organisational objectives and initiatives. Plan development to be cost effective and agreed by budget holders. * Lead, or contribute to, the development of quality standards of practice, protocols and policies, which are consistent with evidenced based practice, and the vision of the organisation. * Consistently function as an effective role model by demonstrating high levels of professionalism, clinical competence and organisational principles and desired culture. * Actively support the clinical/charge nurse manager by ensuring that the appropriate clinical and professional information is given so that it supports the direction and of the organisation. * Ensure all staff are familiar with NCNZ competence requirements and the process for maintaining compliance. * Actively promote and support the Professional Development and Recognition Programme and Knowledge and Skills Framework and provides support in relation to the requirements. May participate in the assessment of portfolios. * In conjunction with the clinical/charge nurse manager lead and manage the credentialing process to ensure legislative, professional and organisational requirements are met. * Develop and maintain relationship with the multidisciplinary team managers and represent a united front when managing organisational and practice change. * Support the clinical/charge nurse manager in recruitment of new staff and participate in initiatives to recruit and retain staff. * Support the clinical/charge nurse manager with the annual appraisal and performance management processes for nursing staff, as required. * Provide feedback on policies, systems and resources both within the Organisation and potential new contracts. * Monitor national and international trends in the area of nursing and educational practice and use this as a basis for practice. |
| Education and Clinical Teaching |
| * Identify deficits in clinical and professional competencies of individuals and services and develop a plan of action and evaluate effectiveness of information to be reported on monthly.   + Identify learning needs.   + Identify expectations of the level of practice and related knowledge/skills deficits.   + Develop agreed measurable objectives to address the above, along with appropriate timeframes, methods and content.   + Achieve the objectives within the set timeframes.   + Evaluate the individual’s practice and determine ongoing learning needs and assist in planning to meet these on an ongoing basis. * Provide direct and/or indirect clinical support, coaching and mentorship for all nurses including registered nurses, enrolled nurses, and health care assistants. * Ensure comprehensive orientation packages are available for the new nurse/health workers including preceptor training and materials. Ensure all statutory or mandatory training is completed, followed up and actioned. * Assist the clinical/charge nurse manager address staff performance issues including the identification of objectives and strategies for evaluating and monitoring performance. * Regular reports to clinical/charge nurse manager of all non-resolved learning needs. * Share information on scholarships/awards and assist nurses to prepare and submit applications. * Develop relationships with external education providers and assist staff access where appropriate – including undergraduate and post graduate programmes, NETP, DHB and professional organisations and e-learning providers. * Provide formal and informal education to staff within the clinical area and lead the process of reflective practice. * Ensure that accurate records are maintained regarding education and portfolios. * Contribute to undergraduate and postgraduate nursing education and programme development and evaluation in consultation with the Charge Nurse Manager / Service Manager. * Utilise a range of learning, teaching and evaluation models including E-learning initiatives. * Utilise a systematic approach for documenting and evaluating education delivery. |
| Clinical Practice |
| * Promote innovative and creative clinical nursing practice and ensure it is validated with best practice and research activities, is cost effective and adds value. * Work collaboratively with all members of the health care team to ensure staff receive high quality educational input and support. * Promote a client focussed approach, advocate on behalf of client/family/colleagues as appropriate and in a culturally safe manner. * Actively encourage reflective practice. |
| Continuous Quality Improvement |
| * Use research skills and current evidence to support quality improvement initiatives. * Participate in audit of practice and policies. * Contribute to the identification of specifications, trials and purchase of new equipment. * Contribute to the identification of possible research/quality projects and participate in the development, implementation and evaluations of proposals. * Provide support and supervision for staff carrying out research projects and ongoing education. * Monitor incidents and instigate educational programmes for identified trends. * Ensure quality care is client centred and transparent, involving clients at all levels of planning, audit and delivery and evaluation of services. * Ensure a safe working environment and safe working practices. |
| Professional Development and Clinical Competency |
| * Maintain and update own knowledge base regarding speciality area and education delivery. Attend educational opportunities relevant to the role and scope of practice and use this knowledge to improve practice. * Participate in developing an open learning culture within the team by sharing learning with colleagues. * Maintain own competency, PDRP requirements and participate in own regular performance reviews. * Actively participate in relevant professional organisations and forums at a local, regional, national and international level. * Critique research findings and use these as a basis for best practice. |
| Cultural Competency |
| * Practice in a way that respects each health consumer’s identity and right to hold personal beliefs, values and goals. * Tikanga Māori will be observed wherever appropriate, such as use of Te Reo Māori, Powhiri, Whanaungatanga, Whānau ora, Karakia, Waiata, Wairuatanga and Manaakitanga.   Assist in the establishment and maintenance of effective relationships with Iwi Māori Health, Mental Health Providers, General Practices and community agencies.  Integrate Māori practice models alongside clinical practice as possible.  Undertake cultural supervision as required.  Tino Rangatiratanga is encouraged in all professional relationships.   * Ongoing upskilling and training in Te Ao Māori. |
| Health and Safety |
| **Recognise individual responsibility for workplace health and safety under the Health and Safety Act 1992.**   * The Organisations Health and Safety policies are read, understood, and role modelled throughout the practice. * Workplace hazards are identified and reported including self-management of hazards as appropriate. * All near misses/incidents/accidents are reported to manager within 24 hours. * Participate in Health and Safety management systems and initiatives throughout the service area. |
| Utilise Information Technology |
| * Access and use available clinical information systems. * Competently utilise software and applications relevant to the workplace and role. For example Medtech, Concerto. * Interpret and utilise data to support a population health approach. * Familiar with programmes to develop professional presentations. |

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| Problem complexity | |
| The Clinical Nurse Educator is expected to think logically through issues and critically evaluate the pros and cons of alternative solutions whilst being able to come up with new and innovative ways of solving problems. Solutions and judgements are supported by reasoned analysis and take in account causes and consequences. | |
| Scope of Action/Delegations | |
| The Clinical Nurse Educator is required to anticipate changes in the healthcare system and the role of the nurse. He/she is able to adapt the content and teaching methods in response to innovations in nursing and the ongoing changes in the practice environment. In addition, he/she may be required to develop and manage budgets, plus argue for resources and support. | |
| Budget: | This position does / does not hold a budget. |
| Direct reports: | This position has (list) / has no direct reports. |

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| **PERSON SPECIFICATIONS** | | |
| Education: | | |
| Essential | Desired | |
| * Registered Nurse with Nursing Council of NZ. * Working towards post-graduate Nursing qualification. * Holds current Annual Practising Certificate. * CPR Certificate. | * Education/clinical teaching qualifications. * Independent Vaccinators Certificate (if applicable). * ABC Smoking Cessation Training. | |
| Experience/Knowledge | | |
| Essential | Desired | |
| * Minimum 5 years recent clinical experience. * Knowledge of current issues within health and in nursing. * Understanding of medico/legal and ethical responsibilities. * Knowledge of current government strategies, policies, codes, guidelines and legislation relation to education and health. * Functioning at Proficient level or above on PDRP and willing to work towards senior nurse level. * The ability to work independently and be a member of a team. * Experience in problem solving, priority setting, and planning. * Ability to critically examine practice utilising and evidenced based nursing. | * Proven understanding of the environmental factors affecting primary health care services. * An understanding of special health needs of DHB’s/PHO’s population respective to Māori and Pacific. * Medtech experience preferable. * Negotiation/mediation management skills. * Involved in research, teaching and innovation that has changed clinical practice. * Experience of working across both primary and secondary services. * Understanding of integration in the local DHB perspective. | |
| Specific Skills/Personal and Professional Qualities | | |
| * Cultural awareness and its application to nursing practice. * Legal and professional accountability. * Holds personal nursing indemnity insurance. * Document and Information Management. * Communication Skills. * Developing others. * Planning and organising. * A capacity to demonstrate strong clinical leadership. | | * Integrity and trust. * Initiative. * Negotiation and conflict resolution. * A professional development plan. * Active involvement in relevant professional / other organisations. |