

## POSITION DESCRIPTION

---

<b>Position Title:</b>	Clinical Nurse Educator
<b>Business Unit/Division:</b>	Mental Health Division
<b>Award Agreement:</b>	Victorian Public Mental Health Services Enterprise Agreement 2020- 2024
<b>Classification:</b>	NP75- NP77
<b>Employment Type:</b>	Full Time
<b>Reports to:</b>	Program Manager
<b>Date Prepared/Updated:</b>	July 2025

**General Role Statement:**

The Clinical Nurse Educator (CNE) will be based at Broadmeadows Adult Inpatient Unit (BIPU) and Broadmeadows Hospital. This role will be responsible for implementing the Northern Health nursing education and research strategy at the unit level. The CNE will have demonstrated ability to conduct and facilitate appropriate clinically orientated education in a variety of settings, and will be skilled in the assessment, design, implementation and evaluation of clinical nursing educational programs to ensure best-practice care and specialist programs are delivered.

## ORGANISATIONAL OVERVIEW

---

**Introduction**

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Centre
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

**Our Vision:**

Creating a healthier future by working together, innovating and delivering great care.

**Our Values:**

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

**Our Priorities:**

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

**Safety, Quality and Clinical Governance at Northern Health**

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

## Commitment to Child Safety at Northern Health

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

## Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

## ROLE STATEMENT

---

The Clinical Nurse Educator (CNE) is a senior Registered Psychiatric Nurse (RPN 4) based on an inpatient unit. The CNE is pivotal to developing clinical nursing skills and promoting advanced standards of practice in recovery focused Mental Health Nursing in the area of acute psychiatric care. The CNE will provide sound clinical leadership and have the ability to be a role model for all clinical staff. The CNE will provide a consultancy service regarding specialist programs within the mental health inpatient unit. Clinically based, this important role will provide a clinical teaching framework and plan for each unit within the educator's area of responsibility. The CNE will be primarily responsible for the effective facilitation and provision of in-service education, Graduate, Post Graduate and RN/EN Transition Programs, Undergraduate Program and continuing education programs, for all nurses at the unit level.

### All employees:

#### Quality, Safety, Risk and Continuous Improvement

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.

- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

## KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

---

### Leadership

- Demonstration of Northern Health values, being a role model for living the values
- Provides mentorship and positive role modelling to staff through the maintenance of high standards of professional ethics and clinical competence.
- Display well developed and demonstrated communication skills (verbal and written) and interpersonal skills, including the ability to function as an effective member of a multidisciplinary team
- Compliance with Health Service and Divisional specific Regulations, Northern Health Policy & Procedures, Code of Conduct and the by-laws and Policies and the ethical standards of the profession.
- Collaborates with all stakeholders to evaluate and further develop the clinical area education program in response to identified needs
- Promotes the achievement of a high standard of practice and best practice philosophy resulting in optimal patient outcomes
- Assists in the formal and informal evaluation of clinical performance of staff, including annual performance appraisals
- Encourages and supports staff in adaptation to professional, technological and organisational change
- Support clinical staff to ensure a high standard of documentation and clinical practice.
- Promotion of and education around the Recovery Framework
- Capacity building & peer support within the clinical team and external clinical services to enable the effective, safe and high standard of care delivery.
- Utilise advanced clinical knowledge and expertise to improve the quality of care provided to clients through a process of education, supervision and practice-based learning projects.
- Have a good working knowledge of the Northern Health Policies and Procedures.
- Participation in the Unit's Senior Nursing leadership group
- Promote the management of consumers within the context of least restrictive environment.
- Coordinate and facilitate the joy at work portfolio within BIPU and the broader network.
- Coordinate the nursing support model in collaboration with the Program Manager

### Quality and Safety in Clinical Settings

- Promotes the achievement of a high standard of practice and best practice philosophy resulting in optimal patient outcomes
- Encourages a climate that allows staff to express their views in a professional and constructive manner
- Facilitates an environment that is conducive to learning

- Speak up for safety – the safety of consumers, carers and colleagues
- Accept responsibility for ensuring the implementation of health and safety policies and procedures
- Have an understanding of the Northern Health accreditation process and seeks to continually improve standards within both the unit and organisation
- Participates in the incident review processes and collaborates with the Program Manager to ensure that recommended policies and procedures are implemented and adhered to on the units.
- Participate in the review of RiskMan reports for BIPU and NW ECT, ensuring timely identification, documentation, and mitigation of risks, with a focus on improving consumer safety and quality of care.
- Operate within the legal frameworks e.g. Mental Health and Wellbeing Act 2022 and Privacy Act.
- Accept accountability to ensure that all clinical information is documented and stored in compliance with the Victorian Health Records Act 2001.
- Compliance of clinical governance, legislative and documentation requirements, (e.g. Clinical Review discussions, completion of relevant documentation compliant with requirement of the Mental Health and Wellbeing Act 2022).
- The role complies with occupational health and safety and legislation and associated legislations and all policies and procedures.
- Successful completion of required mandatory training activities, including training related to the National Standards;
- Achievement of Northern Health and portfolio specific KPI targets as they apply to your area;
- Participate in the quality improvement program in line with Network, Departmental and ACHS guidelines and quality initiatives.
- Participate in the planning, review, evaluation and development of Unit based programs to meet the needs of consumers

### **Collaboration and Teamwork**

- Collaborates with all stakeholders to evaluate and further develop the clinical area education program in response to identified needs
- Be an active part of a team of senior nurses that will work together with the multidisciplinary team to achieve improved outcomes for the consumers.
- Identifies clinical education and professional development needs. Utilises formal and informal opportunities to improve the team's knowledge and capacity to deliver high quality consumer care.
- As part of the leadership group, the Clinical Nurse Educator is required to be involved, and supportive of, any practice change and service improvements. This includes supporting staff through any change and implementation process.
- Participation and facilitation of PAMOVA training.
- Assist in the coordination and completion of the audit schedule and associated reporting required.

### **Education**

- Contributes to the planning and implementation of the clinical education programs to meet the needs of inpatient unit nursing team.
- Contribute to the development of all staff including new and casual staff to the area
- Support integration of undergraduate, graduate and postgraduate nurses including enrolled nurses within the unit
- Initiate, participate in and/or facilitate nursing research
- Promote consumer advocacy, health promotion and teaching
- Plans, develops, implements and evaluates continuing professional development within the clinical area.

- Identifies clinical education and professional development needs and in collaboration with the Program Manager and Clinical Nurse Consultant. Utilises formal and informal opportunities to improve the team's knowledge and capacity to deliver high quality consumer care.
- Participates in and contributes to the facilitation and delivery of training programs in collaboration with the Nursing Education and Workforce Unit.

### Research

- Promotes incorporation of contemporary mental health nursing practices that utilise evidence-based approach which encourages creativity, critical thinking and effective practice.
- Promotes incorporation of contemporary mental health nursing practices that utilise evidence-based approach which encourages creativity, critical thinking and effective practice.
- Collaborates with Program Manager to initiate, conduct and disseminate findings of locally based research on the inpatient unit.

### Diversity and Inclusion

- Acceptance of accountability for all reasonable care to provide a safe working environment within your area of responsibility and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity.
- A commitment to working with clients from a wide range of ethnic and social backgrounds and providing services that are family- and gender- sensitive.

## SELECTION CRITERIA

---

### Qualifications, Registrations and Qualities

#### Essential

#### Essential

- Registered Psychiatric Nurses:
  - Registration as a registered nurse under the Australian Health Practitioner Regulation National Law Act (2009) with the Nursing and Midwifery Board of Australia.
  - Bachelor Degree in Psychiatric/Mental Health Nursing or equivalent, or, Bachelor Degree in Nursing plus a Postgraduate qualification in Psychiatric/Mental Health Nursing.
- Minimum five (5) years of post-registration experience working in variety of public acute mental health settings.
- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.

### Experience

- Demonstrated significant problem-solving skills that may require considerable understanding and interpretation of facility and departmental policy.
- Demonstrated ability to provide expert clinical consultancy and dissemination of key messages across a range of key internal and external stakeholders.
- Demonstrated clinical leadership within mental health with proven ability to mentor and develop the mental health nursing workforce within a coaching framework.

- Demonstrated commitment to the recovery approach in mental health treatment and support, with a focus on working collaboratively with consumers and carers to promote self-determination and enable progress towards reaching consumers personal recovery goals.
- Demonstrated ability to set objectives and negotiate their acceptance with the nursing executive, and report in terms of progress towards these objectives.
- Research, publication and public presentation experience.

**Knowledge, Skills and Behaviours**

- A working knowledge of MHW 2022 and other relevant legislation
- Ability to provide expert level clinical expertise to initiate and lead evidence-based nursing practice in the care delivery to consumers with complex mental health needs; including drug and alcohol and disability.

**Employee Declaration**

I

have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: