

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 Community Hospital
- 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
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub and,
- Mernda Community Hospital

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.

Essential:

- 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 contraindications 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.



POSITION DESCRIPTION

Position Title:	Paediatric Clinical Nurse Educator – Virtual Emergency Department (VED)
Business Unit/Division:	Division of Virtual Services
Award Agreement:	Nurses and Midwives (Victorian Public Sector) Enterprise Agreement 2024-2028
Classification:	Clinical Nurse Educator (RN 35)
Employment Type:	Part-time/Full Time (0.8-1.0 EFT)
Reports to:	Nurse Unit Manager, Virtual Emergency Department
Date Prepared/Updated:	July 2026

ROLE STATEMENT

General Role Statement:

The Clinical Nurse Educator (CNE) is an important leader within the Virtual Emergency Department (VED), and a role model of excellence in clinical practice and life-long learning. The core role of the educator is to facilitate learning. Learners may be students, clinical staff, clients or other staff members. The CNE position focus' on various roles and responsibilities, which may include management, professional development, mandatory training, or teaching. This also includes supervision, mentoring and coaching of Clinical Support Nurse team, staff and learners within the VED to ensure safe and high-quality patient care. Onsite requirements at Northern Health, Epping are required at times to facilitate in-person education.

The paediatric CNE will strongly focus on all education related to paediatric care in VED as part of the wider VED CNE team.

This position is responsible for:

Primarily this role will facilitate learning throughout operational areas and have oversight for the clinical developmental needs of program learners and staff over various cohorts, wards and units across all campuses of NH.

This position is responsible for:

1. Teaching and Learning

- Plans quality learning experiences and programs which support education and nursing practice
- Plans effective teaching strategies that facilitate learning.
- Implements facilitation strategies to support learners.
- Evaluates learning experiences and programs in relation to learner needs and learning outcomes.
- Demonstrates advanced nursing knowledge and expertise in the context of teaching.
- Manages the organisation of learning experiences and programs related to the area.
- Aligns education programs and delivery to NH strategic plan and risk register in conjunction with the program coordinators and Director of Education /CNMO of NH.
- Uses multiple modes of education to develop and deliver evidence-based practice in a positive learning environment to all types of learners.

2. Professional Practice in Nursing Education

- The CNE will hold a minimum of a relevant postgraduate qualification at a Graduate Diploma level or above, preferably in education and training but relevant to clinical practice.
- THE CNE will hold current registration with the Australian Health Practitioner Regulatory Agency (AHPRA).
- The CNE will hold a professional portfolio with evidence of ongoing professional development.
- Participate in associations or committees that furthers own professional development.
- Displays management and leadership skills in planning, managing and implementing change.
- Demonstrates a commitment to research and scholarship and apply to educational activity and programs.

3. Communication and Leadership

The CNE will contribute to the advanced role through:

- Effective communication and interpersonal skills at an advanced level
- Positive engagement of key operational and senior management staff across NH.
- Contribute and participate in governance committees including standards and QRM inclusive of PACE reporting
- Promote and collaborate in Interprofessional learning opportunities and education.
- Provides direction, guidance and mentorship of performance by Clinical Support Nurses that results in achievement of the CSN position requirements in conjunction with the Director of Education – Nursing Midwifery.

4. Delegation and Supervision

- Role model and participate in mentorship and supervision programs to staff and teams within NH.
- Support operational areas of NH to identify risk and meet compliance to mandatory training for all staff.
- Promote and develop champion models within the clinical area in conjunction with key SH.
- Act as education and training consultant providing expert analysis and support related to Root cause analysis, audit and Riskman events within the operational areas of NH.

5. Professional Accountability

- Provide direct clinical care as requested by the executive operational team in times of safety initiatives for NH workforce capability to maintain safe patient care, ratios and team nursing.
- Have a commitment to improving the provision of safe and quality healthcare and outcomes through maintenance of current competency in own professional scope of practice.

The VED Clinical Nurse Educator will contribute to wider NH strategic initiatives and change management as directed by the VED Nurse Unit Managers.

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:

- Positive engagement of key operational and senior management staff within VED and across NH.
- Contribute and participate in governance committees including standards and QRM inclusive of PACE reporting
- Promote and collaborate in Interprofessional learning opportunities and education.
- Role model and participate in mentorship and supervision programs to staff and teams within NH.
- Have a commitment to improving the provision of safe and quality healthcare and outcomes through maintenance of current competency in own professional scope of practice.

Strategic and Project Management Leadership:

- Act as education and training consultant providing expert analysis and support related to Root cause analysis, audit and Riskman events within the operational area of NH.
- Displays management and leadership skills in supporting the implementing of change.
- Support the VED and Clinical Improvement Committees in coaching, delivery and implementation of improvement projects
- Act as a resource person to staff in relation to the National Standards
- Develop and Participate with in-house simulation as required

Organisation-Wide Contribution:

- Effectively work with a cross section of staff and work to focus the team on delivering value to the patient.
- Comply with the Australian Nursing & Midwifery Council Code of Professional Conduct for Nurses in Australia and Code of Ethics for Nurses in Australia, or relevant discipline Code of Conduct
- Comply with all of the By-Laws, Regulations and Policies that are in place at Northern Health from time to time, including those relating to; Privacy and Confidentiality, Occupational Health and Safety, Performance and Development Management, Harassment in the Workplace.
- Comply with all relevant Legislation.
- Contribute to wider NH strategic initiatives and change management as directed by the Director of Education – Nursing and Midwifery, such as introduction of EMR.

- Aligns education programs and delivery to NH strategic plan and risk register in conjunction with the VED senior leadership.

Diversity and Inclusion:

- as per AHPRA and NH policy and Code of Conduct
- Provision and delivery of programmes that meet workforce diversity, inclusion and culturally specific targets as per NH plans
- Uses multiple modes of education to develop and deliver evidence-based practice in a positive learning environment to all types of learners and style of learning.
- Ensure training and education enables all staff to provide best practice care. This will be through a combination of delivery modes of educational programs.
- Ensure that the needs of patients and carers are central to each element of training and education delivery.

Innovation and Culture Change:

- Maintains current evidence-based practice in the delivery of bedside clinical support
- Uses formal and informal communication strategies to facilitate positive trustworthy learning environment.
- Provides effective and timely feedback to staff and learners using contemporary methodology.
- Acts as mentor and coach support for developing staff.
- Maintains currency of knowledge related to information technology and digital and e learning methods for education support in the clinical area.
- Promotes positive culture in working environment through demonstration of safe kind and together values

SELECTION CRITERIA

Qualifications, Registrations and Qualities:**Essential**

- Graduate Diploma or Master's degree in relevant specialty (education, paediatrics and/or critical care), or working towards
- Current AHPRA nursing midwife registration
- Current National Police and Working with Children History Check.

Experience:

- Minimum 5 years acute nursing experience
- 3 years' experience in clinical education role and knowledge of nursing midwifery programs and supervision models

Knowledge, Skills and Behaviours:

- Current knowledge of Registered and Enrolled Nursing Scope of Practice and Practice Standards
- Advanced level role of experience in supervision, preceptorship and training
- Highly Effective communication skills
- Excellent team collaborative skills
- Advanced level of enquiry and mentoring skills
- Confident in delivering education virtually
- Demonstrated proficiency and competency in advanced patient assessment
- Must possess excellent communication skills, written and verbal

- Highly proficient IT skills - Must be computer literate, able to access and utilise all Northern Health IT systems which are relevant to completion of duties.
- High level of enquiry
- Proven ability to work autonomously and pro-actively respond to the learning needs of staff within the VED

Employee Declaration

I have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: