

POSITION DESCRIPTION

POSITION: Nurse Educator

RESPONSIBLE TO: Associate Director of Nursing – Workforce Development

PROFESSIONAL REPORTING TO: Director of Nursing and Midwifery

Te Whatu Ora Health New Zealand (Nelson Marlborough)

Our vision | Tō tātou manako: All people live well, get well, stay well. *Kaiao te tini, ka ora te mano, ka noho ora te nuinga.*

Our mission | Tō tātou kaupapa: Working with the people of our community to promote, encourage and enable their health, wellbeing and independence. *Kei te mahitahi tātou hei whakapiki te oranga me te motuhaketanga o to tatou hapori.*

Our Values – Ō tātou whanonga pono

Respect | Manaakitanga: We care about, and will be responsive to, the needs of our diverse people, communities and staff. *Kia horahia te manaakitanga ki ngā iwi katoa me ngā hapori, kaimahi hoki.*

Innovation | Auaha: We will provide an environment where people can challenge current processes and generate new ways of working and learning. *Kia auaha me whakahoutia i ngā pūkenga ākonga, me ngā mahi ki tēnei hapori.*

Teamwork | Whakarāmemene: We create an environment where teams flourish and connect across the organisation for the best possible outcome. *Kia whakarāmemene i ngā kaupupuni hauora katoa.*

Integrity | Ngākau tapatahi: We support an environment which expects openness and honesty in all our dealings and maintains the highest integrity at all times. *Kia taea i te ngakau tapatahi i runga i te tika me te pono i ngā mahi katoa.*

PURPOSE OF POSITION

The Nurse Educator is a key senior professional nursing role across Health NZ Nelson Marlborough services. The purpose of the Nurse Educator role is to:

- Work in partnership with the associate Director of Nursing for Workforce Development and the Charge Nurse Manager to strategically and operationally develop nursing the knowledge and skills to improve health outcomes for consumers.
- To embed the principles of Pae Ora Act (2022) and promote the principles of equity into nursing practice and professional development.

- To improve the experience for health care consumers, including their family and whanau, by ensuring the provision of patient centred, sustainable, diverse and skilled nursing workforce.
- Lead contemporary evidence-based practice that role models and promotes a culture of continuous learning, critical thinking, utilising effective escalation processes and prioritises participation in quality improvement and innovation.
- Work to enhance district-wide standardisation of care delivery, quality and innovation in a model of care that is based on practice partnership with other service delivery stakeholders.
- Challenge and identify barriers to nursing service effectiveness and efficiency and work with key stakeholders to implement changes and to provide more effective and timely care/interventions.
- Role model a professional nursing approach to all health care providers and service users to ensure successful care delivery.
- The expectation is that the Nurse Educator participates, when service demands, in the organisations VRM response.

RESPONSIBILITIES	EXPECTED OUTCOMES
<p>Domain One - Professional Responsibility <i>Domain One contains competencies that relate to professional, legal and ethical responsibilities and cultural safety. These include being able to demonstrate knowledge and judgment and being accountable for one's actions and decision, while promoting an environment that maximizes client's safety, independence, quality of life and health.</i></p>	
<p>1.1 Provides professional direction, leadership and management of nursing service delivery across the district wide</p>	<ul style="list-style-type: none"> • Practices in accordance with legal, ethical, cultural safety and professional standards • Demonstrates clinical leadership and intellectual vigour in ethical decision making and patient advocacy • Contributes to quality nursing care delivery within the wider multidisciplinary team • Demonstrates professional leadership by supporting care delivery and service initiatives from a nursing education perspective focusing on transfer of learning in to the clinical environment • Provides effective clinical educational leadership/role modelling to nursing staff within and across clinical nursing services to ensure that service delivery and practice standards are consistent, evidence based and aligned with the vision and values of Health NZ Nelson Marlborough • Maintains an overview of the clinical/professional issues/standards of practice and trends affecting nursing care delivery within and beyond the service. • Assists and supports CNM's with the articulation of learning needs through clinical analysis of skill, knowledge and abilities for nurses within Dept/Ward/Area • Provides coaching, mentorship, support and direction to staff regarding clinical care delivery across the system • Develops quality focused nursing guidelines and protocols utilising current evidence ensuring care standards are articulated, supported, achieved, documented and audited • Develops and supports education for effective and timely patient centred communication within and across

	the health system in relation to nursing care.
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Domain Two - Management of Nursing Care

Domain Two contains competencies that are related to client assessment and the management of client care, which is responsive to clients' needs and is supported by nursing knowledge and evidence-based research.

Domain Two – Education

Promotes an environment that contributes to the ongoing demonstration and evaluation of competencies; integrates current evidence into all clinical practice and participates in professional activities to maintain current knowledge of trends and issues in nursing

2.1 Provides effective and efficient education, advice and support for nursing services as required

- Provides robust educational support through formal educational programmes and mentorship, coaching and guidance to ensure transfer of learning to practice
- All core nursing competencies for specific areas are articulated in partnership with CNM/ Manager and learning programmes are subsequently identified and developed to address thematic needs
- All nursing education is based on adult learning principles to achieve enhanced understanding and transfer of learning for clinical nurses
- Provides timely and clear feedback to CNM's regarding specific nursing performance, clinical risk, quality and safety, and any other specific clinical issues observed or noted
- Ensures clear expectations for all nursing education are developed, understood and followed up on for all nurses participating in ongoing educational activities
- Develops an annual educational plan for each unit in keeping with the wider nursing education calendar for education across the Health NZ Nelson Marlborough
- Ensures relevant information from all educational programmes is fed back to the ADON's and the DONM as well as the wider CNM group as appropriate
- Ensures that the Unit clinical quality plan is underpinned by an identified education programme agreed with CNM and embedded in all nursing practice
- Keeps expenditure for service within prescribed boundaries, and can justify costs incurred in all activities
- Provides input into the wider nursing workforce planning processes ensuring that professional nursing education issues and impacts are considered against a backdrop of clinical demand
- Contributes to the further development, implementation, and evaluation of the professional development programme (PRDP) for nursing staff across the wider nursing service and the Health NZ Nelson Marlborough district
- Has input into the performance management and performance appraisal of nurses, mentoring and encouraging all nurses to optimise their delivery of care safely, efficiently and effectively
- Demonstrates a tangible vision for the ongoing development of the nursing service acknowledging international and national best practice examples
- Identifies opportunities for development of new nursing initiatives for clinical quality and clinical practice.

<p>2.2 Facilitates the provision of quality health care for all nursing activities</p>	<ul style="list-style-type: none"> • Develops robust processes to ensure the nursing team is achieving best practice clinical requirements through clinical competency • Works with nursing staff to maintain a quality care delivery model that reflects contemporary evidence based practice • Provides expert clinical advice and support for nursing staff managing complex and difficult clinical situations • Ensures appropriate nursing input to major projects impacting the delivery of nursing care • Demonstrates knowledge and practice that is consistent with the Treaty of Waitangi in the provision of health care services and support to Maori clients and their whanau • Contributes to the support, direction and teaching of colleagues to enhance professional nursing development • Supports and evaluates practice through research activities and application of evidence based knowledge • Utilises research and nursing data to contribute to policy development, implementation and evaluation.
<p>Domain Three - Interpersonal Relationships <i>Domain Three competencies relate to establishing and maintaining effective interpersonal relationships with others including utilising effective interviewing and counselling skills and establishing rapport and trust; communicating effectively with the multidisciplinary team including using a variety of effective communication techniques, employing appropriate language to context and providing adequate time for discussion.</i></p>	
<p>3.1 Demonstrates the leadership, knowledge and skills required for effective communication with nursing staff</p>	<ul style="list-style-type: none"> • Supports the ongoing development and coordination of multidisciplinary processes to ensure best practice standards are implemented in nursing care • Ensures that documents are produced to support and guide nursing staff in safe, effective, evidence-based delivery of care • Establishes and maintains effective interpersonal relationships with others.
<p>3.2 Demonstrates effective coordination and collaboration processes are in place with all other health professionals to improve patient outcomes</p>	<ul style="list-style-type: none"> • Ensures all nursing staff awareness of policies and processes to facilitate the efficient coordination of patient's care across the wider health system team • Establishes and maintains the core trainers group to the identified level • Provides performance development feedback for the trainers on a regular basis.

Domain Four - Interprofessional Health Care and Quality Improvement

Domain Four Collaborates and participates with colleagues and members of the health care team to facilitate and coordinate care; recognizes and values the roles and skills of all members of the healthcare team in the delivery of care; participates in quality improvement activities to monitor and improve standards of nursing care

4.1 Role models effective team participation supporting effective communication within nursing and the wider inter-professional clinical team

- Creates an environment that engenders trust to facilitate learning and sharing of knowledge
- Works with CNM's and colleagues to – provide direction for education and performance development.

4.2 Participates in risk management and quality assurance

- Has input into processes for establishing and measuring evidence-based nursing care and provides feedback against quality standard indicators on a regular basis
- Provides clinical leadership and education to champion service improvements and the ongoing development of quality nursing care
- Demonstrates commitment to, and clinical leadership of, quality improvement, risk management and effective resource utilisation
- Leads, delegates and/or participates in the development of nursing practice guidelines, protocols/procedures based on best practice evidence
- A quality customer focused service is provided at all times, using best practice.

4.3 Demonstrates a commitment to ongoing personal professional development and clinical competence

- Acts as a role model in terms of professional conduct, professional development and appropriate educational activity to enhance clinical learning for quality patient care
- Maintains currency with evidence based nursing practice continuously communicating a clear vision for the role of clinical nursing practice now and into the future
- Maintains own professional portfolio at expert nurse level
- Proactively participates in own annual performance reviews and process of performance goals and identifying areas for professional development
- Monitors national and international trends in nursing practice and can utilise same in service development as appropriate
- Critiques research findings and models integration of these as the basis for contemporary nursing practice.
- Presents papers at conferences as agreed with the DONM.

Health and Safety	<p>Ensures that the following responsibilities are met:</p> <ul style="list-style-type: none"> • All Health and Safety legislative requirements are met • Work within a safe environment with early identification and mitigation of any hazards in the workplace • Compliance with ACC partnership Programme requirements • Compliance with all organisation wide Health and Safety Policies and procedures.
General	<ul style="list-style-type: none"> • Undertakes assignments or projects as directed by the DONM • Other duties as negotiated with your Manager • Meets obligations contained in Appendix 1 & 2.

PERSON SPECIFICATION

QUALIFICATIONS

Essential

- RN with current NZNC practising certificate
- Post graduate Diploma and/or working towards a Masters degree
- Previous Nursing Education programme development experience
- Adult Education Diploma completed or in progress
- Current Portfolio Expert / Senior Nurse
- Proven ability to facilitate and deliver education in a wide variety of situations
- Full drivers licence

EXPERIENCE/KNOWLEDGE

Essential

- A commitment to prioritising equity within our health care setting
- Minimum of 5 years recent clinical experience
- Demonstrated skill at engaging educational attention and enhanced learning ability by nursing clinicians
- Previous nursing leadership experience within nurse education services
- Demonstrated leadership experience within contemporary professional nursing at a senior level
- Demonstrated clinical experience and expertise at an advanced level
- Demonstrated skill to multi-task and manage multiple projects reprioritising same as required

Knowledge of:

- HPCA act and its amendments.
- Pae Ora Act 2021
- Nga Paerewa Health and Disability Standards (2022)
- Nursing Council of NZ key documents – Scope of Practice for Nurses; NP, RN, RN Expanded practice, EN; Direction & Delegation; and Educational Standards
- Treaty of Waitangi and its application to the health setting
- Misuse of Drugs Act (1977) and Regulations
- NCNZ Code of Conduct (2012)
- Health & Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)
- Privacy Act (1993) and Health Information Privacy Code (1994)
- Health and Safety at Work Act (2015)
- New Zealand Health Care Standards
- Te Health NZ Nelson Marlborough Nursing and Midwifery Policies and Procedures.
- Equal Employment Opportunities
- NZNO Code of Ethics (2010)
- NZNO Standards of Professional Nursing Practice (2012)
- Current over-arching NZ Health Strategies
- INS Policies and Standards

SPECIFIC SKILLS

- High level of written and verbal communication
- Values highly critical thinking and escalation tools in education
- Effective educational programme development skills
- Knowledge and experience of effective clinical performance management
- Demonstrated competency in priority setting/time management.
- Demonstrated competency in effective problem solving/planning
- Demonstrated capability in conflict management
- Demonstrated skill in mentorship and coaching clinical nurses
- Highly skilled change management capability
- Demonstrated multi-disciplinary relationship skills
- Ability to lead and manage in a fast moving, rapid response environment
- Knowledge of current issues within nursing in NZ and internationally
- Ability to work independently and to be an effective team member
- Knowledge and understanding of medico/legal and ethical responsibilities
- Basic-Intermediate knowledge of Microsoft Office applications i.e.: Word, Excel, PowerPoint and Outlook
- Keeps up to date with available information technology relevant to position
- Understands and complies with Health NZ Nelson Marlborough Information Technology policies

PERSONAL ATTRIBUTES

- Positive and friendly approach with ability to establish and maintain ongoing rapport in all situations.
- A personally held clarity and vision for contemporary nursing now and into the future which is patient centred
- Ability to remain positive in a fast-paced complex health environment and to ensure that teams and individuals are supported and coached in all changes proposed or initiated
- Demonstrated ability to lead and educate clinical nurses within a community facing health care environment and to enhance professional nursing integration in “all of journey” outcomes
- Demonstrated ability to rapidly assess and analyse situations and to bring robust and workable solutions to all educational opportunities and activities
- Demonstrated commitment to quality and continuous improvement and the development and enhancement of nursing education and clinical transfer of learning
- Demonstrated ability to be a good listener
- Multidisciplinary team focus
- Patient focused
- Empathy and respect for individuals from diverse backgrounds.
- Demonstrated ability to embrace and lead change through educational evidence, support and coaching.
- Demonstrated ability to take initiative and translate the clinical vision for others through education
- Commitment to ongoing professional development.
- Courage to act and innovate with a commitment to contemporary nursing practice

APPENDIX 1

General Responsibilities of an Employee of Health NZ | Te Whatu Ora Nelson Marlborough

1. Professional Responsibilities

As an employee of Health NZ Nelson Marlborough, you are required to:

- Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice.
- Keep yourself up to date on knowledge, best practices and legislation relating to your work.
- Make a personal contribution towards effective and efficient working relationships within your team and with other Health NZ Nelson Marlborough departments.
- Ensure you carry out your work in a way that is customer-focused and meets professional standards.
- In conjunction with your manager, identify your own training needs and plan to meet these needs.
- Manage your own time and prioritise your work effectively.

2. Health, Safety and Wellbeing

- Compliance with all health and safety legislative requirements.
- Compliance with the ACC Partnership Programme requirements.
- Compliance with all organisation-wide health and safety policies and procedures.
- Compliance with the Health and Safety Manual, any relevant chemical information and the emergency plan.
- Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way.
- Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early.
- Knowledge of identified hazards is kept up to date.
- Reportable event form is completed (via *Safety First*) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours.
- Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace.

3. Right to Raise Concerns

- All employees of Health NZ Nelson Marlborough are expected and encouraged to immediately ask questions and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised.
- All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time.

4. Child Wellbeing and Protection

- Health NZ Nelson Marlborough is committed to identifying, supporting and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve and belong. As an employee you are required to comply with all relevant legislation e.g. the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:
- Contribute to and support the organisation's strong commitment to a child centred approach to protect children across the region.
- Act at all times in the best interest of the children and young people, putting their interests first.
- Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion.

5. Legislation, Regulations and Board Policies

You are required to be familiar with and adhere to the provisions of:

- All relevant acts and regulations
- All Board, hospital and department policies
- All relevant procedure manuals
- The “Employee Obligations” within Health NZ Nelson Marlborough’s Disciplinary Policy.

6. Confidentiality

You are required to:

- Adhere to the Privacy Act 1993, the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information.
- Maintain strict confidentiality of patient, applicant and employee information at all times.

7. Risk Management

You are required to:

- Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced.
- Be especially aware of those risks which have high cost or safety implications.
- Complete an accident/incident report for any accident, incident or near miss which has taken place at work.
- Respond to complaints according to appropriate policies.

8. Security

You are required to:

- Wear your identification badge at all times when on site or when carrying out official duties.
- Notify Human Resources of any changes required for your ID badge.
- Report any suspicious or unusual occurrence to the security officer, orderly or telephone operator.
- Complete an incident report for any incident which has or might have compromised the safety of staff, patients and visitors.

9. Treaty of Waitangi

Health NZ Nelson Marlborough is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi: Partnership, Participation and Protection.

10. Smokefree

Health NZ Nelson Marlborough is a Smokefree Organisation. This applies to all staff and contractors working within Health NZ Nelson Marlborough buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, patients and others are informed of the policy. This also applies to Health NZ Nelson Marlborough staff employed on Board business in the community.

APPENDIX 2

The preferred candidate is required to complete a Pre-Employment Health Questionnaire. The table below outlines the tests to be carried out - depending on the nature of the position applied for.

Condition	Information to include in Position Description
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in Health NZ Nelson Marlborough
TB Latent	Staff who expect to have contact with patients or infectious materials must have assessment of previous TB exposure at the time of employment
BBV	No person who is susceptible to hepatitis B is allowed to have contact with patients or human materials (e.g., blood) unless they have taken part or agree to take part in a blood-borne virus education, prevention and vaccination program
MRSA	No person colonised or infected with methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) is allowed to work in clinical areas ¹ New staff who will be working in clinical areas should be screened for MRSA if they have: <ul style="list-style-type: none">• a chronic skin condition• been working in an overseas healthcare facility in the last year• been MRSA-positive in the last year
Skin	No person with a skin condition that by virtue of its site and type could be an infection risk is allowed to have contact with patients, food, microbiology samples or sterile items
Measles/Rubella	No person who is susceptible to measles or rubella is allowed to have contact with pregnant women.
VZV	No person susceptible to varicella-zoster virus (chickenpox) is allowed to have contact with newborn babies or pregnant women
EPP	No person who has detectable hepatitis B e antigen or high levels of hepatitis B virus DNA in their serum is allowed to undertake or assist with exposure-prone surgical procedures ²

¹Clinical areas include inpatient medical and surgical wards (includes Medical Units, AT&R Units, Surgical Wards, Paediatrics, Day Stay, Neonates and Women's Health). Screening does not apply to staff working in outpatient areas (e.g., clinics, Radiology, Respiratory Function lab) or in DSS, Mental Health or Drug and Alcohol services (transmission of MRSA is less likely and infection is rare in these sites.)

²Exposure-prone surgical procedure = a procedure where there is the potential for direct contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles, or sharp tissues (spicules of bone or teeth) in a blind or highly confined anatomic site such as a body cavity or in poorly visualised and/or confined body sites. Such sites include body cavities encountered during emergency and trauma procedures, abdominal, cardiothoracic, obstetric/gynaecological, orthopaedic and oral surgery.