

## Position Description

Employment Agreement:	NZNO/DHB MECA
Position Title:	<b>Nurse Educator</b>
Service & Directorate:	Corporate
Location:	Dunedin
Reports to:	Practice Development Manager (Dunedin)
Number of direct reports:	
Date:	October 2019

### Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing  
We seek excellence through a culture of learning, enquiry, service and caring

### Our Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
<b>Looking after our people:</b> We respect and support each other. Our hospitality and kindness foster better care.	<b>Being sincere:</b> We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	<b>Best action:</b> We are thoughtful, bring a positive attitude and are always looking to do things better.	<b>As family:</b> We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

### Our statutory purpose

To improve, promote and protect the health of our population

- Promote the integration of health services across primary and secondary care services
- Seek the optimum arrangement for the most effective and efficient delivery of health services
- Promote effective care or support for those in need of personal health or disability support services
- Promote the inclusion and participation in society and the independence of people with disabilities
- Reduce health disparities by improving health outcomes for Māori and other population groups
- Foster community participation in health improvement and in planning for the provision of and changes to the provision of services.
- Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility.

PURPOSE OF ROLE
<p>The Nurse/Midwife Educator may work across the organisation or within a clinical area, acting in the roles of educator, consultant, researcher, leader/change agent in the pursuit of excellence and improved health outcomes.</p> <p>Education is central to the Nurse/Midwife Educator role, however in order to influence and strengthen nursing/midwifery practice it is essential the role is underpinned by <u>all</u> the competencies as outlined in the position description below:</p> <ul style="list-style-type: none"> <li>• Promotes excellence in nursing/midwifery practice within an interdisciplinary environment.</li> <li>• Promotes the enhancement of practice and the development of knowledge and skills for nursing/midwifery staff.</li> <li>• Shows effective nursing/midwifery leadership and consultancy with an educational focus.</li> <li>• Promotes and utilises research and evidence-based nursing/midwifery practice.</li> <li>• Maintains own professional development.</li> </ul>

## Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies	
<b>Customer Focus</b>	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
<b>Integrity and Trust</b>	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
<b>Drive For Results</b>	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Role Specific Competencies	
<b>Motivating Others</b>	Creates a climate in which people are motivated and want to do their best; can motivate many team or project members; empowers others to achieve desired results; invites input from each person and shares ownership and visibility; makes each individual feel his/her work is important; is someone people like working with.
<b>Planning</b>	Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
<b>Interpersonal Savvy</b>	Relates well to all kinds of people, up, down, and sideways, inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.
<b>Informing</b>	Provides the information people need to know to do their job and to feel good about being a member of the team, unit, and/or the organisation; provides individuals with information in a timely manner to make accurate decisions.

KEY RELATIONSHIPS	
Within Southern DHB	External to Southern DHB
• PDU Manager	• National Committees
• Nursing/Midwifery Directors	• Local, District and Regional Groups
• PDRP Coordinator	• Professional Nursing/Midwifery Organisations
• NETP/NESP Coordinator	• Tertiary Providers
• Service Manager	• Non-Provider Arm
• Clinical Charge Nurses/Midwives	• National Workforce Development Agencies

• Clinical Leaders	
• All Nursing and Midwifery Staff	
• Allied Health Staff	
• Maori Health Unit	
• Medical Staff	
• Clinical Support Staff	
• Students	
• Infection Prevention and Control	
• Occupational Health and Safety	

## PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies:

	ESSENTIAL	DESIRABLE
<b>Education and Qualifications (or equivalent level of learning)</b>	<ul style="list-style-type: none"> <li>• Be registered with the Nursing/Midwifery Council of New Zealand as a Registered Nurse/Midwife.</li> <li>• Hold a current Nursing/Midwifery Council of New Zealand annual practising certificate.</li> <li>• Hold a relevant Post graduate certificate.</li> <li>• Recognised teaching, mentoring and coaching skills.</li> <li>• Have in-depth knowledge and understanding of NCNZ/MCNZ competencies.</li> <li>• Hold a current Portfolio (PDRP/QLP) or equivalent, appropriate to the role.</li> <li>• Have or be working towards a post-registration qualification relating to principles of adult teaching and learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Hold or be working towards a relevant post-graduate diploma.</li> <li>• Previous experience within an education role.</li> <li>• Demonstrates ability to develop nursing/midwifery standards and quality initiatives.</li> <li>• Knowledge and understanding of undergraduate nursing/midwifery curricula.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience and credibility with the health care team as a professional resource in speciality/practice area.</li> <li>• Networking effectively in area of specialty/ practice - locally, regionally and nationally.</li> <li>• Demonstrated ability to articulate evidence based nursing/midwifery practice to a Multidisciplinary Team.</li> <li>• Minimum of 3 years working either within the clinical area or relevant nursing/midwifery role.</li> <li>• Demonstrated ability to contribute to the professional development of nursing/midwifery staff.</li> </ul>	
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Current issues for nursing/midwifery and health in NZ and international context.</li> <li>• Current issues in nursing/midwifery education.</li> <li>• Current nursing/midwifery professional standards and codes.</li> <li>• Southern DHB current vision, goals and objectives.</li> <li>• Principles of the Treaty of Waitangi and biculturalism.</li> <li>• Advanced communication skills, written, verbal and presentation.</li> <li>• Ability to contribute positively, have vision and flexibility to contribute to and accommodate change.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Be a professional leader and role model, with proven ability to inspire, motivate and develop others.</li> <li>• Be champions for, and promote the profession of nursing/midwifery, including PDRP/QLP.</li> <li>• Have excellent administrative, computer, organisational and time management skills.</li> </ul>	
<b>Personal Qualities</b>	A reasonable level of fitness is required to cope with the demanding physical requirements of the job. The following denote the key physical requirements for the position: standing, walking, bending, sitting, stairs, simple grasping, fine manipulation, operating machinery / equipment, lifting, overhead reaching, carrying, pushing / pulling, twisting, climbing / balancing, crouching / squatting, manual handling of people, other reaching, and ability to participate in personal restraint if required.	

**KEY RESULT AREAS:**

<b>Key Accountabilities:</b>	<b>Example of successful delivery of duties and responsibilities</b>
<b>Promotes excellence in nursing/midwifery practice within an interdisciplinary environment.</b>	
<ul style="list-style-type: none"> <li>• Uses a theoretical framework and personal philosophy of nursing/midwifery as a basis for nursing/midwifery practice and its advancement.</li> <li>• Identifies and introduces advancements in nursing/midwifery knowledge, relevant trends and changes in best practice for nurses/midwives.</li> <li>• Models expert nursing/midwifery skills and applies critical reasoning to nursing/midwifery practice issues and decisions.</li> <li>• In partnership with senior nursing/midwifery staff, identifies relevant trends and changes in the scope and nature of nursing/midwifery practice and evaluate for local applicability.</li> <li>• Uses critical incidents as an opportunity for staff development.</li> <li>• Collaborates with senior nursing/midwifery staff and multidisciplinary teams and supports changes to practice when indicated.</li> <li>• Promotes and provides a strong nursing/midwifery education focus based on adult learning principles.</li> </ul>	<ul style="list-style-type: none"> <li>• Informed by SDHB initiatives, national specialty K&amp;S (Knowledge and Skills) frameworks.</li> <li>• Maintains own PDRP/QLP.</li> <li>• Education framed within nursing/midwifery and/or national health standards eg NZ Health Strategy, HQSC targets.</li> </ul>
<b>Shows effective nursing/midwifery leadership and consultancy with an educational focus.</b>	
<ul style="list-style-type: none"> <li>• Acts as a resource person and supports staff to achieve Professional Development and Recognition Programme (PDRP) requirements.</li> <li>• Quality Leadership Programme (QLP).</li> <li>• Supports a culture of evaluation and the ongoing quality improvement of nursing/midwifery practice.</li> <li>• Contributes to system change to improve health outcomes through evidence-based practice.</li> <li>• Contributes to meetings in a collaborative, active way.</li> </ul>	<ul style="list-style-type: none"> <li>• PDRP/QLP assessor.</li> <li>• Demonstrates understanding of levels of practice indicators within PDRP/QLP.</li> <li>• Quality cycle used to determine practice development needs.</li> <li>• Evidence of attendance and engagement in Educator / PDT meetings.</li> <li>• Use of professional development plans from nursing/ midwifery PDRs to shape education.</li> </ul>

<ul style="list-style-type: none"> <li>• Implements and maintains Core Competency based education programmes, e.g. IV Certification and CPR, to assist staff to maintain SDHB policy and core competency requirements.</li> <li>• Updates and monitors databases facilitating staff to maintain Core Competency requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Nurses/Midwives attend appropriate compulsory education.</li> <li>• Accurate and current education/training database maintained.</li> </ul>
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**Promote the enhancement of clinical practice and the development of knowledge and skills for Nursing/Midwifery staff**

<ul style="list-style-type: none"> <li>• Is responsible for the facilitation and/or delivery of regular relevant education and staff development programmes for clinical staff.</li> <li>• Develops, implements and circulates an annual strategic education plan.</li> <li>• Communicates and collaborates with Senior Nursing/Midwifery Group and Service Managers to identify education needs and practice requirements.</li> <li>• Reviews programme content and delivery using appropriate measurements, methods and tools to evaluate achievement of learning goals, teaching strategies and quality assurance.</li> <li>• Provides evaluation and reports of training and in-service programmes to line manager on a regular basis.</li> <li>• Where specialist knowledge needs are identified, the Nurse/Midwife Educator will in conjunction with the Senior Nursing/Midwifery Group identify education needs and facilitate training.</li> <li>• Supports nursing/midwifery staff in identifying relevant education, professional development activities and set annual performance goals.</li> <li>• In conjunction with Senior Nursing/Midwifery group, assists nursing/midwifery staff, who have been identified as having a performance deficit, in developing an education plan to meet identified outcomes</li> <li>• In collaboration with the New Graduate Programmes, provides support, education and resources to the new graduates to ensure programme requirements are achieved.</li> <li>• Is available as a mentor for nurses/midwives/preceptors where appropriate.</li> <li>• In partnership with the Senior Nursing/Midwifery Group plan and review orientation programme for new staff.</li> <li>• Maintains records of attendance at all teaching sessions.</li> <li>• Works alongside new staff as part of Orientation processes.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to determine and respond to needs of different groups within the workforce eg NETP, new staff, IQN/Ms etc.</li> <li>• Use of professional development plans from nursing/midwifery PDRs to shape education.</li> <li>• Annual education plan prepared and submitted in timely manner.</li> <li>• Use of standardised evaluation to demonstrate outcomes.</li> <li>• Certified preceptor.</li> </ul>
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**Promotes and utilises research and evidence-based nursing/midwifery practice**

<ul style="list-style-type: none"> <li>• Facilitates and/or conducts research with an educational focus, and assists in the application of research findings.</li> </ul>	<ul style="list-style-type: none"> <li>• Use of contemporary sources of information and evidence.</li> </ul>
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<ul style="list-style-type: none"> <li>• Works in partnership to develop and maintain evidence-based inquiry and education resources.</li> <li>• Utilises research inquiry to advance nursing best practice across the site, and contribute to evidence-based policy and its evaluation through the quality and audit process.</li> </ul>	<ul style="list-style-type: none"> <li>• Alignment of education and resources across district and/or SI region where applicable.</li> </ul>
<b>Maintains own professional development</b>	
<ul style="list-style-type: none"> <li>• Maintains own clinical competence and develops own portfolio demonstrating a commitment to self-development.</li> <li>• Networks nationally and internationally and keeps up to date on trends and developments within education.</li> <li>• In consultation with the Line Manager identifies educational programmes and conferences relevant to the role.</li> </ul>	<ul style="list-style-type: none"> <li>• Annual PDR with development objectives identified.</li> <li>• Use of electronic / online resources for education and development.</li> <li>• Presents papers at conferences and seminars and presents papers for publishing as required.</li> </ul>
<b>Other Duties</b>	
<p>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for the Southern DHB Organisational Values.</p>	<ul style="list-style-type: none"> <li>• You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.</li> <li>• You produce work that complies with Southern DHB processes and reflects best practice.</li> <li>• Research undertaken is robust and well considered.</li> <li>• Live and support the DHB values in everything you do.</li> </ul>
<b>Professional Development – self</b>	
<p>Identifying areas for personal and professional development.</p>	<ul style="list-style-type: none"> <li>• Training and development goals are identified/agreed with your manager.</li> <li>• Performance objectives reviewed annually with your manager.</li> <li>• You actively seek feedback and accept constructive criticism.</li> </ul>
<b>Health, Safety and Wellbeing</b>	
<p>Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB's Health, Safety and Wellbeing policies, procedures and systems.</p>	<ul style="list-style-type: none"> <li>• You understand and consistently meet your obligations under Southern DHB's Health and Safety policy/procedures.</li> <li>• You actively encourage and challenge your peers to work in a safe manner.</li> <li>• Effort is made to strive for best practice in Health and Safety at all times.</li> </ul>
<b>Treaty of Waitangi</b>	
<p>Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.</p>	<ul style="list-style-type: none"> <li>• <b>Partnership</b> – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other.</li> <li>• <b>Participation</b> – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work</li> </ul>

	<p>hard to remove barriers of access to health and education.</p> <ul style="list-style-type: none"> <li>• <b>Protection</b> – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.</li> </ul>
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Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

**CHANGES TO POSITION DESCRIPTION**

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date