Nurse Educator – PACU
Perioperative Service
Surgical & Ambulatory Department
Position Description

: December 2015

Job Title                  : Nurse Educator (0.8 fte)
Department                : Perioperative Service PACU
Location                  : North Shore Hospital
Reporting To              : Charge Nurse manager – Perioperative Service PACU
Direct Reports            : Nil

Functional Relationships  with

: **Internal**
  - Nursing staff as above
  - Charge Nurse Managers
  - Nurse Consultant – Nursing Development
  - Nurse Consultant PDRP
  - Nurse Educators other services
  - Clinical Nurse Specialists
  - Director of Nursing & Midwifery

: **External**
  - Medical staff from various teams
  - Quality team
  - ACCN PACU
  - CNM PACU
  - Nurse Educators in other DHBs
  - Lecturers from Schools of Nursing

Purpose of role            :
Continuously improves the standard of nursing care through preparation of nurses for practice developments, updating reference resources, challenging and coaching, role modeling practice excellence and auditing learning and practice outcomes.
<table>
<thead>
<tr>
<th>Domain One</th>
<th>Professional responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Includes accountabilities for professional, legal, ethical and culturally safe practice. This includes being able to demonstrate advanced critical thinking, judgement and accountability for own actions and decisions</td>
<td></td>
</tr>
</tbody>
</table>

- Meets all registered nurse PDRP competencies at minimum of RN Level 4 requirements – refer to generic RN competencies
- Perceived as highly effective, progressive and knowledgeable in area of practice, according to legal, ethical, cultural safety/sensitivity and professional standards.

<table>
<thead>
<tr>
<th>Domain Two</th>
<th>Management of nursing care</th>
</tr>
</thead>
<tbody>
<tr>
<td>Includes accountability related to patient/client assessment and management of advanced nursing care that is supported by evidence</td>
<td></td>
</tr>
</tbody>
</table>

- Learning programs (on-line, self-learning, inpatient ward coaching, inservice and study days) are designed and delivered to reflect the strategic direction of the service and future practice expectations
- Innovative, flexible learning models used to meet the needs of nurses at differing levels of practice
- Risk is minimized because staff are prepared proactively to manage new patient care developments
- Clinical safety priorities are addressed through targeted learning programmes
- Undertakes clearly defined projects to meet service and Department of Nursing requirements e.g. IV certification
- Facilitates staff learning to apply the principles of the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice
- Staff are coached in customer service requirements and patient teaching to provide patients with adequate explanation of the effects, consequences and alternatives of proposed treatment options
- Maintains records of staff attendance at training and provides monthly reports
## Nurse Educator – PACU
### Perioperative Service
#### Surgical & Ambulatory Department

**Position Description**

---

### KEY ACCOUNTABILITIES

#### Key Accountabilities:

- **Prepares policies, procedures and resources**
  - Prepares resources to assist nurses with learning and for reference to achieve safe practice, especially with new services and new technology. Policies, procedures and resources developed for staff utilisation are evidence-based, contemporary and produced to the highest standard.
  - Consultation occurs on policy development processes.
  - Introduction of new technology is supported by well researched, benchmarked training and referenced materials.
  - Facilitates resources that have multi-disciplinary team input and are used by the team.

- **Audits the effectiveness of the learning and safety of clinical implementation**
  - Practice issues are audited – examples available.
  - Audit reports provide evidence of compliance with training objectives and change in practice as a result of learning programmes. Reports are presented with recommendations.
  - Participates in ward based audits providing resources and assistance.
  - Participates in change processes arising from incident review, assisting with education and staff coaching. Contributes to continuous quality improvement to achieve care of the highest standard possible.
  - Innovative ideas are offered and implemented to address identified deficits in practice.

- **Works alongside nurses and role models good nursing practice to assess competence**
  - Demonstrates responsibility for ensuring professional practice and conduct meets the standards of the professional, ethical and relevant legislated requirements. Role models use of policies, procedures and professional standards of practice.
  - Has a reputation of proficient practice. Works clinically each week alongside nurses in the service (at least 50% of the time) providing skilled nursing care, role modeling advanced assessment skills and care planning ability.
  - Coaching provided to staff, stimulating critical thinking/clinical reasoning to enable early intervention for the sickest / deteriorating patients.

---

### Domain Three  Interpersonal relationships and enhancing the patient experience

*Includes accountability for interpersonal and therapeutic communication with clients/patients and members of the health care team.*

- Demonstrates clinical and professional leadership through effective teamwork and collaborative relationships.
- Role models advanced therapeutic communication when establishing, maintaining and concluding relationships with patients, families / whanau, coordinating interdisciplinary team care planning in partnership with the patient/whanau.
- Demonstrates strong relationship management skills that result in professional credibility, good patient outcomes and integrated care.
- Uses highly developed communication, change management and leadership skills to support strong morale and spirit in the team.
- Communicate to a wide range of people using reports, meetings, and forums. Clear, formal and informal communication at all levels using a professional, diplomatic and concise approach using oral and written communication. Can get messages across that have the desired effect.
- Demonstrates a non-confrontational approach and an ability to open up communication lines so that issues can be addressed.
- Contributes to service strategic planning and implements changes.
Domain Four Interprofessional healthcare and quality improvement to deliver organisational objectives
Includes accountability for evaluating the effectiveness of care and promotion of nursing perspective within the health care team

- Takes a lead on projects in quality improvement activities to monitor and improve standards of nursing practice and effectively manages change in practice and service delivery
- Contributes to the development and update of policy and procedures. Leads and advocates for continuous improvement and quality within the team
- Assists with incident investigations and corrective action implementation
- Projects undertaken to address trends and gaps in practice are well scoped, researched, planned, implemented and evaluated to show continuous quality improvement. Communication is appropriate with all parties. Change is managed appropriately. Staff satisfaction with the process is articulated. Undertakes audit and prepares corrective action plans (PDCA), completing the projects effectively
- Copes well in a changing environment, makes decisions without having the complete picture and has the ability to comfortably handle risk and uncertainty.
- Ensures that the Waitemata’s Health and Safety policies are understood and relevant procedures applied to own work activities.
- Raises issues with the Health & Safety rep on workplace hazards to ensure these are identified and reported.
## KEY ACCOUNTABILITIES

### Contributes to interdisciplinary health care using professional knowledge and effective interpersonal relationships
- Strong relationship management skills that result in professional credibility, good patient outcomes and integrated care
- Demonstrates highly developed communication and change management leadership skills
- Communicates effectively with clients and members of the health care team
- Communicates to a wide range of people using reports, meetings, and forums. Clear, formal and informal communication at all levels using a professional, diplomatic and concise approach including oral and written communication.
- A non-confrontational approach and an ability to open up communication lines so that issues can be addressed.
- Feedback shows satisfaction with the contribution to internal advisory groups and level of good relationships reported
- Feedback shows style/manner is respectful, respected and relied on
- Defusing and debriefing processes facilitated as required, involving multi-disciplinary team members
- Advises on professional nursing practice issues to enhance practice effectiveness and safe clinical outcomes. This includes portfolio assessment and representation on external advisory groups

### Workplace Health & Safety
- Ensures that an active OH&S program is in place in the unit. Manages workplace Health and Safety under Health and Safety Act 1992.
- Works with the named Health & Safety representative on workplace hazards to ensure these are identified and reported.
- Actively facilitates discussion with the team about the values, expected behaviours, standards of practice, code of consumer rights and results of audits Communication processes are in place to facilitate feedback from staff. Makes changes to minimize risks.
- Works with Occupational Health practitioners regarding compliance with standards
- Company health and safety policies are read and understood and relevant procedures applied to their own work activities
- Workplace hazards are identified and reported, including self-management of hazards where appropriate
Nurse Educator – PACU
Perioperative Service
Surgical & Ambulatory Department

Position Description

<table>
<thead>
<tr>
<th>Key Performance Indicators for this role</th>
<th>Reviewed annually as part of the Performance Development Recognition Programme KPIs</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 100% new staff receive orientation</td>
<td>- 100% staff have access to learning opportunity and achieve personal development hours</td>
</tr>
<tr>
<td>- 10 teaching sessions organised each quarter</td>
<td>- 10 teaching sessions provided each quarter</td>
</tr>
<tr>
<td>- 100% staff have a current portfolio</td>
<td>- 100% staff have a current portfolio</td>
</tr>
<tr>
<td>- staff supported to meet PDRP requirements i.e. progression through the Levels of Practice.</td>
<td>- Evidence of effective time allocation: 85% dedicated to clinical professional teaching responsibilities.</td>
</tr>
<tr>
<td>- 15% dedicated to resource and quality improvement activities.</td>
<td></td>
</tr>
</tbody>
</table>

VERIFICATION:

Employee: ________________________________

Department Head: __________________________ Date: __________________________
PERSON SPECIFICATION – Nurse Educator

Education and Qualifications

- RCpN, RGON, BHSC
- Current APC as Registered Nurse in New Zealand
- Post graduate [PG] certificate in specialty practice. Desirable working to achieve Masters level
- Train the Trainer / Clinical Teaching

Experience

- Minimum of 5+ years in an surgical/coaching clinical role with excellent reputation for clinical expertise
- Experience in clinical professional leadership and team teaching
- Experience in a similar role level in a large or complex organization in a surgical /coaching area

Skills/Knowledge/Behaviour

- Contemporary nursing knowledge and skill – with knowledge of evidence-based practice requirements. A positive Nursing identity
- Demonstrated care coordination skills
- Dynamic and creative approach to nursing care and education
- Professional and sensitive approach when dealing with the needs of individuals and groups balanced with the needs of the service
- Self-directed, proactive, uses initiative, confident skill in negotiation and consultation
- High professional standards and motivates a team to achieve expectations
- Evidence of strong commitment to quality improvement
- Able to work with patients and families with complex needs. Skilled to address patient learning needs
- A passion for improving surgical nursing practice and standards of care
- Demonstrated confident collaborative approach in team practice, enhancing the capability and contribution of the team

Personal Attributes

<table>
<thead>
<tr>
<th>Leadership</th>
<th>People management</th>
<th>Teamwork</th>
<th>Cultural safety</th>
<th>Self-management</th>
<th>Patient/client population focused</th>
<th>Communication / interpersonal skills</th>
<th>Innovation</th>
<th>Flexibility</th>
<th>Planning and monitoring</th>
</tr>
</thead>
</table>

- Proactive attitude
- Excellent communicator
- Articulate, good presentation skills
- Self-directed and motivated
- Strong teamwork reputation, confident collaboration
- Resilience
- Positive professionally mature
- Able to influence without conflict, accepts constructive feedback
- Culturally safe practice