Nurse Educator – Womens Health Gynaecology

Position Description

: August 2017

Job Title : Nurse Educator (0.6)

Department : Surgical and Ambulatory Service and Womens Health

Location : North Shore Hospital

Report To : Head of Division (HOD) Nursing for Surgical and Ambulatory Services operationally and professionally to meet service requirements and for the maintenance of professional standards, the development of professional practice and the development of the professional workforce.

Direct Reports : Nil

Functional Relationships with : Internal
- Nursing staff as above
- Charge Nurse Managers
- Nurse Consultant – Nursing Workforce Development
- Nurse Consultant PDRP
- Nurse Educators other services
- Director of Nursing & Midwifery

Functional Relationships with : External
- Medical staff from various teams
- Quality team
- Nurse Educators in other DHBs
- Lecturers from Schools of Nursing

Our DHB Purpose, Values and Standards
At the heart of Waitemata DHB is our promise of ‘better care for everyone’. This promise statement is the articulation of our three-fold purpose to:
1. promote wellness,
2. prevent, cure and ameliorate ill health and
3. relieve the suffering of those entrusted to our care.

At the heart of our values is the need for all of us to reflect on the intrinsic dignity of every single person that enters our care. It is a privilege to be able to care for patients, whānau and our community, a privilege that is sometimes overlooked in our day to day work.

Our standards and behaviours serve as a reminder to us all about how we are with our patients and with each other.
**Purpose of role**

> Develop the capability of the nurses to respond to range clinical practice requirements and improve the standard of nursing care for patients in a complex care setting. Improves the standard of nursing care through preparation of nurses for practice developments, updating reference resources, challenging and coaching, role modeling practice excellence through review/auditing learning and practice outcomes.

**KEY ACCOUNTABILITIES**

<table>
<thead>
<tr>
<th>Domain One</th>
<th>Professional responsibility</th>
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<tbody>
<tr>
<td></td>
<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>
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<thead>
<tr>
<th>Professional Leadership</th>
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<tr>
<td></td>
<td>Meets all registered nurse PDRP competencies at minimum of RN Level 4 requirements – refer generic RN competencies</td>
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<td></td>
<td>Perceived as highly effective, progressive and knowledgeable in area of practice, according to legal, ethical, cultural safety/sensitivity and professional standards.</td>
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<td></td>
<td>Promotes a quality practice environment that supports the health professional’s ability to provide safe, effective and ethical nursing practice</td>
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<td></td>
<td>Role models expectations and reinforces systems and processes to ensure clinical standards and DHB values are evident in service delivery. Policies, procedures and guidelines are accessible for staff reference. Ensures that clinical standards are met</td>
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<tr>
<td></td>
<td>Sets and clearly communicates clinical standards and behavioural expectations for all staff providing care on the ward/unit and holds nursing staff accountable for meeting these expectations. Conduct in the workplace is ethical and professional according to Nursing Practice Code</td>
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<td></td>
<td>Role models leads by example collaboration with interdisciplinary teams and engagement with specialists to support clinical reasoning and professional judgement in nursing practice issues and decisions meets the needs of patients at risk</td>
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<td></td>
<td>Undertakes or leads specific service or organisational portfolio responsibilities, optimising patient safety.</td>
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<td></td>
<td>Demonstrates willingness to participate as a member of the service senior nursing team, and implements clinical practice initiatives, systems and processes related to health directives, and as agreed by the team, to ensure consistency of best practice across the service. Participates in professional discussions in order to influence development of the profession and services</td>
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<td></td>
<td>Advances own competence to deliver effective care and treatments through improving clinical/technical knowledge and expertise.</td>
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<td></td>
<td>Demonstrates compassion through effective relationships based on empathy, respect and dignity.</td>
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</table>
## Position Description

**Waitemata District Health Board**

**Nurse Educator – Womens Health Gynaecology**

### KEY ACCOUNTABILITIES

#### Domain Two  Management of nursing care

Includes accountability related to patient/client assessment and management of advanced nursing care that is supported by evidence.

<table>
<thead>
<tr>
<th>Develops and delivers (teaching load) education programmes to prepare nurses and others to meet clinical care needs, service requirements, technological advances and clinical safety priorities across the service.</th>
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<tbody>
<tr>
<td>• 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</td>
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<tr>
<td>• Innovative, flexible learning models used to meet the needs of nurses at differing levels of practice</td>
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<td>• Risk is minimized because staff are prepared proactively to manage new patient care developments</td>
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<td>• Clinical safety priorities are addressed through targeted learning programmes</td>
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<td>• Undertakes clearly defined projects to meet service and Department of Nursing requirements e.g. IV certification</td>
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<td>• Participation in and provision of cytotoxic medication administration training and accreditation process</td>
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<td>• Facilitates staff learning to apply the principles of the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice</td>
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<td>• 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</td>
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<td>• Demonstrate commitment to improving care and the patient experience</td>
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<td>• Maintains records of staff attendance at training and provides monthly reports</td>
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<th>Prepares well researched policies, procedures and resources to support nurse practice</th>
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<td>• 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</td>
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<tr>
<td>• Consultation occurs on policy development processes</td>
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<td>• Introduction of new technology is supported by well researched, benchmarked training and referenced materials</td>
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<td>• Facilitates resources that have multi-disciplinary team input and are used by the team.</td>
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<th>Audits the effectiveness of the learning and safety of clinical implementation</th>
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<td>• Practice issues are audited – examples available.</td>
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<td>• Audit reports provide evidence of compliance with training objectives and change in practice as a result of learning programmes. Reports are presented with recommendations</td>
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<td>• Participates in ward based audits providing resources and assistance</td>
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<td>• 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</td>
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<td>• Innovative ideas are offered and implemented to address identified deficits in practice</td>
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<td>• To be familiar with the relevant clinical governance issues and coordinate nursing practice in response to practice issues.</td>
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**Position Description**

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<td><strong>Works alongside nurses and role models good nursing practice to assess competence</strong></td>
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| • 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  
• Identify best practice using reliable and best available evidence  
• Develop and sustain strong collaborative links with higher education institutions and encourage staff to engage in tertiary education  
• Deliver training and education as required in both a formal and informal setting aligned with agreed learning framework  
• Identify implications for practice and create solutions in response to changes in service delivery and healthcare strategy  
• Support staff in the acquisition of clinical skills as appropriate, e.g. induction of labour for foetal demise, medical management of patients presenting with ectopic pregnancy, managing hyperemesis gravidarum patients, and recognition of the deteriorating patient. |

**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.*

- Supports Quality Improvement initiatives  
  - strong customer-focused service  
  - quality systems and professional standards  
- 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
## Nurse Educator – Womens Health Gynaecology

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- **Risk Management**
  - Risk Management 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.
  - Utilises 90 day plans to agree service and individual priorities.
  - 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.

- **Statutory & Treaty of Waitangi obligations**
  - Ensures the professional and political integrity of WDHB by carrying out all functions in compliance of the Treaty of Waitangi and by demonstrating a serious commitment to keeping the treaty alive.
  - Shows sensitivity to cultural complexity in the workforce and patient population.

### To recognize individual responsibility for workplace Health & Safety under the Health and Safety at Work Act 2015

- Contribute to a safe and healthy workplace at WDHB by:
  - All Employees
    - Following & complying with H&S policies & processes & applying them to their own work activities, including using/wearing Personal Protective Equipment as required.
    - Participating in activities directed at preventing harm & promoting well-being in the workplace.
    - Identifying, reporting & self-managing hazards where appropriate.
    - Early and accurate reporting of incidents at work and raising issues of concern when identified.

### Key Performance Indicators for this role

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

### Verification:

Employee: ________________________________

Department Head: __________________________ Date: __________________________
## PERSON SPECIFICATION

### Title
Nurse Educator

### Education and Qualifications
- Registered Nurse - RCpN, RGON, BHSC with a current Annual Practising Certificate as Registered Nurse in New Zealand
- Post graduate [PG] certificate in specialty practice. Highly desirable working to achieve Masters level
- Train the Trainer / Clinical Teaching

### Experience
- Minimum of 5+ years in a surgical/women’s health 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 area
- Current and up to date portfolio demonstrating competency in practice at Level IV
- Practices nursing to demonstrate professional responsibility
- Meets management of nursing care competencies:
  - to achieve patient focused care; and
  - to the highest professional standard possible.
- Consistently demonstrates advanced inter-professional, health care and quality improvement competencies.
- Experience in clinical professional leadership and team teaching
- Experience in a similar role level in a large or complex organization

### Skills/Knowledge/Behaviour
- Contemporary nursing knowledge and skill – with knowledge of evidence-based practice requirements. A positive Nursing identity
- Demonstrated operational management/care coordination skills. Quality leadership and improvement at ward level
- Experience with performance development and management of challenging scenarios
- 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
- Able to work with patients and families with complex needs. Skilled to address patient learning needs
- A passion for improving nursing practice and standards of care. High professional standards and motivates a team to achieve expectations
- Demonstrated confident collaborative approach in team practice, enhancing the capability and contribution of the team
- Reputation for excellent nursing practice and ability to coach and guide others to meet patient needs. A credible role model. Demonstrated ability to effectively share clinical knowledge with others and help transform practice
- Upholds confidentiality with a reputation for high integrity and discretion

### Skills/Knowledge/Behaviour / Personal Attributes
- Advanced physical assessment skills, history taking, diagnostic reasoning and pharmacology knowledge
- Patient and family focused/centered practice, that considers participation, partnership and protection as well as Te Whare Wha
- Evidence-based and confident in using contemporary research to inform practice
- Operational management/care coordination skills
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Waitemata District Health Board - JOB DESCRIPTION - Nurse Educator Womens Health Gynaecology. Approved by the Director of Nursing and Midwifery 14/08/2017.

Teamwork
Cultural safety
Self-management
Patient focused
Communication /
interpersonal skills
Innovation
Flexibility
Planning & monitoring

- Clinical professional leadership, confident decision making and advocacy for patient needs
- Strong teamwork reputation, motivated positive can-do attitude
- Project management and quality improvement skills

1. Personal Attributes
- Mature, positive, proactive and enthusiastic attitude
- Possesses a good sense of humour
- Strong and self-reliant
- Awareness of how Health and Safety impacts on an organisation
- Seeks advice and guidance from colleagues and other disciplines as required
- Self-directed and motivated
- Innovative, takes initiative in patient focused approach to practice
- Displays drive and energy and persists in overcoming obstacles
- Articulate, good presentation skills
- Committed to own professional and personal development
- Receives and processes constructive feedback related to own performance

2. Teamwork
- Sensitive and constructive to others
- Seeks out opportunities to support others in achieving goals
- Strong teamwork reputation, confident collaboration and Inclusive of colleagues
- Resilience, flexible and willing to work across a range of clinical settings
- Is able to manage conflict constructively

3. Self-Management
- Recognises and respects individual differences
- Develops positive working relationships with patients, whanau, staff and managers
- Upholds confidentiality, behaves with integrity and discretion
- Positive professionally mature

4. Communication skills
- Demonstrated strong written and verbal communication skills
- Sets high standards and strives to achieve challenging goals
- Copes well under pressure, is resilient to change and understands personal limitations
- Is able to communicate effectively on the phone and via computer and face to face with a variety of people
- Is able to communicate without engendering conflict
- Excellent communicator
- Articulate, good presentation skills

5. Learning
- Makes effective decisions within appropriate timeframes and levels of responsibility
- Escalates issues appropriately
- Knows where to go and when to ask for help