



Position Description

Title	Clinical Educator
Department	Reproductive Services Unit
Classification	Registered Nurse Clinical Educator (RN35)
Agreement	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020 - 2024
Responsible to	Nurse Unit Manager

The Royal Women's Hospital

The Royal Women's Hospital (the Women's) has provided health services to women and newborn babies in Victoria since 1856 and is now Australia's largest specialist women's hospital. The Women's is recognised as a leader in its field, with expertise in maternity services and the care of newborn babies, gynaecology, assisted reproduction, women's health and cancer services.

The Women's Vision and Values

The Women's believes that health equity for all women is more than a vision; it is the essence of who we are and what we do encompassing our values, role and purpose.

The Women's Vision is: *Creating healthier futures for women and babies.*

Our values are: *Courage, Passion, Discovery and Respect.*

The Women's Declaration

The Women's Declaration reflects the principles and philosophies so fundamental to the hospital that they are the foundation on which rests everything we do. This is a declaration of the Women's role, function, purpose and promise:

We are committed to the social model of health
We care for women from all walks of life
We recognise that sex and gender affect health and healthcare
We are a voice for women's health
We seek to achieve health equity

Strategic Directions

The Women's Strategic Plan 2022 - 2025 contains four strategic priorities and fourteen initiatives of strategic focus, to achieve our vision of *Creating healthier futures for women and babies.*

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The Women's four strategic priorities are:

1. We provide leading care for women and newborns
2. We partner to create exceptional experiences every day
3. We are the best place to work, learn and contribute
4. We lead and partner to influence change

Department/Unit Specific Overview

The Reproductive Services Unit provides a comprehensive service for women requiring assistance, support or treatment for infertility and potential infertility including;

- Investigation of infertility
- Treatment to resolve conditions which affect fertility
- Assistance for couples to achieve a pregnancy through IVF, artificial insemination, donor insemination and ovulation induction
- Protecting fertility prior to treatments which may damage fertility, such as chemotherapy

Several infertility clinics are provided at the Women's, surgery is available if needed and treatment is also offered for male partners.

One of the services provided within reproductive services is Public Fertility Care (PFC) and Fertility Preservation. PFC provides high-quality, safe and value-based care that is inclusive and culturally safe, improving access to fertility services for those who are currently underserved by the private sector

As part of our fertility preservation program, with the generosity of two visionary children's organisations – the Children's Cancer Foundation and My Room Children's Cancer Charity – a new landmark national fertility preservation service, research and education initiative focused on supporting children with cancer has been established at the Women's. The initiative is built on three key pillars to be delivered over the next five years:

1. Education and training to support national service provision.
2. A national ovarian and testicular tissue transport and cryopreservation service to expand access to fertility preservation.
3. Research and development of cutting-edge technologies to improve fertility preservation outcomes for young cancer survivors.

Position Purpose

The Clinical Nurse Educator (CE) in collaboration with the Clinical Nurse consultant for fertility preservation will be responsible for developing, coordinating and implementing a national education and stakeholder engagement strategy and evaluation framework for the new national fertility preservation service, research and education initiative focused on supporting children with cancer (referred as the program in this document) .

The Clinical Educator (CE) will provide effective and efficient training and professional development to nurses and staff working within the unit and to other health services nationally and help increase awareness and understanding of fertility preservation amongst parents of children with cancer .

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In liaison with the Nurse Unit Manager (NUM), the CE takes a leadership role in regard to, and complies with, all relevant statutory requirements and should have a current working knowledge of the laws and regulations regarding Assisted Reproductive Technologies.

The CE is a role model to all other staff and is often the 'face of the organisation' when dealing with internal and external customers. As such, a high standard of customer service provision should be exemplified at all times

Responsibilities & Major Activities

Management and Leadership

- Promote and provide an environment that enhances and ensures professional practice
- Develop and maintain data collection, audit and reporting systems to support the program
- Develop and present reports regularly to relevant committees
- Develop and maintain an effective education and training system nationally .
- Develop and provide leadership and advice on the development of the national education program and track activity against project milestones.
- Raise awareness of fertility preservation nationally, especially in the paediatric and young adult population;
- Act as a role model in maintaining professional and behavioural standards within a culture of improvement
- Be able to travel interstate when required to educate health services across the country
- Act as a resource for staff, particularly within the Nursing Department
- Facilitate and maintain communication channels between all Departments which interact with nursing services
- Provide educational leadership, mentoring and coaching for the nursing team, promoting team work and collegiality
- Maintains a positive leadership attitude and encourages teamwork and coordination amongst staff
- Ensure compliance with clinical competencies and emergency procedure training requirements
- Promote and encourage multidisciplinary teamwork and collaboration to ensure consistent care for the women and their partners.
- Attending and participating in ANUM meetings, team meetings and other service meetings as required to ensure maintenance of communication and information exchange within the Reproductive Services Unit, Royal Women's Hospital and external providers as required

Clinical Practice

- Maintain current professional knowledge and skills for clinical competency
- Being aware of and work in accordance with the Women's Hospital strategic direction, policies and procedures, clinical practice guidelines and work instructions.
- Coordination and management of quality nursing care
- Collaborating with medical and other health professionals
- Completion of annual clinical competencies and mandatory training
- Completes annual Adult Basic Life Support facilitator assessment with Clinical Education Department of RWH
- Appropriate assessment, planning, implementation, documentation, prioritisation and time management

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- Being an active team member and providing assistance and support to colleagues when required
- Continually monitoring and evaluating processes to ensure best practice within the program

Education

- Develop, coordinate and deliver the national education and stakeholder engagement program educating health professionals and families
- Review and update the national education program periodically to ensure we are meeting project expectations and deliverables
- Meet on a regular basis with the Nurse Manager and project team to plan, review and monitor the education program
- Support the training and education needs of the other health services
- Ensure that care is provided within an environment which meets the physical, psycho-social, and cultural needs of the patient
- Identify and track key target audiences and deliver the education program using multiple multimedia delivery methods.
- Foster a learning environment for all staff
- Recognise skill deficits and assist persons to achieve appropriate clinical standards
- Promotes the need for all clinical staff to record their Professional Development Points and reflective practice to meet requirements for AHPRA
- Provide education support to other departments within RWH as required and work in collaboration with staff in unit when required

Key Performance Indicators

Key performance measures are how you will be measured as meeting the responsibilities of the position listed above. These will be set with you as part of your Performance Development plan within the first six months of your appointment to the position.

Key Performance Indicators

Leadership and Management

- Assists the management team in achieving both Unit and Organizational goals.
- Participates in strategic planning for the program and ensure KPI's and deliverables are met as outline in program strategy
- Demonstrates commitment to the leadership.
- Participates in the RTAC processes for accreditation.
- Represents the Department at appropriate meetings as required.
- Liaises with Suppliers and Medical Specialists to provide clinical and educational information in line with the program

Human Resource Management

- Assist with interviewing and recruiting of staff to the unit
- Encourages and facilitates the professional development of others.

Information Technology

- Actively involved in the maintenance of accurate records, developing and revising the documentation processes and implementing change as necessary.

Occupational Health and Safety

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- Promotes a safe working environment at all times by maintaining effective work practices, adopting procedures and practices according to regulatory Acts and Guidelines.
- Ensures competencies are maintained annually.

Improving Performance

- Commitment to professional development of self and all team members, accessing resources inside and outside the organisation.
- Monitor work practices and professional demeanour of self and others abiding by the code of behaviour.
- Participates in continuous quality improvement of services, via audits and implementing change as needed.
- Participates in Policy and Procedure and work instruction development.

Performance Review

- Have own performance review in association with the Nursing Unit Manager initially at three and six months after appointment and thereafter annually.

Key Selection Criteria

Experience/Qualifications/Competencies

Essential Criteria

- Current registration with AHPRA as a Division 1 Registered Nurse
- Minimum of five years acute nursing experience
- Minimum of three years Fertility Nursing experience
- Previous experience as an educator or preceptor

Desirable Criteria

- Is committed to a multidisciplinary team approach and supports collaboration by a range of professionals in providing care to meet the individual needs of infertility patients
- Completion of Preceptorship program or Certificate 4 in Training and Assessment
- Relevant tertiary qualifications in advanced specialty practice, education or leadership
- Experience in oncology

Skills

- Demonstrated high level of verbal, written and electronic communication skills
- Ability to plan, prioritise and time manage
- Well-developed computer skills and understanding of the use of patient management computer programs as well as powerpoint, excel and visio
- Ability to be flexible, adaptable, responsible and accountable for own practice
- Excellent communication, interpersonal and organisational skills
- Attention to detail
- Demonstrated leadership skills and problem solving capabilities

Attributes

- Embodies the Women's values of courage, passion, discovery and respect
- Is committed to a multidisciplinary team approach and supports collaboration by a range of professionals in providing care to meet the individual needs of patients
- Demonstrated high level of verbal written and electronic communication skills
- Ability to plan, prioritise and time manage
- Demonstrated ability to teach and, or implement a learning program

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- Well-developed computer skills and understanding of the use of an electronic medical record
- Ability to be flexible, adaptable, responsible and accountable for own practice
- Excellent telephone manner
- Excellent communication, interpersonal and organisational skills
- Attention to detail
- Demonstrated assessment skills and problem solving capabilities
- Ability to adapt quickly and efficiently to the needs and constraints found within a wide diversity of patient acuity and staff skill mix
- Professional demeanour
- Ability to function independently or as a competent member of the healthcare team
- Advocates for women and supports their families
- Understands the impact of social determinants on healthcare and wellbeing
- Is committed to ongoing professional development and pursues learning opportunities

Organisational Relationships

Internal relationships

- All Women's Hospital departments and clinics

External relationships

- Other Health Services
- Other fertility clinics
- General Practitioners
- Private fertility specialists
- Suppliers
- Pathology providers

Inherent Requirements

There are a number of critical work demands (inherent requirements) that are generic across all positions at the Women's. The generic inherent requirements for this position are detailed below. These may be added to with more specific inherent requirements, if required, by your manager and Occupational Health and Safety.

Physical Demands	Frequency
Shift work – rotation of shifts – day, afternoon and night	Rare
Sitting – remaining in a seated position to complete tasks	Frequent
Standing - remaining standing without moving about to perform tasks	Occasional
Walking – floor type even, vinyl, carpet,	Occasional
Lean forward / forward flexion from waist to complete tasks	Occasional
Trunk twisting – turning from the waist to complete tasks	Occasional
Kneeling – remaining in a kneeling position to complete tasks	Rare
Squatting / crouching – adopting these postures to complete tasks	Rare
Leg / foot movement to operate equipment	Rare
Climbing stairs / ladders – ascending and descending stairs, ladders, steps	Rare

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Lifting / carrying – light lifting and carrying less than 5 kilos	Occasional
– Moderate lifting and carrying 5–10 kilos	Rare
– Heavy lifting and carrying – 10–20 kilos.	Rare
Push/Pull of equipment/furniture – light push/pull forces less than 10 kg	Rare
– moderate push / pull forces 10–20 kg	Rare
– heavy push / pull forces over 20 kg	Rare
Reaching – arm fully extended forward or raised above shoulder	Occasional
Head / Neck Postures – holding head in a position other than neutral (facing forward)	Rare
Sequential repetitive actions in short period of time	
– Repetitive flexion and extension of hands wrists and arms	Occasional
– Gripping, holding, twisting, clasping with fingers / hands	Occasional
Driving – operating any motor-powered vehicle with a valid Victorian driver's license.	Occasional
Sensory demands	Frequency
Sight – use of sight is integral to most tasks completed each shift	Constant
Hearing – use of hearing is an integral part of work performance	Constant
Touch – use of touch is integral to most tasks completed each shift.	Constant
Psychosocial demands	Frequency
Observation skills – assessing / reviewing patients in /outpatients	Constant
Problem Solving issues associated with clinical and non-clinical care	Constant
Attention to Detail	Constant
Working with distressed people and families	Constant
Dealing with aggressive and uncooperative people	Rare
Dealing with unpredictable behaviour	Rare
Exposure to distressing situations	Occasional

Definitions used to quantify frequency of tasks / demands as above

Prolonged / Constant	70–100 % of time in the position
Frequent	31–69 % of time in the position
Occasional	16–30% of time in the position
Rare	0–15% of time in the position
Not Applicable	

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Employee Responsibilities and Accountabilities

- Be aware of and work in accordance with Hospital policies and procedures, including:
 - Code of Conduct
 - Confidentiality
 - Data Accountability Framework
 - Infection Control
 - Occupational Health and Safety
 - Patient Safety
 - Performance Development Management
 - Respectful Workplace Behaviours
 - Risk Management
- Be respectful of the needs of patients, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences
- Undertake other duties as directed that meet relevant standards and recognised practice.
- Our vision is a future free from violence in which healthy, respectful relationships are the norm. The Women's expect all staff to contribute to a culture that promotes gender equity, respect and a safe working environment.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to Victorian women.
- Data integrity is an essential element of clinical and corporate governance and a key performance indicator for the Women's. The management of data influences and directly affects patient care, patient decisions, and ultimately the quality and reputation of our service delivery.

As a consequence, all staff are responsible and accountable to ensure that (within their area of work):

- Data recording and reporting, (including RWH external reporting) is timely, accurate (ie error free) and fit for purpose
- Data management system policies and control processes are complied with on all occasions
- Where data issues and/or problems become apparent these matters are immediately referred and reported to supervisors/managers.
- Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for the Royal Women's Hospital to undertake a national Police check
- The Women's expects staff to identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients.
- Contributes to a positive and supportive learning culture and environment for health professional students and learners at all levels

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Staff Vaccination Requirements

COVID 19 Vaccination

Provide evidence that they have received a full COVID-19 Vaccination or provide evidence from a medical practitioner certifying that an exception applies related to a contraindication to the administration of the COVID-19 vaccination. This includes employees in all roles at the Women's Hospital. This requirement is in line with Directions issued by the Secretary pursuant to sections 42(1)(ca) and (h) of the *Health Services Act 1988* (Vic).

Influenza Vaccination

In line with the Health Services Amendment (Mandatory Vaccination of Healthcare Workers) Act 2020, some health care workers are now required to have their flu vaccination to work in health care. Evidence of vaccination is required.

Statutory Responsibilities

- Health Practitioner Regulation National Law Act (2009)
- Registration with Australian Health Practitioner Regulation Agency (AHPRA)
- Drugs, Poisons and Controlled Substances Regulations 2006
- OHS Act 2004
- Freedom of Information Act 1982
- The Victorian Public Sector Code of Conduct
- Reproductive Technology Accreditation Committee Code of Practice 2010
- Assisted Reproduction Treatment Act 2008 (Vic)
- Research Involving Human Embryos Act 2002
- Other relevant acts; codes; standards
(E.g. See RWH OH&S site – for details)

Declaration

I have read, understood and agree to abide by responsibilities and accountabilities outlined in this position description.

Developed Date: January 2025

Developed by: Nurse Unit Manager, Reproductive Services Unit

Date of next Review: January 2026

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