Australian Nursing and Midwifery Federation (TAS Branch)

Nurse Educator

Position: Nurse Educator

Award: Nurses (Tasmanian Public Sector) Award

Classification: Registered Nurse (Permanent)

Level: Grade 6 / Year 1

---

Position summary:

The Educator position will be innovative in the provision of quality professional development and training that supports the effective sustainable delivery of health education and achieve optimal health outcomes across Tasmania.

The Educator will be accountable for the development, delivery and assessment of education/training programs provided by the ANMF (Tas Branch) under the auspice of (ANMF SA Branch) as a Registered Training Organisation. The incumbent will also be responsible for contribution to, and compliance with, relevant standards, policies and procedures that relate to recognised training.

Accountability and reporting:

The Educator will be accountable to the Nursing Education Manager, Australian Nursing Federation (Tas) Education Centre.

Duties and responsibilities:

1. Development and delivery of training
   The Educator will:
   - Contribute to, and undertake, delegated aspects of the development of training programs, modules, lesson plans and other training sessions for courses offered by the ANMF (Tas Branch).
   - Carry a direct training/teaching load as delegated.
• Ensure that, in development and delivery of training, use is made of
technology and techniques that provide for variety in the manner in
which training and education is provided.
• Identify any learning opportunities for members.
• Carry out training delivery at varying sites for clinical placements

2. Assessment

The Educator will assist in development of appropriate assessment tools
and processes relevant to the training sessions, in accordance with the
relevant Training Package requirements and within the standards, policies
and procedures established for use within the Education Centre.

3. Quality improvement

The Educator will contribute to the quality improvement/assurance
processes and AQTF standards through compliance with policies and
procedures, contributing to quality audits and reviews, participating in
performance review, development and implementation of evaluation tools
relevant to courses and training delivered.

4. Development of the Education Centre

The Educator will contribute to the development of the Education Centre
through such measures as participation in strategic planning processes
and contributing to processes aimed at identifying future skill/training
needs of the nursing industry.

5. Promotion and recruitment

The Educator will undertake their role in a manner that promotes the
ANMF both as a training organisation and as a professional and industrial
organisation for employees engaged in the nursing industry.

6. Other duties

The Educator will undertake other duties delegated to them that are
consistent with the roles described above, and their qualifications and
experience.

Communication and internal structures

The Educator participates in and contributes to:
• Education staff meetings and planning forums;
• The development of formal reports to the Branch Council through the
  provision of relevant information and reports to the Nursing Education
  Manager;
• The development of targets and plans relevant to education and training of
  members;

Nursing Educator Position - December 2012
- Branch newsletters and journals through the submission of draft articles and bulletins of matters of interest to members, as required.

Performance review will take place:
- Following a period of 3 months employment;
- Following a period of 6 months employment, (after which permanent employment can be offered); and
- Annual periods thereafter.

**Essential Criteria**

The Educator will:

- Be a Registered Nurse with current APC with the Australian Nursing and Midwifery Board of Australia
- Hold, or are prepared to obtain, a Certificate IV in Training and Assessment or higher qualification;
- Have recent experience in an area of practice relevant to the training to be provided;
- Plan, develop, deliver and evaluate programs;
- Have a capacity to work in an autonomous and self-directed manner within a small team;
- Have well-developed written and verbal communication skills;
- Have a capacity to promote the ANMF through their conduct and delivery of education/training programs in a manner that will contribute to recruitment and retention of members;
- Have an understanding of, and capacity to use and develop the use of, relevant technology to assist in the delivery of education and training;
- Have sound problem-solving, time management, and negotiation/advocacy skills;
- Have the skills and attributes necessary to promote the ANF and the value of membership;
- Have a commitment to their own ongoing professional development and education;
- Hold a current drivers licence.

**Desirable**
- Have worked in and/or strong education background in Aged Care

**Special conditions**

The Educator will be employed in accordance with the ANMF (Tas Branch) staff Terms and Conditions of Employment.

Some courses will be offered in the evenings and there may be a requirement to supervise placements on weekends and out of hours. These requirements will be negotiated with staff ahead of time.
It is an expectation that the Educator will undertake a reasonable level of preparation and assessment/marking activities associated with the training delivered. This has been taken into account in setting the classification rate for the role.