

Position Description

Position Title	Allied Health Interprofessional Clinical Educator
Position Number	30028302
Division	People & Culture
Department	Learning, Education and Development
Team	Allied Health Education
Enterprise Agreement	Allied Health Professionals or Medical Scientists, Pharmacists and Psychologists
Classification Description	Allied Health Grade 3
Classification Code	Grade 3 Year 1-4 depending on experience
Reports to	Allied Health Education Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement

Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The People & Culture Division

Consistent with our long tradition of staff development and education, and a vision of a world class workforce, the People and culture division encompasses workforce planning and resourcing, occupational health and safety, organisational development and culture, and clinical learning and development.

The Learning, Education and Development Team

The Learning, Education and Development Team is responsible for defining and progressing the strategic direction of clinical learning and development at Bendigo Health. Through a collaborative inter-professional approach, the team coordinate and/or provide clinical learning and development opportunities for clinicians, students and trainees. Such opportunities enable continued advancement from Novice to Expert, from the first clinical placement as an undergraduate to the day of retirement or resignation.

The team work in partnership with internal and external stakeholders to ensure learning and development opportunities are relevant, innovative, contemporary, and evidence based.

The Position

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page. Staff undertaking this role should have or aspire to progress their education knowledge, skills and capabilities in line with the Healthcare Educator Capability Framework produced by the Victorian Health Education Leaders Network.

The position is an integral part of the Learning Education and Development (LEAD) within People and Culture, which provides leadership and coordination of activities around medical, nursing and allied health learning and development.

As part of Learning, Education and Development within People and Culture, the Allied Health Interprofessional Clinical Educator coordinates and leads development opportunities for allied health staff and students across Bendigo Health. This position will work in close collaboration with the other members of Allied Health Education team. This position will report to the Manager of Allied Health Education while maintaining a professional line of reporting through the relevant Allied Health Head of Discipline and Chief Allied Health Officer. The Allied Health Interprofessional Clinical Educator is responsible for delegated portfolios and work plan items in partnership with other members of the Allied Health Education team.

The purpose of this position is to:

- Liaise with allied health leaders to identify learning and development needs
- Work with allied health undergraduate students, graduate staff and clinicians across their career to enable ongoing development of clinical and professional competence
- Identify opportunities to enhance the quality and capacity of allied health clinical placements at Bendigo Health

- Provide education support to allied health students on placement at Bendigo Health and staff supervising students
- Deliver high quality opportunities for allied health inter-professional clinical learning and development at Bendigo Health, with the aim of enhancing the safety and quality of patient care
- Work closely with other members of the allied health education team, LEAD, interprofessional partners, other health services in the Loddon Mallee and education providers to share knowledge and resources, reduce duplication and enable continuous improvement in clinical learning and development.

The portfolios the Allied Health Interprofessional Clinical Educator coordinate and support can include:

- Allied Health Students
- Allied Health Graduates
- Allied Health Staff Education
- Interprofessional Education
- Program Engagement
- Workforce Development

Responsibilities and Accountabilities

Key Responsibilities

In close consultation with other members of the LEAD team and the relevant allied health discipline and programs, this position's key responsibilities are to:

- In collaboration with key stakeholders and other educators coordinate and contribute to the design, development, promotion, implementation and evaluation of:
 - Allied health education and learning opportunities for staff and students within designated portfolios and work plans
 - Interprofessional education and learning opportunities for staff and students within designated portfolios and work plans
 - Programs and processes that enable the expansion of scope of practice and professional development in allied health disciplines
 - Other learning activities, including simulation
- Undertake annual training needs analysis to identify learning and development needs for allied health
- Undertake reporting requirements about clinical learning and development programs within designated portfolios and work plans
- Incorporate best practice into learning and development opportunities for qualified allied health staff
- Deliver and/or support the delivery of priority areas of training and support for allied health professionals and allied health assistants
- Coordinate and facilitate allied health workforce development programs, including but not limited to the Allied Health Early Career Support Program and the Allied Health Grade 2 Transition Program
- Promote consistency in systems and processes within LEAD
- Contribute to the review, development, implementation and ongoing evaluation of allied health learning and development strategic documents, including the novice to expert trajectory, scope of practice framework, Allied Health Career Blueprint and the Allied Health: Credentialling, competency and capability framework
- Demonstrate accountability for their own professional development

- Act as a mentor and role model
- Represent allied health education on relevant committees and working parties
- Lead / contribute to quality improvement and/or research projects relating to allied health education
- Develop strategies to enhance allied health student and staff clinical supervision and support staff to participate in high quality clinical supervision by improving access to education and training
- Support allied health disciplines to promote high quality student placements by:
 - Supporting allied health student placement capacity
 - Supporting the implementation of the Best Practice Clinical Learning Environment (BPCLE) framework
 - Building and maintaining collaborative relationships with the Bendigo Health Clinical Placements Team and education providers
 - Supporting and providing interprofessional educational activities, such as student workshops/tutorials and reflective practice/debriefing sessions.

Required Capabilities for Allied Health

Further to the key responsibilities outlined in this position description, Allied Health staff are required to demonstrate the capabilities outlined in the Bendigo Health Allied Health Grade Level Capabilities.

Generic Responsibilities

Code of Conduct - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

Compliance with policies and procedures - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

Occupational Health and Safety - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

Infection Control - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

Confidentiality - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

Quality Improvement - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness,

Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Diversity – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Selection Criteria

Essential

1. A degree in the relevant discipline or equivalent tertiary qualification with the ability to satisfy the requirements of the Bendigo Health Allied Health Credentialing and Professional Standards document, including evidence of eligibility for membership of Discipline specific Professional body or current registration with Australian Health Professionals Regulation Agency.
2. At least 7 years' of clinical experience relevant to allied health discipline/s.
3. Extensive experience in providing clinical supervision and support to allied health students, graduates and staff.
4. Demonstrated knowledge of factors associated with the provision of high-quality professional development and support needs across allied health disciplines.
5. Demonstrated experience to lead and deliver the professional development and education of others in highly specialised clinical skill and knowledge areas, applying the principles of adult learning and strategies to support adult learning in practice.
6. Demonstrated leadership and knowledge of change management principles and ability to applying these principles in practice through innovation, influence, negotiation and inclusion of key stakeholders.

Desirable

7. Demonstrated commitment to professional development, preferably with relevant post-graduate qualification relating to clinical education (or willingness to work toward this).
8. Demonstrated time management skills and ability to meet competing demands and deadlines.
9. Demonstrated advanced analytical and communication skills, including report writing skills.
10. Demonstrated emotional intelligence and ability to work flexibly to adapt in an environment of change and continuous improvement.
11. Demonstrated ability to build and sustain positive working relationships and successfully communicate with a diverse range of people at all levels.

Mandatory Requirements

National Police Record Check A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

Immunisation As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

Registration with Professional Regulatory Body or relevant Professional Association For example, AHPRA, AHRI, RACS etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Drivers Licence A current Victorian driver's licence is required for this position.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.