

Position Description

Position Title	Allied Health Discipline Clinical Educator – Allied Health Assistant
Position Number	30028302
Division	People & Culture
Department	Learning, Education and Development
Team	Allied Health Education
Enterprise Agreement	Health and allied services, managers and administrative workers (Victorian public sector) (single interest employers) enterprise agreement 2021-2025
Classification Description	Grade 3
Classification Code	IN30
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

The People and Culture Division supports managers, staff and volunteers working at Bendigo Health through a range of services including workforce planning, resourcing strategies, employee relations, industrial relations, learning and development and workplace health and safety. Payroll and salary packaging also report into this division, providing seamless service for staff from on-boarding and contract development to applying contracts and ensuring staff get the right remuneration. The staff in the Division of People and Culture provide support and advice in line with our strategic goals and objectives of empowering our people and providing a positive work environment for staff and volunteers where they feel valued, safe and supported to work together in delivering excellent care and services.

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.

As part of Learning, Education and Development within People and Culture, the Allied Health Discipline Clinical Educator coordinates and leads learning and development opportunities for the relevant discipline's staff and students across Bendigo Health. They provide clinical support to undergraduate students, graduates and staff across their career. 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 Deputy Director of Allied Health Workforce Strategy and Innovation and Chief Allied Health Officer. The Allied Health Discipline Clinical Educator is responsible for contributing to 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 discipline leaders to identify learning and development needs
- Work with discipline 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 relevant discipline 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.

Responsibilities and Accountabilities

Key Responsibilities

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

- Coordinate discipline-specific education activities and contribute to the delivery of interprofessional education activities as directed
- Undertake annual training needs analysis to identify learning and development needs in the discipline
- Collaborate with key stakeholders and other educators for the design, development, implementation and evaluation of:
 - Discipline, allied health and interprofessional learning opportunities
 - Programs and processes that enable the expansion of scope of practice and professional development in allied health disciplines
 - Other learning activities
- Collaborate with the discipline manager and seniors in the provision of effective education and professional development
- Coordinate the relevant allied health discipline clinical placement program, which includes:
 - Planning for undergraduate placements
 - Supporting orientation and induction
 - Providing discipline-specific and interprofessional educational activities, such as student workshops/tutorials and reflective practice/debriefing sessions
 - Building capacity at a discipline level for clinicians to provide student support and conduct assessments of undergraduate students
 - Supporting students and supervisors with underperforming students, including the implementation of learning and management plans as needed
 - Building and maintaining collaborative relationships with the Bendigo Health Clinical Placements Team and education providers
 - Supporting the implementation of the best Practice Clinical Learning Environment (BPCLE) framework
- 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
- Identify opportunities to enhance discipline-specific and allied health student clinical supervision and support staff clinical supervision training
- Contribute to the development of consistent, enhanced processes across allied health for student, graduate and staff education programs, including planning/needs analysis, promotion, development, delivery, evaluation and reporting

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.

Required Capabilities for Allied Health

Further to the key responsibilities outlined in this position description, Allied Health Assistant staff are required to demonstrate the capabilities outlined in the Bendigo Health Allied Health Assistant 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 Certificate IV degree in Allied Health Assistance and ability to satisfy the requirements of the Bendigo Health Allied Health Credentialing and Professional Standards document.
2. Demonstrated experience and/or knowledge relevant to an Allied Health Assistant in a clinical setting with a minimum of 3 years' experience (full time equivalent) as a Grade 2 AHA.
3. Demonstrated knowledge of the Allied Health Assistant/therapy assistant role, scope of practice, and supervision and delegation requirements.
4. Demonstrated experience in providing clinical supervision and support to allied health assistant students.
5. Demonstrated knowledge of factors associated with the provision of high-quality clinical placements.
6. Demonstrated commitment to lifelong learning through ongoing professional development of self and others.

Desirable

1. Demonstrated time management skills and ability to meet competing demands and deadlines.
2. Demonstrated high level verbal and written communication skills with the ability to interact effectively and appropriately with clients, carers, staff and the community
3. Demonstrated emotional intelligence and ability to work flexibly to adapt in an environment of change and continuous improvement.

4. 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

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.