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| **Position Title** | Allied Health Clinical Educator |
| **Position Number** | New |
| **Department** | Education |
| **Classification** | Grade 3 |
| **Agreement** | Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026 |
| **Reports to:** | Training & Development Manager |

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| **POSITION DESCRIPTION** |  |

**Position Purpose:**

To foster and promote allied health engagement with education and training across disciplines to contribute to skill development and workforce growth.

To work as an active member of the education team to maximise opportunities for allied health staff to participate in high quality interprofessional learning and education.

**Department / Unit Specific Overview**

The Education Department aims to deliver on the training and development of undergraduate students and staff to produce a capable and effective workforce. The role of the Allied Health Clinical Educator (Grade 3) contributes to the strategic direction and leadership of clinical education, with the emphasis on supporting a range of allied health professions.

EGHS Allied Health comprises of therapy and science professions including: dentistry, physiotherapy, exercise physiology, occupational therapy, dietetics, health promotion, podiatry, social work, medical imaging and pharmacy.

**Our Values**

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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Integrity.jpg** | **Integrity** | We value integrity, honesty and respect in all relationships |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Excellence.jpg** | **Excellence** | We value excellence as the appropriate standard for all services and practices |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Community.jpg** | **Community** | We respect the dignity and rights of our community and acknowledge their beliefs, regardless of their cultural, spiritual or socioeconomic background |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Working_Together.jpg** | **Working Together** | We value equally all people who make a contribution to EGHS to achieve shared goals |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Learning_Culture.jpg** | **Learning Culture** | We strive to continually lead and develop through education, training, mentoring and by teaching others. |

**Organisational Context**

East Grampians Health Service (EGHS) is a rural health service located in Ararat and Willaura in Western Victoria. EGHS is an integral part of a thriving community and is committed to providing quality health and wellbeing services to people of all backgrounds.

Serving a diverse community, EGHS delivers an extensive range of acute, residential, home and community based services. We strive to continually improve our services to best meet the needs of our patients, consumers and the community.

**Our Vision**

East Grampians Health Service will improve the health, wellbeing and the quality of life for our community.

**Our Purpose**

To meet people’s health needs through leadership, strong partnerships and wise use of resources.

**Strategic Actions**

See [Strategic Plan 2023 – 2027](https://intranet.eghs.net.au/Files/Publications/EGHS%206pp%20DL%20Strategic%20Plan%20(2023-27).pdf).

**Organisational Responsibilities**

* Be aware of and work in accordance with EGHS policies and procedures, including:

[Victorian Public Sector - Code of Conduct](https://vpsc.vic.gov.au/wp-content/uploads/2015/03/VPSC_Code_VPSE_WEB.pdf)

[Confidentiality, Security and Management of Information - SOPP 24.02](https://app.prompt.org.au/download/212511?code=5d442723-b08d-4b82-89fd-8af3921b55d0)

[Hand Hygiene - SOPP 70.18](https://app.prompt.org.au/download/212553?code=a486529d-4f8b-4c5d-87e9-0677d33410ac)

[Occupational Health and Safety - SOPP 72.09](https://app.prompt.org.au/download/212266?code=30bd9101-9aed-4e89-b831-6fa3f5259387)

[Person Centred Care - SOPP 60.20](https://app.prompt.org.au/download/212400?code=b1b12d5e-e692-4050-97d2-43a017eae1ae)

[Safety - SOPP 72.13](https://app.prompt.org.au/download/212267?code=c44edf2f-251e-4e14-b4ca-768f1953d544)

[Performance Development - SOPP 35.27](https://app.prompt.org.au/download/212614?code=fb4b7ac9-47f4-4a51-9f1d-532615eed103)

[Risk Management - SOPP 74.01](https://app.prompt.org.au/download/212447?code=f566d6fd-4a43-41b3-9411-3994e7bb929e)

[Child Safe – SOPP 57.24](https://app.prompt.org.au/download/212379?code=371643ca-b971-4108-ad32-9be038f25930)

* Be respectful of the needs of patients, consumers, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences.
* Be aware of the National Safety and Quality Health Service Standards and all other standards as it relates to your area of work and associated accreditation.
* Undertake other duties as directed that meet relevant standards and recognised practice.
* Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for East Grampians Health Service to undertake a national Police check. Also provide a National Disability Insurance Scheme (NDIS) worker check or the necessary details (if required).
* 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, consumers and visitors
* Contribute to a positive and supportive learning culture and environment for health professional students and learners at all levels.
* Participate in all mandatory education and orientation sessions as outlined by EGHS.

East Grampians Health Service is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination.

EGHS reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.

**Responsibilities and Major Activities**

* To work with Allied Health Manager(s) to contribute to processes and systems for ascertaining and monitoring the educational needs of the allied health workforce.
* To engage allied health staff, including allied health assistants, in clinical education activities, identifying and evaluating their needs.
* To support and advise on the education of allied health staff in mandatory education requirements.
* To support Allied Health Manager(s) in the provision of education opportunities for allied health staff. This may include the implementation of regional external education days at EGHS.
* To contribute to allied health workforce development strategies via strong partnerships with education partners, contributing to positive and congruent relationships that foster undergraduate student clinical placements to build future allied health career pathways and opportunities.
* To actively participate in the recruitment of allied health professionals, including the establishment of graduate allied health programs that foster coaching and mentoring.
* To facilitate the orientation of staff to allied health department(s), including pre-planning the development of relevant support systems such as: debriefing; supervision; mentorship; networks.
* To support allied health-wide communication and awareness of education and funding opportunities offered across EGHS and other institutions.
* To work in collaboration with the regional allied health clinical educator in the design and provision of clinical training, education activities and resources relevant to EGHS, which includes the assessment of learning, conferring judgement of competence using appropriate tools and resources.
* Provide support for allied health staff who are presenting education throughout EGHS or within external organisations.
* To contribute to the aligning of education activities with accreditation standards.

**Key Performance Indicators**

* Ability to work collaboratively with a wide range of people at all levels within and external to the organisation
* Demonstrated experience and ability in developing and implementing educational/professional activities
* Demonstrated experience in providing support that includes giving timely and appropriate feedback and encompasses the wellbeing of students and staff
* Teaching and facilitation of learning skills
* Critical analysis and thinking skills
* Excellent communication skills
* High level negotiation skills
* Role-models leadership with an ability to contribute to the promotion of a culture of continuous learning and improvement

**Essential Criteria:**

* Registration under the Health Practitioner Regulation National Law (Victoria) Act 2009 (AHPRA) (where appropriate) or accreditation with relevant self-regulating professional body
* Allied Health Qualification with eligibility for membership of relevant Allied Health Professional body
* Applied knowledge of program development, supporting competence, capability and capacity of Allied Health clinicians.
* Experience in leading change initiatives and/or project management
* Demonstrated to work effectively in a team environment across multiple discipline settings
* Sound knowledge of National Safety and Quality Health Service Standards and Aged Care Standards
* Working understanding of student placement process in Victoria
* Demonstrated critical thinking and analytical skills

**Desirable Criteria**

* Pursue a program of self-development to broaden knowledge and skill in education theory and practice
* Successful completion or enrolled in allied health post graduate qualification at Master level
* Successful completion of or working towards education qualification (minimum Certificate IV in Training and Assessment)
* IT and database management skills

Must comply to having or completion of:

* National Police Check (renewed every 3 years)
* Working with Children Check (renewed every 5 years)
* Immunisation requirements (annually)

**Acknowledgement**

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| Employee Name | |
| Employee Signature | Date |
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| Manager Name |  |
| Manager Signature | Date |
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| Developed Date (MM,YY) |  |
| Developed By Name |  |
| Developed by Title |  |