

## Job Description

### Nurse Educator

### Critical Care Department

|                                           |                                                                                                                                                                                                                                                          |
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| <b>Position Title:</b>                    | Nurse Educator – Critical Care Department                                                                                                                                                                                                                |
| <b>Organisation Unit:</b>                 | Critical Care Department                                                                                                                                                                                                                                 |
| <b>Location:</b>                          | Whangarei Hospital, Te Whatu Ora – Health New Zealand Te Tai Tokerau (Te Whatu Ora)                                                                                                                                                                      |
| <b>Responsible to:</b>                    | Clinical Nurse Manager, Critical Care Department, Te Whatu Ora                                                                                                                                                                                           |
| <b>Primary Functions of the Position:</b> | <p>To coordinate / facilitate Intensive Care staff ongoing education</p> <p>Facilitating and providing unit-based learning programmes</p> <p>To act as a role model and mentor providing support and clinical resource for Intensive Care Unit staff</p> |

### Functional Relationships

The Nurse Educator – Intensive Care Unit will develop and maintain excellent relationships with:

| Internal                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | External                                                                                                                                                                                                                                                                                                                                 |
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| <ul style="list-style-type: none"><li>• Nurse Managers/Clinical Nurse Managers</li><li>• Associate Clinical Nurse Managers</li><li>• Nurse Educators</li><li>• Clinical Nurse Specialists</li><li>• Specialty Clinical Nurses</li><li>• Registered Nurses/Midwives</li><li>• Enrolled Nurses</li><li>• Health Care Assistants</li><li>• Medical and allied health professionals</li><li>• Maori Directorate</li><li>• Quality Resource Unit / Quality Facilitators</li></ul> | <ul style="list-style-type: none"><li>• Other district health board education and development departments</li><li>• North Tec</li><li>• Education providers</li><li>• Nursing Council of New Zealand</li><li>• Health care organisations</li><li>• Organisations and colleagues dedicated to supporting the professional nurse</li></ul> |

## Key Responsibilities and Expected Outcomes

Te Whatu Ora has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with Te Whatu Ora:

| Values                                         | Supporting Statement                                                                                                                                      |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Tāngata i te tuatahi</b><br>People First    | He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata<br>Our people are central to all we do |
| <b>Whakaute (tuku mana)</b><br>Respect         | He whakaaaro nui ki ētahi atu<br>We treat others as they would like to be treated                                                                         |
| <b>Manaaki</b><br>Caring                       | Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui<br>We nurture those around us, and treat all with dignity and compassion     |
| <b>Whakawhitiwhiti Kōrero</b><br>Communication | Whakawhitiwhiti kōrero i runga te tika, te pono me te<br>We communicate openly, safely and with respect to promote clear understanding and aroha          |
| <b>Te Hiranga</b><br>Excellence                | Kia kaha, kia māia, kia manawa nui<br>Our attitude of excellence inspires confidence and innovation                                                       |

The position of Nurse Educator encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- Support of nursing staff and promotion of professional practice within the Intensive Care Unit
- Identifies, plans, facilitates the ongoing learning and development of nurses in the Intensive Care Unit to ensure the application of evidenced based best practice nursing.
- Develop and maintain own professional development and expertise
- To contribute to Te Whatu Ora's vision and values
- Quality Improvement, Risk Management and Patient Safety
- Health and Safety
- Privacy & Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

| Key Responsibility Area                                                               | Expected Outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| Te Tiriti o Waitangi                                                                  | <ul style="list-style-type: none"> <li>• Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within Te Whatu Ora management processes and procedures</li> <li>• Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes</li> <li>• Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner</li> <li>• Attend the Te Whatu Ora Te Tiriti o Waitangi Training</li> </ul>                                                                                                                                                 |
| Support of nursing staff and promotion of professional practice within Intensive Care | <ul style="list-style-type: none"> <li>• Demonstrates expertise and provides clinical leadership in evidence-based practice to staff and/or patients/clients by consulting with experts, collaborating with members of the interdisciplinary team and providing information based on application of theories, concepts and principles</li> <li>• Role models direct care skills to staff based on application of theories, concepts and principles to provide excellence in quality care</li> <li>• Help guide existing nursing practice so that it is in line with best practice guidelines.</li> <li>• Contribute to projects or initiatives that enhance Intensive Care nursing practice</li> <li>• Practices in a culturally appropriate manner</li> <li>• Acts as a resource and role model</li> </ul> |

| Key Responsibility Area                                                                                                                                                            | Expected Outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| Identifies, plans, facilitates the ongoing learning and professional development of nurses in the medical wards to ensure the application of evidenced based best practice nursing | <ul style="list-style-type: none"> <li>• Liaises with Clinical Nurse Manager &amp; Associate Clinical Nurse Manager Intensive Care Unit to identify and plan learning needs for Intensive Care Nurses and Health Care Assistants</li> <li>• Delivers educational needs to staff/patients/families by methods such as teaching within a practical setting and more formal presentations. Skills to be utilised will include directed guidance, role modelling or skills to new staff, teaching/mentoring in a controlled environment, one to one teaching, group teaching and facilitating an effective preceptorship programme within the Intensive Care environment</li> <li>• Delivers educational activities to staff by teaching, facilitating groups, mentoring and the provision of unit in-services / formal study days</li> <li>• Foster and maintain a cohesive, positive team-learning environment between both medical wards</li> <li>• Supports provision of Basic Life Support training</li> <li>• Develops, implements and revises orientation and professional development programmes to staff on the basis of pre-identified learning needs, patient outcomes and current theory / research</li> <li>• Evaluates programme effectiveness to ensure clinical area objectives are met and that resources are current, relevant and cost effective</li> <li>• Establish and support the various preceptors in their role of supporting new staff development skills/knowledge</li> <li>• Ensures professional development programmes are established and maintained for all staff on the basis of pre-identified learning outcomes</li> </ul> |
| Develop and maintain own Professional Development                                                                                                                                  | <ul style="list-style-type: none"> <li>• Develop and maintain personal professional practice in accordance with professional standards, legislative requirements, policies, protocols and guidelines</li> <li>• Identify own goals to enhance own professional development and maintenance of skills</li> <li>• Update professional knowledge / competency by attending relevant continuing education activities</li> <li>• Keeps up to date with changes in Intensive Care nursing through attending relevant courses and accessing research</li> <li>• Liaison with Nurse Educators and Nurse Coordinators, Directorate of Nursing and Midwifery</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

| Key Responsibility Area                                 | Expected Outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| To contribute to Te Whatu Ora's vision and values       | <ul style="list-style-type: none"> <li>Promoting high quality individualised total patient/family-focused care</li> <li>Providing advice to other health professionals</li> <li>Contributing to developing, monitoring and evaluation of Northland District Health Board's nursing standards of practice, policies and procedures</li> <li>Promoting a safe working environment by identifying hazards and applying effective risk management strategies to minimise risk to self, patients, colleagues and the public</li> <li>Working within Northland District Health Board and Nursing Council of New Zealand's Code of Conduct</li> <li>Facilitating implementation of Code of Patient Rights and Privacy Act</li> <li>Demonstrating knowledge of legislation and regulations and accessing appropriately when needed, i.e., Privacy Act.</li> </ul> |
| Quality Improvement, risk management and patient safety | <ul style="list-style-type: none"> <li>Participate in Service's functions and activities to ensure a culture of continuous quality improvement and ensure the Service supports Northland District Health Board's commitment to accreditation</li> <li>Develops and fosters an environment of continuous quality improvement by demonstrating commitment to quality improvement, risk management and resource utilisation.</li> <li>Participating in audits/reviews of nursing practice and procedures and demonstrates a commitment to the Accreditation &amp; Certification process.</li> <li>Ensures that all concerns, complaints and issues are referred to Clinical Nurse Manager and where appropriate to support agencies, i.e., Health advocate, Maori Directorate</li> </ul>                                                                     |
| Health & Safety                                         | <ul style="list-style-type: none"> <li>Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management</li> <li>Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> <li>Practicing and observing safe work methods</li> <li>The use of safety equipment</li> <li>Reporting unsafe conditions or equipment; and</li> <li>Reporting and documenting all accidents or incidents</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                    |
| Privacy and Confidentiality                             | <ul style="list-style-type: none"> <li>Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Privacy Policies and Procedures of Te Whatu Ora</li> <li>Complete mandatory induction training on Privacy responsibilities</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

## Person Specification

### Education and Qualifications

| Essential                                                                                                                                                                                                                                                                                                                 | Desirable                                                                                                                 |
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| <ul style="list-style-type: none"><li>Registered as a general or comprehensive nurse</li><li>Holds current New Zealand Council Practising Certificate</li><li>Post-graduate nursing qualification with an ICU qualification or Post-Graduate nursing qualification in education with separate ICU qualification</li></ul> | <ul style="list-style-type: none"><li>Qualification in adult teaching/learning or willingness to undertake same</li></ul> |

### Experience

| Essential                                                                                                                                                                                                                                              | Desirable                                                                                                                                                          |
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| <ul style="list-style-type: none"><li>Minimum of 3 years recent acute intensive care nursing experience</li><li>Well-developed computer skills</li><li>Ability to work well in a team, enhancing the capability and contribution of the team</li></ul> | <ul style="list-style-type: none"><li>Current or previous experience in education / teaching / coaching staff</li><li>Participated in PDRP or equivalent</li></ul> |

## Awareness and Understanding of

| Essential                                                                                                                                                                                                                             | Desirable                                                                                                                                                                                                                |
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| <ul style="list-style-type: none"><li>• Te Tiriti o Waitangi and its application to the health setting</li><li>• Privacy Act (2020) and Health Information Privacy Code (2020)</li><li>• Health and Safety at Work Act 2015</li></ul> | <ul style="list-style-type: none"><li>• Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)</li><li>• New Zealand Council of Healthcare Standards</li></ul> |

## Skills & Personal Attributes

| Skills                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <ul style="list-style-type: none"><li>• The ability to communicate effectively with all levels of staff and develop relevant networks.</li><li>• Working knowledge of adult learning / teaching principles</li><li>• Be a professional leader and role model, with proven ability to inspire, motivate and develop others, in Intensive Care nursing</li><li>• Ability to self-evaluate and reflect on practice</li><li>• Ability to critique research and use it to underpin practice</li><li>• Ability to facilitate and manage change at a local level</li><li>• Competent and confident to run and trouble shoot equipment used in the Intensive Care Unit</li><li>• Administratively competent</li><li>• Demonstrated cultural safety within own area of specialty</li><li>• A strong commitment and genuine interest in quality and service</li></ul> |

| Personal Attributes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <ul style="list-style-type: none"><li>• Work independently and in the interdisciplinary team, using practice based on evidence</li><li>• Clinical role model with a high degree of maturity, stability and self confidence</li><li>• A commitment to the development of nursing within the NDHB</li><li>• Well-developed written and verbal communication skills</li><li>• Sets high personal standards and strives to achieving goals</li><li>• Have the vision and flexibility to accommodate change</li><li>• Demonstrates honesty, integrity and respect for all</li><li>• Demonstrates an approachable manner</li></ul> |

## Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title: \_\_\_\_\_

Signature of  
employee: \_\_\_\_\_

Date: \_\_\_\_\_