

## Position Description

---

<b>Position:</b>	Clinical Nurse Educator (CNE)
<b>Department:</b>	Nursing
<b>Location:</b>	Omeo, Victoria (on-site)
<b>Classification:</b>	Registered Nurse
<b>Reports to:</b>	DoHA / DoHS
<b>Enterprise Agreement:</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 - 2028

---

### The Organisation

Omeo District Health (ODH) is a Small Rural Health Service that provides a wide range of health and support services to the local communities including Urgent care, Acute, Transitional, Residential Aged, Primary care and Home-based care.

ODH is located in East Gippsland High Country (Omeo & District) - a gateway to the spectacular Alpine region of Victoria, a lifestyle destination with plenty of opportunities for many outdoor pursuits. Consistent with its purpose, ODH aims to promote and enhance the health and wellbeing of the people of the East Gippsland High Country.

We do so by:

- Reaching out to our local rural community in the planning and delivering of our services
- Building a highly engaged and skilled team of health care professionals and volunteers with a commitment to creating a culture of achievement and service excellence
- Developing sustainable health care service models and ensuring that we comply with our legislative, ethical and statutory obligations and
- Investing in strategic partnerships and alliances that help achieve better service outcomes.

ODH is an equal opportunity employer and has adopted a common set of values and code of conduct that drive our everyday work:

**C** Compassion  
**A** Accountability  
**R** Respect  
**E** Excellence

Our people are at the heart of our organisation. Every day our people make a difference to the lives of our consumers and their families, demonstrating our commitment and care for our community and staff.

We are committed to building a team with a variety of backgrounds, skills, and views. The more inclusive we are, the better our work will be. Creating a culture of Equality is our commitment to our staff, volunteers, and our community.

### Department

The Nursing department of ODH has a critical role in providing quality and safe care to a range of consumers receiving acute, urgent, aged care, primary care as well as community-based services. It

contributes to clinical governance systems, upholding peoples' rights to dignity, respect and autonomy and making care decisions consistent with consumer's choice, values and goals.

## **Position Summary**

The Clinical Nurse Educator (CNE) is responsible for planning, implementing and evaluating education, training, and clinical development programs for nursing staff across ODH. The role supports staff to achieve and maintain clinical competency, promotes evidence-based practice, and contributes to safe, high-quality care. The CNE works collaboratively with the Director of Healthy Ageing, the Director of Health Services, Nurse Unit Managers and senior clinicians to ensure that ODH maintains a culture of professional development, continuous improvement and clinical excellence.

## **Key Responsibilities and Duties**

### **Clinical Education & Training**

- Assess education and training needs of nursing and care staff.
- Plan, develop and deliver education programs, including mandatory training, clinical skills updates, and professional development.
- Support graduate nurses, students, and less experienced staff through structured learning, mentorship and competency assessment.
- Coordinate and facilitate mandatory training and simulation exercises relevant to urgent care, acute, aged care and community nursing.

### **Clinical Support & Mentorship**

- Act as a clinical resource for staff, providing guidance on best practice, policies and procedures.
- Promote and model evidence-based, patient-centred care.
- Provide direct coaching in the clinical environment to support skill development and confidence.
- Assist with orientation and induction of new staff.

### **Governance, Quality & Safety**

- Ensure education programs align with legislative, professional and accreditation standards.
- Contribute to the ODH quality improvement and clinical governance frameworks.
- Participate in audits, competency assessments and evaluation of education outcomes.
- Promote safe work practices and compliance with OHS, infection control and risk management policies.
- Demonstrate a commitment to the delivery of safe and high-quality services.
- Actively participate in the ODH quality improvement program and accreditation processes. Identify risks, complete incident reports in Riskman.
- Ensure all education and practice is aligned with ODH policies and standards.

### **Collaboration & Communication**

- Work closely with the DoHA, DHS, NUMs and clinical leads to ensure workforce development priorities are met.
- Engage with external education providers, universities, and professional bodies to strengthen learning opportunities.

- Communicate effectively with staff at all levels and support a culture of openness, respect and continuous learning.

## **Legislation, Regulations and Standards**

- Comply with the requirements and compliance responsibilities of relevant legislation, regulations and standards where they directly impact on the service activity and delivery of care.
- Ensures that work practices are carried out in accordance to the Occupational Health & Safety policies of the organisation.
- Promotes a safe working environment by identifying and reporting hazards.

## **Infection Control**

- All employees must have knowledge of Infection Control policies, located on Prompt. Employees will assess the risk of any potential infectious incident and utilise the appropriate action as outlined in ODH policies.
- Infection Prevention is the responsibility of all health care workers and is an essential part of quality health care. Hand Hygiene is the single most important factor in reducing the risk of spreading infection.

## **Professional Development**

- Participates in annual performance review and development program.
- Maintain knowledge required for the performance of the position.
- Attend ODH Mandatory Education Training annually.

## **Health Literacy**

- ODH is committed to the principals of Health Literacy and requires staff to adopt a range of health literacy strategies into their work practices.

## **General responsibilities:**

- Participate in quality assurance and related programs, including keeping records and undertake relevant audits
- Attend relevant department meetings and training session

## **Privacy, Dignity & Confidentiality**

- Recognise and respect consumer right to privacy, dignity and confidentiality.
- Demonstrate a commitment to and understanding of the Information Privacy Principles concerned with empowering individuals to manage, as far as practicable, the collection, use and dissemination of personal information about themselves.

## **Workplace culture**

- Establish positive and productive working relationships within the organisation and externally
- Model and incorporate ODH values and behaviours outlined in ODH's code of conduct into all aspects of work practice and communications

- Encourage a positive workplace culture supported by respectful and non-discriminatory practices

## **Commitment to the organisation's values**

ODH has adopted a common set of values across the organisation and developed associated behaviours around these values. Selection will be based on assessing demonstrated performance of the skills, knowledge, behaviours and other personal qualifications relevant to the role.

## **Key Selection Criteria**

### **Essential**

- Current AHPRA registration as a Registered Nurse (Division 1).
- Minimum 5 years' clinical nursing experience, preferably in acute, urgent care, aged care and/or rural/remote settings.
- Demonstrated experience in clinical education, training and mentoring.
- Strong knowledge of contemporary nursing practice, professional standards and regulatory requirements.
- Excellent communication, facilitation and interpersonal skills.
- Commitment to ODH values and person-centred care.
- Current Victorian Driver's Licence, National Police Check, Working with Children's Check, and mandatory vaccinations.

### **Desirable**

- Postgraduate qualification in Education, Leadership, or relevant clinical specialty.
- Experience in rural or small health service education roles.
- Knowledge of simulation-based education.