

Position Title	Nurse Educator – COPD Nurse-Led Collaborative
Location	Melbourne
Team	Clinical
Employment Status	Part-Time (2 days/week), maximum-term contract (12 months)
Award	Nurses Award
Classification	Registered Nurse
Level	Level 3 (RN3)
Reports to	Project Manager
Direct Reports	Nil
Version	April 2024

PURPOSE OF POSITION DESCRIPTION

The purpose of this position description is to document the purpose, desired candidate attributes and key responsibilities encompassed within the role. The key areas of responsibility and performance indicators are tied to performance review and career development. This document should be reviewed annually as changes in the organisation may result in the need to update the position description.

SECTION 1

OUR VISION

By 2030, Lung Foundation Australia will be recognised as one of the world's most innovative and effective lung health charities and a fearless leader of lung health and lung cancer policy, programs and research.

OUR MISSION

Lung Foundation Australia enables life-saving lung health and lung cancer research, and champions programs so that Australians with lung disease and lung cancer can live their best life.

STRATEGIC PILLARS

- Healthy lungs for all
- Australia's lung health research funding incubator
- Impactful and meaningful lung disease programs and support
- Valuing our people
- Purposeful leadership and ethical governance.

LUNG FOUNDATION AUSTRALIA VALUES

Our values are represented by **BE FAIR**

- **Bold** | be proactive and take risks that achieve our Mission.
- **Entrepreneurial** | be focused on outcomes and strive to find new ways of working, remembering we are profit-for-purpose.
- **Fair** | be equitable and work in the interests of all our stakeholders, particularly patients and their carers.

- **Agile** | be responsive and proactive to create positive change.
- **Innovative** | be inventive and find new ways of doing things that achieve our Mission.
- **Respectful** | be honest and work hard every day in every way – we are funded by the community they should expect nothing less.

OUR TEAM

Lung Foundation Australia is an award-winning profit for purpose organisation and national peak health and advisory body. Lung Foundation Australia aspires to be an Employer of Choice. Lung Foundation Australia is entering a period of accelerated growth consolidating three years of strong performance which saw the Foundation named Non-Government Organisation of the Year in 2020 and The Voice Projects Best Place to Work in 2020, 2021 and 2023. Before applying we encourage you to learn more about our Mission and impact by reading our Annual Impact Report <https://lungfoundation.com.au/about/annual-reports/>

We operate from three offices: Brisbane, Sydney and Melbourne with a national footprint established by our support and research programs. We are committed to work life balance and flexibility in the workplace.

As our impact grows with increased government and community funding so does our team and our army of volunteer supporters.

SECTION 2

PURPOSE OF THIS ROLE

The Nurse Educator is a qualified registered nurse. The Nurse Educator is an integral position that forms part of the Project Team delivering the COPD Nurse-led Collaborative across Victoria. The Nurse Educator will be engaged 2-days per week supporting and reporting to the Project Manager. Backed with the knowledge and expertise that drives change in complex environments, the Nurse-Educator will provide the 10 participating Hospital Nurse Ambassadors with mentoring, guidance, solutions to clinical/system-based issues across the life of the COPD Nurse-led Collaborative. The Nurse Educator will be required to attend site visits, participate in workshops (virtually and Face to face), contribute to the various resources/tools developed for the Collaborative and most importantly be a champion for change, building the confidence and capability of the nurse ambassadors to implement improvements at their hospitals.

SKILLS, QUALIFICATIONS AND KEY ATTRIBUTES REQUIRED (KEY SELECTION CRITERIA)

Qualifications

- Registered Nurse with the Australian Association of Health Practitioners Registration Agency (AHPRA)

Experience

- Minimum 5 years experience in a nursing role
- Previous experience in chronic disease and/or respiratory disease
- Previous experience in the delivery of tailored health education to patients would be highly desirable.
- Prior experience in the not-for-profit (NFP) sector would enhance your suitability.

Knowledge and Skills

As the ideal candidate, your skills and attributes include:

Position Description

- Demonstrated high level of specialised nursing experience and clinical knowledge.
- Demonstrated experience in supporting nurse learning and capability building – formal or informal.
- Proven ability to implement programs according to protocol, including maintaining scope, and data collection for evaluation purposes.
- Demonstrated high level of interpersonal skills, such as active-reflective listening and empathy.
- Highly developed written and verbal communication skills, with the ability to communicate effectively to a range of different audiences.
- Previous experience in resource development, including the ability to translate complex medical information into plain language resources for patients.
- Proven ability to work autonomously and across multiple teams.
- Ability to effectively prioritise tasks and manage time accordingly.
- Understanding, or ability to rapidly acquire knowledge, of chronic lung disease and relevant evidence-based management guidelines. This role requires significant self-directed learning, and you will be required to identify gaps in knowledge.
- Experience in use of Microsoft Office software, SharePoint and confidence utilising client relationship management (CRM) software and data collection systems.

As part of your induction process you will be required to undertake the following:

- National Police Check

KEY AREAS OF RESPONSIBILITY AND PERFORMANCE INDICATORS

The major areas of work, organised as key areas of responsibility and performance indicators, are outlined in this section.

Key Areas of Responsibility	Performance Outcomes
Program Delivery	<ul style="list-style-type: none"> • Working with the Project Manager provide leadership, mentoring and guidance to all 10 Nurse Ambassadors across Victoria. • Build rapport and trust with Hospital teams and demonstrate a high level of interpersonal skills. • Analysing the measures submitted by the hospitals, review their interventions and support change in an acute setting. • Support the delivery of the collaborative according to documented scope, policy, and procedure, including relevant administrative tasks. • Evidence of supporting early identification of implementation and/or engagement issues at Hospitals with activation of mitigation strategies, in partnership with Project Manager. • Using the existing platform (Team Assurance) provide timely feedback and change ideas to participating teams. • Participate in continuous quality improvement processes for the COPD Nurse-led Collaborative, including self-directed learning and skill development with the support of the Project Manager. • Identify new change ideas and tools that will support future collaboratives and shared learning.
Resource Development	<ul style="list-style-type: none"> • Identify gaps in existing resources and develop new materials that can be implemented as part of the project.
Stakeholder engagement	<ul style="list-style-type: none"> • Identify potential speakers for Learning Workshops. • Engaging with senior representatives at the hospitals where required. • Identify new system tools to build on PDSA cycles and intervention tested.

<p>Team contribution and effectiveness</p>	<ul style="list-style-type: none"> • Build a community of practice environment that supports and engages the nurse ambassadors facilitating shared learning. • Positive contribution to team environment through the demonstration of behaviours that reflect Lung Foundation Australia values – BE FAIR. • Work in a consultative manner with the senior leadership team and in collaboration with broader team to achieve goals. • Work synergistically within and across teams of Lung Foundation Australia. • Regular cross-organisation communication of program activity. • Participation in Lung Foundation Australia events and meetings as required. • Compliance with Lung Foundation Australia values, policies, procedures and statutory obligations.
<p>Workplace Health & Safety (WHS)</p>	<ul style="list-style-type: none"> • Compliance with legislative and Lung Foundation Australia WHS Policy. • Ensure a safe working environment for self and others, including when working from home.

SECTION 3

REPORTING RELATIONSHIPS

Nurse Educator will report to the Project Manager and indirectly to the Senior Manager (COPD Program).

EXTERNAL RELATIONSHIPS

The Nurse Educator shall maintain external relationships with relevant health professionals & external support organisations and networks.

SECTION 4

PERFORMANCE APPRAISALS

Performance review and career development discussions will take place six monthly with the Senior Manager (COPD Program) and Project Manager.

SECTION 5

ACCEPTANCE OF POSITION DESCRIPTION

This position description is intended to describe the general nature of the duties performed. It is not intended to be a complete list of all responsibilities, duties and skills required of the position. Other appropriate duties may be assigned that are not listed in the position description.

My signature below indicates that I have reviewed, accepted, and received a copy of this position description.

(Employee name)

Date