

POSITION DESCRIPTION

Position Title:	Education Officer
Department:	NSW Spinal Outreach Service
Location:	Royal Rehab Ryde
Level:	Allied Health Year 3- 4 (or nursing equivalent) – dependant on experience and skills

Employment Screening Check:	
National Criminal Record Check required:	Yes
Working with Children Check required:	Yes
Vaccination Category required:	Category A
Online Driving Record Check required:	Yes
NDIS Worker Screening Check required:	Yes

Position Purpose:
<p>The Education Officer position will be responsible for coordinating the identification, development, implementation, and evaluation of a range of educational programs to be accessed by clinicians and consumers with a special interest in Spinal Cord Injury. This will include development of training and education packages and resource development in a variety of formats including e-learning.</p> <p>The successful applicant will be able to work with a range of staff to maintain and enhance clinical service delivery through providing educational packages and resources.</p>

Organisation Context:

Organisational Relationships:	
Reports to:	Clinical Operations Manager
Responsible for:	N/A

Performance Review & Development Planning:
Assessment against service, professional and organisation performance indicators, and development of professional development plan will occur 3 months after commencement, and annually thereafter

Qualifications, Skills & Experience:

Essential

- Tertiary qualifications in education or extensive workplace education and training experience
- Current registration with AHPRA in a relevant health speciality
- Sound and credible theoretical and practical knowledge of adult learning principles: educational processes and contemporary learning and development frameworks
- Experience in the design, delivery and evaluation of training
- Demonstrated high level of verbal and written communication
- Familiarity with the use of standards, including competency standards, to frame education and practice
- Project management, instructional design skills and familiarity with a range of educational media
- Awareness of contemporary issues in health service delivery and ability to work with others to develop, implement and evaluate educational strategies and awareness of education needs across different disciplines
- High level of interpersonal, educative and facilitative skills and the ability to work collaboratively with a variety of stakeholders in health workforce education and training
- Preparedness to travel to various facilities and sites including rural NSW
- Evidence of application of ability to identify and respond to own professional development needs
- Demonstrated competence in Microsoft Office programs and ZOOM
- Drivers' licence

Desirable

- Experience in rehabilitation of people with spinal cord injury
- One year's recent education experience
- Evidence of completion of (or progress towards) post graduate qualifications in education
- Certificate IV Assessment and Workplace Training **or equivalent** Statements of Attainment
- Previous experience in a similar role including health related education
- Experience in virtual care and education

Key Internal & External Relationships:

Internal	<ul style="list-style-type: none"> • Director of Community and Allied Health • Quality & Risk Management Service • Clinical Operations Managers (COMs) • Allied Health Professional Leaders • Clinical Nurse Educators • RR Education Coordinator • NSW SOS staff • Inpatient SIU staff • COM, RSCIS Manager, Metro Clinical coordinator
External	<ul style="list-style-type: none"> • SSCIS Directorate • External Health Workers across NSW • Rural Coordinators • Clients

Delegations/Authority

Budget	N/A
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Financial Delegations	As defined by the Delegations Authority policy
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Key Responsibility Areas	
Key Area of Accountability	Specific Tasks and Responsibilities
Education	<ul style="list-style-type: none"> • Drive the development of a vision and plan for the NSW SOS Education Program • Operationalise the plan including an annual calendar of education activities that meets the needs of staff across all disciplines across NSW • Work closely with subject matter experts to ensure education programs and initiatives are informed by the best available evidence • Liaise with relevant NSLHD personnel and education providers for the purposes of accessing relevant education programs • Develop, implement, and evaluate high quality education programs and materials in consultation with subject matter experts • Coordinate the currency of the available education materials and programs • When required, work with educational advisory groups to gain their input in design and delivery of flexible needs based education • Research, develop and implement e-learning opportunities • Manage all 'back of house' admin related to the education program calendar including managing bookings and moderating sessions • Complete regular needs analysis to determine current learning needs of key stakeholders
Professional	<ul style="list-style-type: none"> • Utilise relevant and contemporary resources to inform the design, development, implementation and evaluation of education programs and initiatives • Maintain professional currency through membership of relevant professional organisations
Quality	<ul style="list-style-type: none"> • Ensure rigorous evaluation and validation is undertaken for education programs and use findings to inform ongoing development. • Collect relevant data to inform future education plans • Ensure education programs and initiatives at Royal Rehab are in line with healthcare professional standards, legislation, NSQHS standards and NSW Health policies • Contribute to the maintenance of up-to-date contemporary organisational policies

GENERAL RESPONSIBILITIES
Work Health and Safety
<p>Royal Rehab is committed to providing a healthy and safe workplace for all employees, clients and visitors. To facilitate this safe and healthy workplace it is your responsibility to:</p> <ul style="list-style-type: none"> • Ensure that all potential hazards, accidents and incidents are identified and notified • Ensure your own safety and that of others
Equity and Zero Tolerance to Bullying, Harassment and Discrimination
<p>Royal Rehab upholds the Federal and State government's policies to bring equality in employment for all employees to assist them to achieve their full potential. Royal Rehab will ensure merit based selection and that all facets of</p>

employment are fair, by making unlawful discrimination of persons based on gender, pregnancy, race, religion, marital status, age, sexual preferences, disability or carer responsibilities.

As an employee of Royal Rehab it is your responsibility to:

- Deal with others in a fair and equitable manner free from harassment and discrimination
- Ensure that a working environment free from sexual or any other harassment is recognised as a basic right

Principles of Multiculturalism

Employees are expected to:

- Respect and make provision for culture, language and religion of others within an Australian legal and institutional framework where English is the common language
- Organise access to health care interpreting services to facilitate communication with clients who are from non-English speaking backgrounds as required
- Abide by the principles of the Multiculturalism Act 2000
- Implement the Multicultural Policies and Services Program (MPSP) within their area of responsibility

Code of Conduct

Royal Rehab requires a professional standard of behaviour from staff which:

- Demonstrates respect for the right of the individual and the community
- Promotes and maintains public confidence and trust in the work of the Centre

The purpose of the Code of Conduct is to provide a framework for decisions and actions in relation to conduct in employment. The code provides assistance to both employers and employees when they are required to decide what the acceptable standards of behaviour are. It underpins commitment to a duty of care to all staff and clients receiving our services. Employees should refer to the Code of Conduct for further information

Safety & Continuous Quality Improvement

All employees of Royal Rehab are expected to be actively involved in the review, evaluation and continuous improvement of processes and services within the employee's area of responsibility and/or interest. Royal Rehab Ryde participates in a number of relevant external accreditation and certification programs which include a continuous quality improvement approach. These programs support and facilitate the effective and efficient provision of quality care and the safety of clients of Royal Rehab.

Organisational Values

Employees are expected to demonstrate a high standard of personal and professional behaviour and uphold Royal Rehab's values being:

Honesty: We conduct ourselves with truth, openness and integrity.

I will:

- Be sincere and genuine in all interactions.
- Communicate openly and encourage others to do the same.
- Be trustworthy in all that I do.

Respect: We acknowledge and appreciate people's rights, roles, views, and feelings.

I will:

- Treat people with dignity.
- Acknowledge and value a person's perspectives, connections and diversity.
- Be thoughtful and considerate.

Working Together: We work as a team to achieve shared goals.

I will:

- Share my knowledge, skills, experience and resources.
- Foster a culture of learning.
- Build positive relationships.

Innovative Thinking: We embrace a culture of creativity to find the best solutions.

I will:

- Explore better ways to continuously improve.
- Welcome and encourage new ideas.
- Actively participate in change.

Environmental Policy and Waste Minimisation

Being a good corporate citizen Royal Rehab will seek to implement changes that will ensure that its activities are undertaken in a manner consistent with best environmental health and safety practice. Employees are expected to be accountable for efficient resource utilisation, the reduction of waste, and commitment to recycling

Smoke Free Policy

Royal Rehab is committed to adopting a smoke free workplace that will preclude all staff and visitors from smoking within the Centre

Royal Rehab Ryde Policies and Procedures

It is a requirement that all Royal Rehab employees read, understand and adhere to Royal Rehab policies and procedures, paying particular attention to the following:

- Manual Handling
- Confidentiality of Patient Information
- Infection Control
- Security
- Fire Safety
- Emergency Procedures
- IT and Internet Utilisation

Job Demands Checklist

Frequency Definitions

O = Occasional	Activity exists up to 1/3 of the time when performing the task
F = Frequent	Activity exists between 1/3 and 2/3 of the time when performing the task
C = Constant	Activity exists more then 2/3 of the time when performing the task
R = Repetitive	Activity involves repetitive movement
NA	Not applicable to this role

Job Demands		Frequency				
		O	F	C	R	NA
Physical Demands	Description					
Kneeling/squatting	Tasks involve flexion/bending at the knees and ankle possible at the waist, in order to work at low levels					✓
Leg/foot movement	Tasks involve use of leg and or foot to operate machinery					✓
Hand/arm movement	Tasks involve use of hands/arms i.e. stacking, reaching, typing, mopping, sweeping, sorting, inspecting		✓			
Bending/twisting	Tasks involve forward or backward bending/twisting at the waist	✓				
Standing	Tasks involve standing in an upright position without moving about	✓				
Driving	Tasks involve operating any motor powered vehicle	✓				
Sitting	Tasks involve remaining in a seated position during task performance		✓			
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended	✓				
Walking/running	Tasks involve walking or running on even surfaces		✓			
	Tasks involve walking on uneven surfaces	✓				
	Tasks involve walking up steep slopes	✓				
	Tasks involve walking down steep slopes	✓				
	Tasks involve walking whilst pushing/pulling objects	✓				
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees					✓
Working at heights	Tasks involve making use of ladders, footstools, scaffolding etc. Anything where the person stands on an object rather than the ground					✓
Lifting/carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands	✓				
	1) Light lifting/carrying 0-9kg		✓			
	2) Moderate lifting/carrying 10-15kg					✓
	3) Heavy lifting/carrying 16+kg					✓
Restraining	Tasks involve restraining clients/clients, others					✓
Pushing/pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking					✓
Grasping	Tasks involve gripping, holding, clasping with fingers or hands		✓			
Manual dexterity	Tasks involve fine finger movements i.e. keyboard operation, writing				✓	
Sensory Demands	Description					
Sight	Tasks involve use of eyes as an integral part of task performance i.e. looking at screen/keyboard in computer operations				✓	
Hearing	Tasks involve working in a noisy area i.e. boiler room, workshop					✓
Smell	Tasks involve the use of the smell senses as an integral part of the task performance i.e. working with chemicals					✓
Taste	Tasks involve the use of taste as an integral part of task performance					✓
Touch	Tasks involve the use of touch as an integral part of task performance		✓			
Psychological Demands	Description					
	Tasks involve interacting with distressed people	✓				
	Tasks involve interacting with people who as part of their lives may be aggressive, verbally or sexually uninhibited	✓				
	Tasks involve viewing/handling deceased and/or mutilated bodies					✓
Exposure to Chemicals						
Dust	Tasks involve working with dust i.e. sawdust					✓
Gases	Tasks involve working in areas affected by gas, or working directly with gases					✓
Fumes	Tasks involve working with fumes i.e. which may cause problems to health if inhaled					✓

Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made e.g. dermatitis					✓
Hazardous substances	Tasks involve handling of hazardous substances including storage or transportation					✓
Biological matter	Tasks involve work with human biological matter through examination, storage, transport or disposal					✓
Allergenic substances	Tasks involve exposure to allergenic substances					✓
Anti-biotics	Tasks involve handling, transport, administration or disposal of anti-biotics					✓
Working Environment						
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance e.g. glare, not enough natural light					✓
Colour	Tasks involve differentiation of colour					✓
Sunlight	Exposure to sunlight	✓				
Temperature	Tasks involve working in temperature extremes e.g. working in a cool room, working outdoors, boiler room					✓
Confined spaces	Tasks involve working in confined spaces					✓
Accident Risk						
Surfaces	Tasks involve working on slippery or uneven surfaces					✓
Housekeeping	Tasks involve working with obstacles within the area, bad housekeeping					✓
Heights	Tasks involve working at heights					✓
Manual handling	Tasks involve manual handling	✓				
Noise	Tasks involve working in a noisy environment					✓
Radiation	Tasks involve exposure to x-rays					✓
Electricity	Tasks involve working with electrical apparatus and currents					✓
Machinery	Tasks involve use of machinery and equipment:					✓
	1) Light					✓
	2) Heavy					✓
	3) Portable					✓
Biological hazards	Tasks involve working with blood, blood products/body fluids					✓
Other Issues						
Workplace access	Tasks involve difficult access or movement from site to site					✓
Personal protective equipment	Tasks involve use of Personal Protective Equipment	✓				
Safety critical issues	Tasks involve responsibility for safety of others	✓				

Document Control (Hiring Manager use only)	
Effective Date: 20/10/23	Authorised By: Nicole Kennedy Clinical Operations Manager

Acknowledgement:

I accept the position description as documented above and understand that the position description will be reviewed during the performance review time. I understand that the position description may need to be amended periodically due to changes in responsibilities and organisational requirements.

Name

Signature

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Date