

## POSITION DESCRIPTION



Position Title:	Learning & Development Coordinator (Statewide)
Award:	Hobart District Nursing Service Inc. Nurses Agreement 2017
Classification:	Level 3
Reporting to:	Director of Care (DOC)
Date Approved:	December 2019
Approved By:	Chief Executive Officer

### **ORGANISATIONAL PURPOSE**

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The District Nurses (TDN) has been delivering in home community health care to Tasmanians for over 120 years maintaining a primary healthcare focus in all our services.

We are a not for profit, charitable organisation that is not affiliated with any residential age care service or religious organisation.

Our Purpose “Committed to Care” reflects our overarching intent which is to provide the right care to the right client at the right time in a manner which is consultative and inclusive of all our clients, their families and carers.

Our services utilise a wellness approach which builds on the strengths and capacities, abilities and goals of clients and places emphasis on the supports necessary to regain or retain these abilities.

Our services aim to maximise client independence and autonomy and also maintain or improve health and wellbeing.

The District Nurses (TDN) deliver services through the Commonwealth Home Support Program (CHSP) and Home Care Packages Program (HCP), the Home and Community Care Program (HACC), The Department of Veterans Affairs (DVA) Nursing and Home Care, The NDIS program, and a number of private brokerage contracts.

### **OUR VISION AND VALUES**

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Our vision is to be Tasmania’s most trusted community healthcare provider.

We adhere to the following values in our day to day operations:

- Commitment
- Equality
- Trust
- Versatility
- Excellence
- Transparency

## POSITION OBJECTIVE

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The Learning and Development Coordinator is responsible for coordinating the delivery, assessment and evaluation of Learning and Development programs and initiatives in accordance with the identified needs of staff and the organisation within their area of responsibility.

## KEY RESPONSIBILITIES

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- In conjunction with Executive and Team Leaders, and relevant key stakeholders, coordinate activities to identify individual, local and group education needs through local training needs analysis processes aligned with legislative/standards requirements, strategic and operational planning, risk management strategy and organisational policy.
- Oversee the delivery of education for staff by coordinating the delivery and evaluation of programs in accordance with standardised model, content and evaluation methodology to ensure that outcomes are being achieved.
- Coordinate and monitor the implementation and evaluation of commissioned programs within area of responsibility including liaison with external trainers as required.
- Ensure record keeping requirements and attendance records for Learning and Development activities are maintained to provide information for the measurement, evaluation and planning of staff development.
- Provide oversight of The District Nurses orientation program in collaboration with HR Officer.
- Deliver training and education in line with contemporary practice.
- Assist the Director of Care to monitor costs, in accordance with budget and take action as required to ensure targets are met.
- Develop and sustain effective relationships with internal and external stakeholders.
- Coordinate student placements (clinical and non-clinical).
- Oversee local logistical management of graduate programs if applicable.
- Compile reports and provide information as required.
- Coordinate the identification and management of education approaches to address site specific (ad hoc) training needs based on risk analysis in consultation with Quality & Risk Manager, Team Leaders using standardised decision making tools.
- Coordinate the provision of subject matter experts to lead a learning environment.
- Promote a positive learning environment, present and facilitate education using blended learning as appropriate.
- Coordinate Learning and Development human resources to meet operational needs and achieve identified learning outcomes using resources appropriately and cost effectively.
- Participate in, contribute to and implement quality improvement and risk management into all aspects of service delivery.
- Understand accreditation and national aged care standard requirements and actively participate in the accreditation and licensing processes promoting quality patient care and safety.

## KEY BEHAVIOUR REQUIREMENTS

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All TDN employees must abide by the TDN *Code of Conduct*. In addition to this, employees will undertake their duties in a manner that supports the Organisation's mission and values through demonstrating:

- **Integrity:** Honesty, open and transparent, admit mistakes, maintain confidentiality, fairness, builds trust
- **Compassion:** Empathy, sensitivity, concern for others, interacts with dignity, tolerance, anticipates needs
- **Accountability:** understands roles, uses resources wisely, delivers on time, timely decision making, achieves goals, takes responsibility for performance

- **Respect:** Builds relationships, courteous, listens and understands, gives and receives, provides feedback, sensitivity and understanding, values difference and individual worth
- **Excellence:** supports creativity and innovation, proactive and solution focused, seeks out opportunities, embraces quality improvement, professionalism.

## **ORGANISATIONAL RELATIONSHIPS**

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**Reports to:** Director of Care

**Supervises:** Students, graduates, work experience participants where applicable

## **ESSENTIAL REQUIREMENTS**

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Evidence of the following must be provided prior to appoint to the position:

- Current registration with Australian Health Practitioner Regulation Agency (AHPRA)
- National Police Conviction Check
- Working with Vulnerable People Check (Employee/Volunteer)
- Pre-employment Medical
- Current Australian drivers license

## **SELECTION CRITERIA**

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### **Essential**

1. Currently registered as a Health Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA).
2. Possession of a Tertiary degree or equivalent in a health related discipline.
3. Certificate IV in Training and Assessment or equivalent.
4. Significant recent experience as an educator in a healthcare environment.
5. Extensive experience in training needs analysis, delivery and evaluation of education programs and initiatives using the principles of adult learning and contemporary educational approaches.
6. Highly developed organisational and time management skills with the ability to work autonomously and prioritise effectively.
7. Well-developed interpersonal skills with the ability to engage with a diverse workforce.
8. Demonstrated ability to support and implement change management plans successfully.
9. Extensive understanding of quality improvement and the accreditation process and evidence of using education to produce quality outcomes within the healthcare setting

### **Desirable**

1. Knowledge of principles of Occupational Health and Safety and Equal Employment Opportunity legislation.
2. Working knowledge of Learning Management Systems, blended learning strategies and the range of MS Office packages.
3. Post Graduate Qualification in Education or equivalent.

4. Knowledge of the Aged and Community Care Standards and a demonstrated ability to integrate Standard outcomes into a Learning and Development Program

## **WORKING ENVIRONMENT**

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TDN is committed to providing the highest levels of healthcare and services, and values equity and diversity with a zero tolerance policy on discrimination. We also value initiative, flexibility, creativity, teamwork, our code of conduct, workplace health and safety, performance management and development and the capacity to make a difference.

TDN is a smoke free environment with smoking also prohibited in our vehicles.

### **Safe Practice and Environment (SPE)**

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The primary responsibility for implementing safe work practises and maintaining a safe working environment lies with management. Employees also have responsibilities in regard to SPE. These include:

- Taking responsibility for one's own health and safety
- Looking out for the safety and welfare of your colleagues
- Follow safe work practises and use personal protective equipment (PPE)
- Comply with organisational SPE and Risk Management policies and procedures.
- Participate in SPE training
- Report hazards and accidents / injuries
- Support other Managers in their SPE responsibilities.

## PHYSICAL REQUIREMENTS OF THE POSITION

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Applicants must successfully complete an Occupational Health Assessment prior to commencing employment at The District Nurses. Employees have an obligation to report any deviation from the assessed results during the course of their employment. Inability to functionally perform the duties as stated in this position description may result in termination of employment.

The functional requirements of this position include:

Condition/Activity	constant	frequent	occasional	N/A
Manual handling – weights above 10kg			X	
Manual handling – weights below 10kg			X	
Manual handling frequency			X	
Repetitive manual work			X	
Working with arms above head				X
Lifting above shoulder height				X
Using hand tools – (powered)				X
Wearing hearing protection				X
Wearing eye protection				X
Wearing gloves (personal protective)				X
Working in wet/slippery conditions				X
Working with chemicals/solvent/detergents				X
Washing hands with soap				X
Working in confined places				X
Performing clerical/administrative duties		X		
Working on a keyboard		X		
Driving fleet vehicles (manual and automatic)			X	
Driving on suburban and rural roads, highways (sealed and unsealed roads)			X	
Driving at night			X	
Wearing polyester clothing				X
Exposure to animals				X
Exposure to environments whereby people have been smoking				X

## DECLARATION

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In signing this declaration, I acknowledge that I, \_\_\_\_\_ have been advised of the requirements and conditions of this appointment based on this Position Description.

Signed: \_\_\_\_\_  
*Employee*

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

Signed: \_\_\_\_\_  
*Manager*

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