

Job Description

Job Title	Surgical Educator
Department	Surgical Services
Reports to	ADON Surgical Services
Date	December 2014

Overall Purpose of Job

The Surgical Educator, a professional registered nurse, has the authority, responsibility and accountability for the delivery of education within the surgical services area at Beacon Hospital based on evidence based practice. The development of nursing standards, policies, procedures and ongoing support for staff are amongst the main objectives for this role. The Surgical Educator applies expert clinical knowledge and skills to provide the educational leadership and support needed to achieve quality patient care outcomes.

Key Responsibilities and Deliverables

Education

- Continually liaise with colleagues and established academic bodies in relation to the design, development and delivery of educational programmes within Surgical Services.
- Works with the relevant departmental managers and ADON Surgical Services to deliver on site education and professional development.
- Work with all staff to ensure the delivery of effective orientation, continuing education training and development programs.
- Responsible for the management and coordination of all educational, clinical and in-service development programs for staff.
- Coordinate the induction of all new staff members into Surgical Services. This includes the assessment of each new staff member and the development of objectives to facilitate professional development in both clinical and educational pathways.
- Ensure the maintenance and development of collaboration between service and education providers with regards to clinical theory and practice.
- Manage the development of Post Graduate education within Surgical Services. This includes the monitoring and evaluation of progress and performance of Post Graduate students and Staff Nurses.

- Work with all nursing staff to optimise clinical competence through ongoing assessment and evaluation. Deliver feedback and assessment interventions where necessary ensuring that relevant documentation is maintained.
- Organise and lead team meetings when required in relation to staff education and training.
- Responsibility for ensuring the operation of an effective preceptorship program in Surgical Services.
- Update competencies and clinical learning outcomes for Surgical Services.

Clinical

- Act as a resource person on clinical issues when required.
- Foster a learning environment within the clinical setting.
- Maintain continual linkage between clinical requirements and the design of educational programs.
- Encourage ongoing professional development in order to enhance the delivery of services within the clinical environment.
- Ensure that staff are aware of and adhere to all relevant hospital and statutory policies relevant to their scope of practice.
- Provide both professional and clinical leadership built on evidence based practice.
- Work with managers to develop a culture of nursing which focuses on the individual patient and ensuring that they receive the highest standards of care.
- In conjunction with managers develop a resource portfolio to facilitate ongoing professional development.
- Facilitate and evaluate change in Surgical Services utilising best practice in change management and clinical education.
- Act as a mentor and leader to other staff so that they aspire to achieve a high level of professional standards.
- Effectively contribute to the strategic planning of critical care services within Surgical Services.
- Lead the accreditation processes that are required for Surgical Services.
- Ensure the maintenance of accurate records and communicate information on nursing activity to relevant managers.
- Support and supervise the nurses expanding role in the clinical environment.
- Provide leadership in the area of policy development and updating within Surgical Services.
- Supervise ancillary staff attached to Surgical Services to ensure the maintenance of standards.

Audit / Research

- Ensure that nursing practice within Surgical Services is evidence based.
- Drive the dissemination and utilisation of research findings to enhance the delivery of patient care.
- Develop and participate in quality improvement programmes aimed at the development and monitoring of nursing standards as well as the formulation and evaluation of guidelines, policies and procedures.

- In conjunction with nurse managers, develop and conduct audits of clinical practice and the standards of care within the department. This includes the initiation and promotion of audits as well as the facilitation of staff participation in audits and in nursing quality assurance activities.

Management

- Demonstrate a capacity to manage workload efficiently.
- Demonstrate excellent leadership ability and communication skills within a multi-disciplinary setting.
- Effectively contribute to the management of staff and facilitate team building within Surgical Services.
- Demonstrate both clinical and professional leadership thereby facilitating a team culture of continuous staff learning and development.
- Continually demonstrate an ability to develop skills and competencies that are applicable to surgical services.
- Maintain clear and effective distribution of information amongst all nursing staff.
- Develop a network of links with other professionals in the area of Surgical Services.
- Attend relevant meetings that require specialist input.
- Participate in staff selection process.

Professional Development

- Take personal responsibility for own professional development.
- Adhere to hospital policies and procedures as well as scope of practice.
- Undertake appropriate further training and education to enable the support of service needs.
- Maintain an awareness of the latest developments in areas relevant to Surgical Services.
- Attend and participate in research and educational activities when relevant and appropriate.

Person Specification

Qualifications	<ul style="list-style-type: none"> ▪ NMBI Registered General Nurse licence. ▪ Has undertaken further study at degree level or working towards a higher qualification.
Experience	<ul style="list-style-type: none"> ▪ Five years surgical services experience desired. ▪ Operating room experience essential. ▪ Up to date Clinical skills. ▪ Management experience. ▪ Demonstrate experience in mentorship & preceptorship.
Job Specific Competencies and Knowledge	<ul style="list-style-type: none"> ▪ Have excellent communication and interpersonal skills. ▪ IT skills. ▪ Presentation skills. ▪ Excellent Leadership ability. ▪ Good Critical thinking. ▪ Good Problem Solving. ▪ Innovative. ▪ Ability to work alone.
Personal Competencies	<ul style="list-style-type: none"> ▪ Have excellent communication and interpersonal skills.

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in the light of the changing needs of the Hospital.

Job Description received by employee: _____

Signature

Date

Name (in block capitals)