

Position Description

Position Title	Nursing Education Coordinator
Department / Division	Nursing Education
Classification	Educator-Course/ Phase/ Inservice/ Continuing Education XB1-2 QRED 4.3 Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Position reports to	Operational: Director Nursing Education Professional: Director Nursing Education
No. of direct and indirect reports	XXX
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category A - works in a direct patient contact role and has or potential to have exposure to blood or body fluids.

The Royal Children's Hospital

The Royal Children's Hospital's (RCH) vision is *A world where all kids thrive*.

RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.

RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.

We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <https://www.rch.org.au/quality/child-safety/>.

RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.

Further information on RCH is available at www.rch.org.au

ROLE CONTEXT

The Nursing Education Coordinator is a leadership role within the Nursing Education team. The Coordinator is responsible for strategic educational planning, coordinating, implementing and evaluating an integrated model of nursing education across specific program areas at The Royal Children's Hospital. The role will have leadership and management responsibility for a defined education team and will work closely with clinical operational divisions, nursing workforce, quality and research divisions.

ROLE PURPOSE

The Nursing Education Coordinator provides leadership, management support and coordination of nursing education teams across their program stream, fostering a collaborative, consistent, contemporary and sustainable approach to education and learning. They will ensure alignment of education and learning to meet key strategic priorities and performance goals which enhance patient safety and evidence-based practice.

Reporting to the Director of Nursing Education, the Coordinator will work in partnership to deliver on key performance metrics and education initiatives in accordance with the RCH Strategic Plan, the RCH Nursing Roadmap, broader health service education and learning, and ongoing quality and safety initiatives. The Coordinator will work with education campus partners, health service partners in Victoria and more broadly with Paediatric Hospitals within Australia, with the support of the Director Nursing Education, to network and seek opportunities to collaborate in clinical education.

The Nursing Education Coordinator will coordinate workforce development and secure the recruitment pipeline programs, in collaboration with operational teams and colleagues within Nursing Education. In addition, incorporated within the coordinator portfolio is an alignment to the National Standards to connect the work of the nursing education team to the clinical governance committees and to support the education and learning requirements linked to enhancing patient outcomes.

KEY ACCOUNTABILITIES

Clinical Practice

- Provides active and visible educational leadership to support safe high quality, evidence-based nursing practice
- Provides expert clinical guidance and leads education initiatives to ensure the delivery of evidence-based nursing practice
- Monitors and identifies areas for improvement, and implements strategies to enhance patient safety, clinical outcomes and staff experiences with education and learning initiatives within program area.
- Leads the coordination of teams in the development, implementation and evaluation of education programs and initiatives with both a nursing and interprofessional lens

Optimising Health Systems

- Supports a coordinated approach to nursing education regarding organisational imperatives, changes or clinical updates as required.
- Contributes a collaborative and consultative approach with clinical divisions, quality, organisation wide education and research to support a learning health system.
- Employs advanced skills in data management for timely and measurable evaluation and reporting of impact and engagement in education and training.
- Foster and maintain strong strategic alignment to the National Standards work within and external to the RCH, through clinical governance committee representation, and support of education and learning requirements linked to clinical risk and/or incidents.

Education

- Leads a culture of learning.
- Champions contemporary adult learning pedagogy and learning health systems thinking and translation to practice.
- Maintains the strategic oversight of programs study days and/or activities pertaining to the program/ stream.
- Leads the coordination of curriculum review and development in conjunction with key stakeholders.
- Provides oversight of program development to ensure it is tailored to meet diverse learning needs, incorporating innovative teaching methodologies and technologies.
- Leads, advocates and supports collaborative relationships with university partners, other health services including paediatric centres to encourage curiosity, enhance learning, and promote excellence in paediatric nursing practice.

- Champions Aboriginal cultural safety and humility in paediatric care by embedding culturally responsive nursing education that respects Aboriginal children, families and communities, acknowledges intergenerational trauma, and supports a safe, inclusive health care environment.

Research and innovation

- Promote evidence-based practice by integrating latest research into programs and practice.
- Facilitate nursing research initiatives and quality improvement activities including identifying research opportunities and mentoring of staff
- Collaborate with academic institutions and research teams to support research and quality improvement in education.
- Designs and implements evaluation frameworks to assess the effectiveness of programs and activities.
- Disseminate findings of latest research pertaining to education through presentations, publications, and internal reports to improve outcomes for patients, their families and staff at the RCH.

Professional Leadership

- Provides educational and clinical leadership through expert teaching, coaching and support.
- Operational management of Clinical Nurse Educators, and Clinical Support Nurses within the program education structure including rostering, payroll, and recruitment performance review and performance management
- Leads and represents nursing on hospital wide committees, working groups and initiatives.
- Collaborates with operational managers, human resources and work health and safety on practice and performance issues of nurses in learner programs, to support a collaborative and coordinated approach.
- Support Nursing Education strategic planning as a key stakeholder with operational teams, nursing workforce, quality and multidisciplinary colleagues.
- Promotes excellence in nursing practice through professional leadership, role modelling, and the implementation of and education surrounding evidence-based practices.
- Promotes Aboriginal cultural safety and cultural humility by fostering respectful, inclusive learning environments that acknowledge the impact of colonisation, support culturally responsive practices and empower Aboriginal voices in nursing education and health care delivery.
- Attendance and participation in clinical supervision as a formal process of reflective practice and support to enable ongoing professional development.
- Fosters a culture of learning by acting as a positive role model for all staff in own professional development.

QUALIFICATIONS AND EXPERIENCE

Essential

- Post Graduate qualifications in Nursing preferably at a Masters Level
- Postgraduate qualification in Education or Leadership/ Management or equivalent, preferably at a Masters level or currently working towards
- Current registration as a Registered Nurse with the Nursing and Midwifery Board of Australia (NMBA) administered through the Australian Health Practitioner Regulation Agency (APHRA)
- Extensive clinical experience – relevant to the speciality stream.
- Extensive experience in education roles in health care
- Demonstrated experience in leading local change management and improvement initiatives.
- Demonstrated experience in contributing to high functioning teams.
- Demonstrated commitment to ongoing personal and professional development
- Advanced skills in Microsoft applications

Desirable:

- Project or program management experience

KEY SELECTION CRITERIA

- Demonstrated strategic thinking and problem solving.
- Demonstrated ability to lead individuals and high functioning teams
- Relevant and extensive clinical experience
- Demonstrated leadership capability, to work effectively in a team environment, across multiple discipline settings and maintain collaborative partnerships with key stakeholders
- Significant experience in the development and delivery of contemporary teaching and learning practices within a complex and supportive environment.
- Highly developed interpersonal, communication (written, verbal and digital), liaison and negotiating skills
- Experience in the development of strategically aligned annual educational plans that articulate agreed activities, targets, resource allocation and monitoring processes
- Demonstrated ability to plan, implement and evaluate clinical educational programs for diverse learners
- Proficiency in learning management systems, simulation tools, and other digital education platforms
- Demonstrated commitment and capability to lead continuous quality improvement and innovation in education
- Strong commitment to equity and culturally safe practice
- Demonstrated commitment to ongoing personal and professional development
- Personal qualities of humility, curiosity and kindness.

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment.
- Employees are required to maintain a valid Working with Children's Check throughout their employment.
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g., wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity

- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

Position description last updated	13 April 2026
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