

## Clinical Nurse/Midwife Educators Definition and Educator Grades 1, 2 & 3 Award Classifications

**Document Number** PD2008\_043

**Publication date** 05-Aug-2008

**Functional Sub group** Clinical/ Patient Services - Nursing and Midwifery  
Personnel/Workforce - Recruitment and selection  
Personnel/Workforce - Workforce planning  
Personnel/Workforce - Industrial and Employee Relations

**Summary** The Policy Directive communicates the new classification definitions and how they are to be implemented.

**Author Branch** Workplace Relations and Management Branch

**Branch contact** Workplace Relations & Management 9391 9357

**Applies to** Area Health Services/Chief Executive Governed Statutory Health Corporation, Board Governed Statutory Health Corporations, Affiliated Health Organisations - Non Declared, Affiliated Health Organisations - Declared, Public Health System Support Division, NSW Ambulance Service, Public Health Units, Public Hospitals

**Audience** Nursing, Directors of Nursing, Workforce Development, Corporate Services, Clinical Operations

**Distributed to** Public Health System, Health Associations Unions, NSW Ambulance Service, NSW Department of Health, Public Hospitals

**Review date** 05-Aug-2011

**File No.** 07/9703-3

**Status** Active

### Director-General

This Policy Directive may be varied, withdrawn or replaced at any time. Compliance with this directive is **mandatory** for NSW Health and is a condition of subsidy for public health organisations.

## CLINICAL NURSE EDUCATOR/CLINICAL MIDWIFE EDUCATOR CLASSIFICATION DEFINITION AND INTRODUCTION OF THE NURSE EDUCATOR/MIDWIFE EDUCATOR GRADE 1, GRADE 2 AND GRADE 3 AWARD CLASSIFICATIONS

### 1.0 INTRODUCTION

The *Public Health System Nurses' and Midwives' (State) Award* ('the Award') has been varied to include a new definition for Clinical Nurse Educators/Clinical Midwife Educators and to introduce a new three tiered classification structure of Nurse Educator/Midwife Educator Grade 1, 2 and 3.

This policy directive includes the new definitions from the Award and provides guidance in implementing the new classification structure.

### 2.0 SCOPE

This policy directive applies to all staff employed in the NSW public health system covered by the *Public Health System Nurses' and Midwives' (State) Award*.

The Determination of Conditions of Subsidy requires (to the extent permitted by law) non-declared affiliated health organisations to comply with policy directives dealing with the terms and conditions of employment of staff employed in the NSW Health Service and to provide to staff the same conditions of employment as those set out in industrial instruments applicable to staff employed in the NSW Health Service.

### 3.0 CLINICAL NURSE EDUCATOR/CLINICAL MIDWIFE EDUCATOR

The Award includes a new Clinical Nurse Educator/Clinical Midwife Educator definition:

**"Clinical Nurse Educator/Clinical Midwife Educator** means a Registered Nurse/Midwife appointed to a position classified as such and who holds relevant clinical or education post registration qualifications or such education and clinical experience deemed appropriate by the employer.

The Clinical Nurse Educator/Clinical Midwife Educator is required to deliver and evaluate clinical education programs at the ward/unit level.

The Clinical Nurse Educator/Clinical Midwife Educator shall provide for the delivery of clinical nurse/midwifery education in the ward/unit level, and performs the following functions at that level:

- Delivers competent nursing education in the ward/unit;
- Contributes to the development of colleagues;
- Supports less experienced staff and acts as preceptor for new staff;
- Acts as the preceptor in orientations to the ward/unit;
- Provides day to day clinical education support in the ward/unit;

---

*Title: Clinical Nurse Educator/Clinical Midwife Educator Classification Definition and Introduction of the Nurse Educator/Midwife Educator Grade 1, Grade 2 And Grade 3 Award Classifications*

- Provides one on one informal education;
- Provides support for skill development in clinical procedures;
- Provides support for professional development;
- Provides support for clinical policy development;
- Provides a ward/unit based in-service program.

The provision of direct clinical care by the Clinical Nurse Educator/Clinical Midwife Educator should be for the purpose of providing clinical education to other employees. Direct clinical care shall be limited to emergency circumstances only.

Incremental progression to the 2nd year and thereafter rate shall be upon completion of 12 months satisfactory full-time service."

## **4.0 NURSE EDUCATOR /MIDWIFE EDUCATOR**

The Award includes a new three-tiered Nurse Educator/Midwife Educator classification structure. The three tiers in the structure are characterised by the scope of the role.

### **4.1 Nurse Educator/Midwife Educator Grade 1**

The Award definition of a Nurse Educator/Midwife Educator Grade 1 is as follows:

**"Nurse Educator/Midwife Educator Grade 1** means a Registered Nurse/Midwife holding post registration nursing/midwifery clinical or education qualifications relevant to the clinical area in which he/she is appointed; and who is appointed to a position of Nurse Educator/Midwife Educator Grade 1.

A Nurse Educator/Midwife Educator Grade 1 shall be responsible for the development and delivery of nursing/midwifery education courses/programs at the public hospital, or the community based service level.

Nursing/midwifery education courses/programs shall mean courses/programs such as:

- Post-registration certificates;
- Continuing nurse/midwife education;
- Transition programs for newly registered nurses and midwives and newly enrolled nurses;
- Trainee enrolled nurse programs;
- Post-enrolment enrolled nurses' courses; and,
- General staff development courses (where applicable).

---

*Title: Clinical Nurse Educator/Clinical Midwife Educator Classification Definition and Introduction of the Nurse Educator/Midwife Educator Grade 1, Grade 2 And Grade 3 Award Classifications*

Incremental progression to the 2nd year and thereafter rate at this Grade shall be upon completion of 12 months satisfactory full-time service."

## 4.2 Nurse Educator/Midwife Educator Grade 2

The Award definition of a Nurse Educator/Midwife Educator Grade 2 is as follows:

**"Nurse Educator/Midwife Educator Grade 2** means a Registered Nurse/Midwife with post registration nursing/midwifery clinical or education qualifications relevant to the clinical area in which he/she is appointed, or qualifications deemed equivalent by the employer; and who is appointed to a position of Nurse Educator/Midwife Educator Grade 2.

A Nurse Educator/Midwife Educator Grade 2 shall be responsible for one of the following:

- A nursing/midwifery education portfolio (including but not limited to a transition program, trainee enrolled nurse, enrolled nurse or registered nurse program) across a public hospital or affiliated health organisation;
- A nursing/midwifery education program for a clinical division or divisions across a public hospital or affiliated health organisation; or
- A nursing/midwifery education program for a community based health service such as community health or mental health services.

Incremental progression to the 2nd year and thereafter rate at this Grade shall be upon completion of 12 months satisfactory full-time service."

Nurse Educator/Midwife Educator Grade 2 positions are to be created and filled on merit.

## 4.3 Nurse Educator/Midwife Educator Grade 3

The Award definition of a Nurse Educator/Midwife Educator Grade 3 is as follows:

**"Nurse Educator/Midwife Educator Grade 3** means a Registered Nurse/Midwife holding post registration nursing/midwifery clinical or education qualifications relevant to the clinical area or areas in which he/she is appointed, or qualifications deemed equivalent by the employer; and who is appointed to a position of Nurse Educator/Midwife Educator Grade 3.

A Nurse Educator/Midwife Educator Grade 3 shall be responsible for one of the following:

- A comprehensive nursing/midwifery education program across an area health service, a sector of an area health service or in a tertiary referral public hospital or affiliated health organisation; or

---

*Title: Clinical Nurse Educator/Clinical Midwife Educator Classification Definition and Introduction of the Nurse Educator/Midwife Educator Grade 1, Grade 2 And Grade 3 Award Classifications*

- The nurse education service of a public hospital or affiliated health organisation (excluding a tertiary referral hospital), group of hospitals or health facility.

Incremental progression to the 2nd year and thereafter rate at this Grade shall be upon completion of 12 months satisfactory full-time service."

Nurse Educator/Midwife Educator Grade 3 positions are to be created and filled on merit.

In creating or identifying Nurse Educator/Midwife Educator Grade 3 positions the comprehensive nature of a nurse education program should be determined by taking the following into account:

- the range of activities in the program including but not limited to formal courses, continuing education programs, introductory speciality courses, refresher courses;
- the clinical range and number of units or services for which the program is designed;
- the number of nurse/midwife educators and/or clinical nurse/midwife educators involved in development and delivery of the program; and/or
- the range of quality assurance requirements of the programs.

Following are illustrative but not definitive examples of roles which might be encompassed by the Nurse Educator/Midwife Educator Grade 3 definition:

- Area co-ordinator TEN program;
- Nurse Educator responsible for a divisional or cross divisional program in a tertiary referral hospital; or
- Nurse Educator responsible for a nursing specialty program across an area health service or sector of an area health service.

## **5.0 ARRANGEMENTS FOR THE TRANSITION TO THE NEW STRUCTURE**

Following are the interim arrangements for the transition to the new structure.

### **5.1 Clinical Nurse/Midwife Educators ('CNE/CME')**

Nurses employed as a CNE/CME as at 1 July 2008 will transition to the new CNE/CME two year pay scale at the 1st Year pay rate.

---

*Title: Clinical Nurse Educator/Clinical Midwife Educator Classification Definition and Introduction of the Nurse Educator/Midwife Educator Grade 1, Grade 2 And Grade 3 Award Classifications*

## **5.2 Nurse Educators/Midwife Educators Grades ('NE/ME') 1, 2 and 3**

Prior to the permanent grading of their positions as described below, substantive Nurse Educators/Midwife Educators as at 1 July 2008 will first transition to the NE/ME Grade 1 classification as follows:

- NE/ME 1st Year will transition to NE/ME Grade 1, 1st Year;
- NE/ME 2nd Year will transition to NE/ME Grade 1, 2nd Year;
- NE/ME 3rd Year will transition to NE/ME Grade 1, 2nd Year; and
- NE/ME 4th Year will be 'grandparented' at their NE/ME 4th Year rate. That is, they will remain on that rate unless appointed to a NE/ME Grade 2 or Grade 3 position.

## **5.3 Classifying/Reclassifying NE/ME Grade 1, 2 and 3 positions**

NE/ME Grade 1, 2 and 3 positions will be classified/reclassified as follows:

1. Directors of Nursing ('DONs') and Health Service Nurse Managers will identify positions for classification/reclassification as NE/ME Grade 1, 2 or 3 with reference to the Award criteria and this Policy Directive - and submit them to the Area Director of Nursing & Midwifery ('ADNM') for consideration (in a form determined by the Nursing and Midwifery Office ('NaMO')).
2. The ADNM will review submissions with reference to the Award criteria, this Policy Directive and internal consistency - and submit the positions identified for potential classification/reclassification to NaMO.
3. NaMO will consolidate the submissions and supporting documentation sufficient to facilitate a review process.
4. NaMO together with Workplace Relations and Management will conduct a review process with the ADNMs, to determine those positions to be classified/reclassified as NE/ME Grade 1, 2 or 3. The focus of this step is to ensure consistency in application and implementation of the criteria.
5. The outcomes from the preceding step will be provided to the NSW Nurses' Association for information and concurrence with the process.
6. ADNMs will circulate a list of those positions to be classified/reclassified as NE/ME Grade 1, 2 or 3.
7. A Nurse/Midwife Educator who disagrees with the grade proposed for their substantive position may apply for the position to be reconsidered through the established grading process under Clause 39 of the *Public Health System Nurses' & Midwives' (State) Award*.

---

*Title: Clinical Nurse Educator/Clinical Midwife Educator Classification Definition and Introduction of the Nurse Educator/Midwife Educator Grade 1, Grade 2 And Grade 3 Award Classifications*

## **5.4 Effecting the classification/reclassifications of NE/ME Grade 1, 2 and 3 positions**

1. It is proposed that the classification/reclassification process be completed by 30 January 2009.
2. The substantive occupants of Nurse Educator/Midwife Educator positions which are reclassified as NE/ME Grade 2 or Grade 3 will be reclassified effective 1 July 2008.
3. Where an NE/ME Grade 1, Grade 2 or Grade 3 position is without a substantive occupant and is reasonably expected to be filled from a small pool of potential existing applicants (eg. CNE/CME) limited to a ward, unit, hospital or service, expressions of interest may be limited to that pool of applicants and the position filled on merit. If not filled in this way the position may then proceed to open advertising.
4. It is proposed to fill all positions identified as NE/ME Grade 1, 2 and 3 which proceed to open advertising by 9 April 2009.

## **6.0 END OF TRANSITION**

The transition arrangements will conclude 9 April 2009 after which CNE/CME or NE/ME positions will be created and filled in accordance with standard practice and processes.

## **7.0 SUPPLEMENTATION**

Budget supplementation will be provided by the Department based on budgeted salaries and wages items and staffing data submitted by Health Services through the HIE.

## **8.0 GENERAL COMMENT**

The new classification codes will be varied in Supero in the August update.

## **9.0 ENQUIRIES**

Any enquiries concerning this Policy Directive should be directed to the relevant human resource personnel in Area Health Services. Only human resource personnel from Area Health Services are to contact the Department.

Professor Debora Picone AM  
**Director-General**