

Eastern Health

POSITION DESCRIPTION

Position Title:	Transition to Practice Coordinator (Nursing)
Award Classification:	Grade 5 – XB1
Award / Agreement Name:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 - 2025
Position Reports to:	Associate Director, Transition to Practice– Learning and Teaching

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



1. POSITION PURPOSE

The Transition to Practice Coordinator (Nursing) is responsible for supporting and motivating the workforce in the delivery of excellence in clinical and professional standards. The position is of clinical and professional leadership and collaborates with key stakeholders to provide guidance and development of staff under the leadership of the Associate Director Transition to Practice Programs.

The Transition to Practice Coordinator (Nursing) works according to a Learning and Teaching philosophy promoting and facilitating; training, education, research, evidence based knowledge translation and positive work place culture.

The Transition to Practice Coordinator (Nursing) participates in strategic planning and development activities and works towards meeting the needs of a sustainable workforce in the provision of patient centred clinical care in line with the EH Strategic Plan and Quality Framework.

The Transition to Practice Coordinator (Nursing) is responsible for the support and management (including recruitment and site/shift rostering) of the Clinical Nurse Educators and the Clinical Support Nurses within the program; while accepting accountability for the Transition to Practice Nursing (RN and EN) programs across all Eastern Health campuses.

The program coordination encompasses, marketing, bulk intake recruitment, supporting learner health, wellbeing and performance. This includes oversight of the planning, delivery and evaluation of formal study day programs, program requirements and management of learner rotations.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

2.1 Clinical and Professional Leadership

Provides strong and effective leadership in the area of Clinical Education

Indicators:

- Accepts accountability for the governance of the programs in line with the Department of Health requirements and recommendations
- Supports the development and implementation of policies, procedures, strategies and projects
- Leads, participates and contributes to the Transition to Practice Program team meetings and initiatives
- Promotes the development, identification and implementation of evidence based practice
- Promotes participation in research and quality improvement activities
- Role models leadership in staff meetings via identification of relevant issues
- Role models strong leadership of individual profession as part of working parties, committees and internal / external forums
- Acts as a role model for staff within the Eastern Health
- Actively participates in raising the profile of novice learner programs by representing Eastern Health at external marketing and promotional events

2.2 Clinical Skills

Possesses specialist, current, clinical knowledge and skills in a relevant health profession and applies this to lead and develop individuals and teams in clinical practice.

Indicators:

- Demonstrates clinical expertise through knowledge of research, new developments and evidence-based practice
- Leads staff in promoting professional values and ethics in clinical practice
- Fosters excellence by promoting a best-practice philosophy and patient/client-centered care
- Promotes Eastern Health policies and legislative requirements which impact on wider clinical issues and practices
- Ensures appropriate documentation including reporting to Learning and Teaching and Profession as required.

2.3 Communication

Possesses strong communication skills with demonstrated ability to negotiate, collaborate and consult widely with internal and external stakeholders.

Indicators:

- Demonstrates advanced verbal and written communication skills in all professional domains of practice, including conference presentations, publications and research/project proposals
- Demonstrates the capacity to liaise with internal and external peers, stakeholders and clients (and support staff in doing so).
- Demonstrates proven ability to negotiate conflict resolution (and support staff in doing so).

2.4 Organisational Skills

Provides leadership and innovation in organisational and time management skills.

Indicators:

- Coordinates programs and special projects as well as the ability to delegate to individuals where appropriate
- Manages learners and supervisors in supporting a great clinical environment through timely, responsive and value based communication and patient care.

2.5 Organisational Knowledge / Development

Possesses a clear understanding of the factors affecting healthcare, and applies this knowledge to lead activities and projects which deliver improved services and health outcomes at a campus and health service level with a focus on the novice learner experience.

Indicators:

- Plans, initiates, coordinates and contributes to quality improvement activities, and showcases the work at forums/conferences within and external to Eastern Health
- Demonstrates strong corporate/ organisational knowledge and has established, or has the capacity to establish, a strong professional network with the key stakeholders
- Demonstrates capacity to lead the strategic initiatives of the Learning and Teaching Directorate
- Accepts accountability for the preparation for and achievement of Accreditation Standards
- Applies and communicates to all stakeholders the Eastern Health Policies, Standards and Guidelines
- Demonstrates experience and awareness of financial policies and budgets

2.6 Professional Development and Supervision

Demonstrates a capacity to apply and integrate knowledge from professional development into the development and implementation of practice and program initiatives.

Indicators:

- Integrates Learning and Teaching Directorate Plan into relevant internal and external professional development activities
- Acts as a role model in demonstrating a strong commitment to professional development
- Leads and continues to develop a supportive learning environment for all learners at Eastern Health
- Utilises an evaluation framework to support the continued improvement of Learning and Teaching at Eastern Health
- Undertakes a formal supervision process with Professional line
- Liaises and seeks supervision from line manager with respect to own performance management / expectations.

2.7 Teaching and Research

Initiates, leads and supports other staff in teaching, training and research programs.

Indicators:

- Plans, initiates, coordinates and participates in research within Eastern Health and in collaboration with other partners
- Promotes an organisational commitment to research and quality improvement activities
- Demonstrates leadership with all learner programs
- Promotes research via publication or presentation at forums and external conferences and supports professional development of staff in this area

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

Position Title:	Transition to Practice Coordinator (Nursing)
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Essential

- Registered Nurse (including condition free AHPRA registration)
- Post graduate qualification in education, health or relevant field (preferably at a Masters level)
- Clinical experience with education programs including experience in clinical practice supervision of learners (students, graduates)
- Previous experience in a similar role
- Extensive experience with recruitment of novice learners using values based recruitment
- Experience in leading support of novice learners in both profession and clinical matters.
- Demonstrated competence in leadership roles with the ability to inspire, influence and motivate staff and to contribute to and foster a positive learning culture
- Demonstrated ability to work autonomously with excellent organisational, critical thinking, problem solving and prioritisation skills.
- Strong attention to detail
- Advanced interpersonal skills, including oral and written communication, leadership and conflict management, in order to facilitate effective team functioning, collaboration with internal and external stakeholders

- Proficient with Microsoft Office Suite
- Leadership / participation in education and research
- Exhibits behaviour which reflects the Eastern Health values

Desirable

- Experience in interprofessional education

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 has recently been released. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.

Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au