

<b>Position Title:</b>	Clinical Nurse Educator - Graduate Transition Program
<b>Campus:</b>	East (Ballarat), West (Stawell, Horsham, Dimboola, Edenhope)
<b>Directorate:</b>	Chief Nursing & Midwifery Office
<b>Department:</b>	Education (Nursing and Midwifery)
<b>Reporting to:</b>	Transition to Practice Lead
<b>Direct Reports:</b>	Clinical Support Nurses Clinical Support Midwives

### Appointment Terms/Conditions:

<b>Classification and Code:</b>	QRED 2/3
<b>Enterprise Agreement:</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement

### ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at [www.grampianshealth.org.au](http://www.grampianshealth.org.au)

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

<b>Collaboration</b>	<b>Compassion</b>	<b>Accountability</b>	<b>Respect</b>	<b>Innovation</b>
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

## **POSITION PURPOSE**

The purpose of this role is to coordinate the operations of the Grampians Health (GH) Graduate Transition Program. This includes the delivery of the theory and practice of nursing to novice practitioners, and the evaluation of the program, liaising with clinical areas and supporting graduate nurses, midwives and paramedics to successfully transition into their profession and the healthcare environment.

Graduate Transition Programs assist novice practitioners to transition to employment and align with best practice guidelines developed by the Department of Health Victoria.

This position will work collaboratively with the Transition to Practice Lead, Clinical Nurse Educators (East/West) and Clinical Support Nurses/Midwives to support a positive learning environment for novice practitioners, promote evidence-based practice, to provide Grampians Health with a workforce that delivers safe, effective, connected, personal care.

## **KEY ACCOUNTABILITIES**

### **Graduate Transition Program Co-ordination**

- Works within the BPCLE framework to inform program development, direction, and delivery.
- Is responsible for the operational management of the Graduate Transition Programs including:
  - Planning, implementing, supervising and evaluating the theoretical and clinical learning experiences of the graduates
  - Co-ordination and administration of clinical rotations
  - Teaching in the theoretical component of the program.
  - Onboarding, including orientation of graduates
  - Co-ordinating the graduate program study days
- Actively participate in activities of the Grampians Health Nursing & Midwifery Education team including:
  - Assisting in educational programs
  - Conducting in-service sessions for GH and outside agencies
  - Attend and actively participate in relevant meetings and appropriate committees external / internal to Grampians Health
- Recruit and select graduates abiding by the PMCV Graduate Nursing & Midwifery Program (GNMP) Match rules and Code of Conduct, and Grampians Health policy.
- Counsel graduates in matters relating to their professional performance
- Manage daily operational aspects of clinical support staff including rosters, leave management and performance reviews
- Ensures programs remain contemporary, innovative and reflect best practice, through continuous monitoring and evaluation
- Provide leadership and direction for graduates and clinical support staff

### **Governance**

- Work collaboratively with all teams to ensure systems and processes are in place to support education and training priorities

- Work within, and actively promote the Grampians Health Governance Framework
- Use Grampians Health governance systems such as the Riskman Q – Quality Improvement Hub, Grampians Learning Management System and Governance Documentation systems
- Contribute to the development and implementation of Grampians Health Education planning
- Identify risk and opportunities for improvement

### **Performance**

- Attend and actively contribute to GH Nursing & Midwifery Education team meetings
- Manage the performance and development of direct reports
- Ensure the work of the team is completed in a timely manner
- Build strong relationships at a strategic level across the organisation

### **Professional Development**

- Actively participate in own professional development reviews and activities annually

## **KEY SELECTION CRITERIA**

### **Qualifications and experience**

- Qualification as a Registered Nurse
- AHPRA registration
- Post-graduate qualifications in Education/Teaching or working towards
- Experience in managing education programs and/or graduate transition programs
- Broad clinical experience
- Experience and demonstrated capacity to work closely and communicate effectively

### **Technical/Professional Knowledge and Skills**

- Comprehensive understanding of hospital and health service operations
- Exceptional written and verbal communication, interpersonal and presentation skills, and an ability to apply these skills to a variety of stakeholders
- A demonstrated understanding of, and commitment to, consumer safety and person-centred care
- Advanced Microsoft Office skills (Word, Excel, PowerPoint and Outlook)
- Excellent writing, editing and proof-reading skills
- Ability to deliver educational programs using a range of methodologies including simulation

### **Managing work**

Some travel to other campuses of GH, universities or careers expos may be required and will be negotiated with the staff member. Grampians Health provides a fleet of pool cars which can be booked for this purpose, and if required, accommodation will be arranged upon prior approval by the relevant line manager.

### **Work Environment**

- Work activities are conducted in classrooms, simulation laboratories, office, or clinical areas.
- Work between clinical areas and hot desk open office environment

### **Personal attributes**

- **Adaptability:** Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.
- **Leadership Disposition:** Demonstrating the traits, inclinations, and dispositions that characterize successful leaders; exhibiting behaviour styles that meet the demands of a leader role.
- **Work Standards:** Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.
- **Stress Tolerance:** Maintaining stable performance under pressure or opposition (such as time pressure or job ambiguity); handling stress in a manner that is acceptable to others and to the organization.

### Interpersonal skills

- **Communication:** Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.
- **Building Strategic Working Relationships:** Developing and using collaborative relationships to facilitate the accomplishment of work goals.
- **Negotiation:** Effectively exploring alternatives and positions to reach outcomes that gain the support and acceptance of all parties.
- **Developing Others:** Planning and supporting the development of individuals' skills and abilities so that they can fulfil current or future job/role responsibilities more effectively.

## ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary a NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

## OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.

- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected by their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- 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.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.