

## Position Description

<b>Position title:</b>	Nurse Transition Program - Coordinator	<b>Location:</b>	St Leonards
<b>Reports To:</b>	Integration Manager	<b>Direct Reports:</b>	N/A
<b>Working Relationships:</b>	<ul style="list-style-type: none"> <li>• Primary Care Advancement Team</li> <li>• After Hours Team</li> <li>• Clinical Engagement Team</li> </ul>	<b>External:</b>	<ul style="list-style-type: none"> <li>• General Practices (GPs)</li> <li>• Northern Sydney Local Health District</li> <li>• University of Sydney (Sydney Nursing School)</li> </ul>
<b>PD Approved:</b>	General Manager, Primary Care Advancement and Integration	<b>Approved:</b>	

### Organisation description

The Sydney North Health Network (SNHN) works on behalf of the Commonwealth to improve health outcomes for patients by increasing the capability and capacity of the primary healthcare workforce to ensure patients receive the right care, in the right place at the right time.

### Position purpose

<b>Position purpose:</b>	<p>The key purpose of the Nurse Transition Program Coordinator (NTPC) role is to coordinate the implementation and delivery of the Primary Care Nurse Transition Program in the Northern Sydney region. The NTPC will oversee the engagement of General Practices; participate in the selection of Graduate Nurses and their placement within General Practices as well as coordinating and facilitating the education programs. Key to the role will be the ongoing monitoring, information sharing, and liaising with all stakeholders for the duration of the program. The NTPC will act as an intermediary between the General Practices and SNHN for information sharing and documentation of the program. Key stakeholders include:</p> <ul style="list-style-type: none"> <li>• General Practices</li> <li>• Practice Nurse Preceptors</li> <li>• Graduate Nurses</li> <li>• University of Sydney (Sydney Nursing School)</li> <li>• Primary &amp; Community Care Services</li> </ul>
--------------------------	--

## Accountabilities

<p><b>Primary accountabilities:</b></p>	<p>To ensure the organisation works as effectively as possible to achieve its annual business plan, each team member has responsibility for a range of activities and outcomes. These accountabilities and their outcomes are reviewed quarterly formally and on an ongoing basis informally with team members and managers.</p> <p>The position of the Nurse Transition Program Coordinator is one of continual improvement. The role scope described is intended as a guide to the responsibilities and outcomes, which will be reviewed regularly for alignment to SNHN’s business plan.</p> <p><b>Key outcomes are:</b></p> <ul style="list-style-type: none"> <li>• Implementation of the NTP program including recruitment and selection of General Practices and placement of Graduate Nurses.</li> <li>• Participate in the selection process of Graduate Nurses.</li> <li>• Coordination, facilitation &amp; delivery of educational program to Preceptors and Graduate Nurses as per the program syllabus.</li> <li>• Ongoing mentoring, monitoring &amp; liaising with all stakeholders to ensure aims of the NTP program are met, including research and evaluation.</li> <li>• Provide education, mentorship and support to Practice Nurse Preceptors about the educational needs of the graduate nurses.</li> <li>• Coordinate, facilitate and deliver the clinical education course for graduate nurses in the NTP Program.</li> <li>• Provide screening, monitoring, and assessment of the nurses’ training needs and well-being and applying recognised guidelines and best practices.</li> <li>• Regularly monitor and evaluate each placement in collaboration with best practices.</li> <li>• Contribute to program risk management including identification of risks and mitigation strategies.</li> <li>• Adhere to the standards of relevant professional bodies or associations.</li> <li>• Promote the Program to General Practices and meet regularly with key stakeholders in each practice.</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• Contribute towards the SNHN’s overall strategic direction including the implementation of the organisations values and mission statement.</li> <li>• Demonstrate a commitment to SNHN’s vision and values:             <ul style="list-style-type: none"> <li>~ SNHN Vision – Achieving together – better health, better care</li> <li>~ SNHN Values – iCare                 <ul style="list-style-type: none"> <li>○ Innovation – We Create, We Initiate, We Inspire</li> <li>○ Collaboration – We Listen, We Understand, We Respond</li> <li>○ Accountability – We Define, We Adapt, We Deliver</li> <li>○ Respect – We Inspire Trust, We Are Open, We Act Ethically</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Excellence – We Own It, We Commit to It, We Achieve It.</li> <li>● Understand and cascade understanding of contractual obligations and deliverables as contained in the various approved DoH Annual Plans and other funding agency agreements.</li> <li>● Respect the confidentiality of patients and general practice in line with the organisation’s related policies, procedures and the Privacy Act.</li> <li>● Comply with the organisation’s policies and procedures.</li> <li>● Be aware of individual responsibilities under the relevant Workplace Health and Safety legislation and report as necessary, any untoward accident, incident or potentially hazardous environment.</li> <li>● Fulfil other duties commensurate with the role as directed.</li> </ul>
--	---

## Organisational expertise

<b>Subject Matter Expertise</b>	In deliveriing on accountabilities above it is expected that you will build expertise (be the organisational SME) in the following key organisational policies, processes and documents:-
<b>SNHN Policies / Procedures</b>	Primary Care Advancement and Integration Policies and Procedures
<b>SNHN DoH Contracts:</b>	Allocated DoH contracts as they relate to Integration team or individual specialisations.
<b>SNHN Supplier Contracts</b>	PCCS NTP contract

## Scope of authority

<b>Direct employees work priorities/schedules:</b>	Not authorised	<b>Approve employee expenditure:</b>	Not authorised
<b>Recruit/ terminate employees:</b>	Not authorised	<b>Have Media contact:</b>	Not authorised
<b>Enter into Contracts:</b>	Not authorised	<b>Other (Detail here)</b>	Not authorised

## Key selection criteria - qualifications and experience

<b>Required experience, capabilities and qualifications</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>● Degree in Nursing.</li> <li>● Registered Nurse with NMBA registration.</li> <li>● Extensive experience in the supervision of new graduate nurses.</li> <li>● Demonstrated clinical nursing education experience.</li> <li>● Recent and relevant primary health care nursing experience.</li> </ul>
---	--

	<ul style="list-style-type: none"> <li>• Excellent relationship management skills including an ability to build and maintain ongoing collaborative working relationships with a diverse range of stakeholders including practice staff, general practitioners, practice managers, external organisations and industry professionals.</li> <li>• Excellent interpersonal, verbal and written communication skills including effective supervision and report writing skills with the ability to participate in advisory bodies and influence senior stakeholders in strategic operations.</li> <li>• Demonstrated technical expertise in clinical primary health care nursing and commitment to the principles of evidence based practice and their application.</li> <li>• Demonstrated ability to work independently and with initiative.</li> <li>• Well developed supervisory skills including the ability and passion to lead, mentor, coach and support new graduate nurses and practice staff.</li> <li>• High level organisational skills including an ability to manage competing demands and time effectively as well as deliver outcomes within strict timeframes.</li> <li>• Small group facilitation and presentation skills.</li> <li>• Well developed administration skills including demonstrated attention to detail in work performed.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Masters degree in nursing/midwifery.</li> <li>• Certification for Nurse Educator’s qualifications.</li> <li>• Knowledge of Commonwealth Governments PHN reform agenda.</li> <li>• Experience in working for a not-for-profit-organisation.</li> </ul>
<b>Certifications required</b>	<ul style="list-style-type: none"> <li>• Certification of required tertiary qualifications and professional memberships.</li> <li>• Current NSW drivers licence and access to a comprehensively insured motor vehicle (if applicable to the role).</li> <li>• National Police Clearance Check.</li> <li>• Working with Children Check (or willing for a check to be performed).</li> <li>• Reference Checks (2) from past employers.</li> </ul>
<b>Special conditions</b>	<ul style="list-style-type: none"> <li>• Some out of hours work on weekends or evenings may be required, for example, attendance at community forums or meetings, for which time off in lieu may be taken.</li> <li>• Intrastate, interstate and/ or international travel may be required.</li> </ul>
<b>Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>• Adhere to organisation policies and procedures relating to Workplace Health and Safety and, at all times, take responsibility for own and colleagues wellbeing.</li> </ul>

## Position Description Acceptance/Agreement

I declare that I have read, understand this position description and I understand the tasks and accountabilities may be varied from time to time by the organisation in response to changing priorities.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_