

## AGED AND COMMUNITY SERVICES

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### Overview of:

# ***ACSA'S GRADUATE NURSE TRANSITION TO PRACTICE PROGRAM***

Date: May 2020



## ABOUT THE PROGRAM

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ACSA coordinates the Aged Care Services Sector Graduate Nurse Transition to Practice Program on behalf of Aged Care Service Organisations. In line with this the program is designed, developed and owned by organisations who choose to participate in the program.

The 12-month Program is designed to support newly graduated nurses who are transitioning to work to become confident, safe, competent, and professional practitioners.

Research strongly indicates that the key to a successful Transition to Practice Program is the provision of strong support to for all stakeholders

### Roles and Responsibilities

#### Aged Care Services Organisations

Actively participate in the Program by:

- Attending steering committee meetings to discuss and finalise:
  - Subjects and sequencing of the month Professional Development training for the Graduate Nurses.
  - Key Dates (including induction days at the start of the Program)
  - Industry experts that will deliver the monthly PD sessions
  - The Graduate Nurse handbook
- Promoting the program
- Interviewing and recruiting right-fit graduates to participate in the Program.
- Identifying experienced Registered Nurses whose role it will be to mentor, guide and support the transition nurse from the start to the completion of the Program. This support will include monthly meeting to work through the Student Handbook with the Grads and sign off on skills and competencies throughout the Program.
- Preparing the workplace
- Ensuring the participating Nurse is available to attend PD Sessions
- Supporting on the job learning and development through the development and implementation of the Individual Development Plan

#### Coordination role

The Coordinator has an overall role in coordinating the Program, this includes (but may not be limited to):

- Facilitation of the Graduate Nurse Transition to Practice Steering Group

- Overall facilitation of the Program
- Organisation the advertising of the Grad Nurse Program through mediums such as Workforce Hub, Seek, social media etc.
- Organise and participate in Information sessions to promote the Aged Care Services Sector Graduate Program
- Facilitate application process
- Develop the Graduate Nurse Application Form for potential graduates to apply (including preferences and regions)
- Monitor and respond to questions from Graduates and Organisations regarding the Program
- Review and update the Graduate Student Handbooks (based on feedback from the Steering Committee)
- Update the Workforce Hub (eg: online application form, access to Organisations seeking grads, create users for successful grads, monitor uploads of necessary pages from grad handbook)
- Organise Induction and Profession Development Days
- Facilitate the Transition to Practice Portal (hosted on Workforce Hub)
- Attend the monthly PDs to support industry experts and the graduate nurses.
- Keep in regular contact with the Graduates and Organisations throughout the Program.
- Administrative function (printing, creating users on the Hub, catering, venues, graduation, graduation certificates etc.)

## Key Elements

The Graduate Program:

- Commences in March of each year for 12 months.
- 2 x induction days at the commencement of the Program
- Monthly PD (over 12 months) delivered by educators experienced in their field of expertise.
- Graduate Nurse (private) Collaboration Portal on the Workforce Hub for
  - Uploading documents
  - Forums and networking
  - Accessing PD resources
- Graduate Handbook that includes checklists and templates that need to be signed off by Graduates and their mentor/s covering:
  - Feedback meetings
  - Induction/orientation
  - Mandatory Professional Development competencies
  - Professional Development Record

- Development Plans bi-monthly for the duration of the Program
- Medication Management Evaluation checklist
- Reflection of Practice narratives
- Developing Professional Portfolio

## Key dates

As an example please see following Key Dates and Actions aligned with the Tasmanian Graduate Nurse Transition to Practice Program:

- July
  - expressions of interest are sought from Aged Care Service Organisations considering taking on a Graduate Nurse for the following year. Organisations lodge their EOI via an online registration form on the Workforce Hub.
  - Information sessions are delivered (Via ANMF / Utas) to graduate nurses about the Aged Care Service Graduate Nurse Program.
  - Promotion of the Program via the Workforce Hub, social media, seek etc.
- August
  - Applications open August for one month.
  - Graduates apply via online application on the Workforce Hub
  - Participating organisations have access to the Graduate applications in their region and start their own interview and recruitment process.
- October
  - Successful applications are notified in November. Notification is strategically aligned with the Acute Sector Grad Program
  - Program Review and Planning Meeting held
- January
  - Program Review and Planning Meeting held
- March
  - Program commences
  - Induction Day 1 & Day 2ast Wednesday of the Month
- April
  - Monthly PD – last Wednesday of the Month
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- February of the following year
  - Final PD Session
- March following Year

- Graduation Day held in March the following year (to align with start of next Grad Program)