

Position Description

1. General Information

Position Title:	Group Graduate Co-ordinator– All Epworth Sites
Division/Department:	Corporate Clinical Services, Education & Learning
Position Reports to:	Group Manager, Early Careers (GMEC)
Enterprise/Individual Agreement:	Epworth HealthCare Nurses and Midwives Enterprise Agreement (2020-2024)
Classification/Grade:	TCH42
Location:	All Epworth sites
Employment Status:	Full-time / Part-time
Resource Management (for Management positions only)	N/A.
Number of Direct Reports:	This position has no formal supervisory or budgetary responsibilities.
Key Relationships - internal and external	Group Director Clinical Education and Dean Nursing Academy, Director Clinical Education and Simulation, Education Managers, Education and Learning Teams, Nurse Unit Managers, Associate Nurse Unit Managers, Clinical Nurse Facilitators, relevant tertiary Education providers.

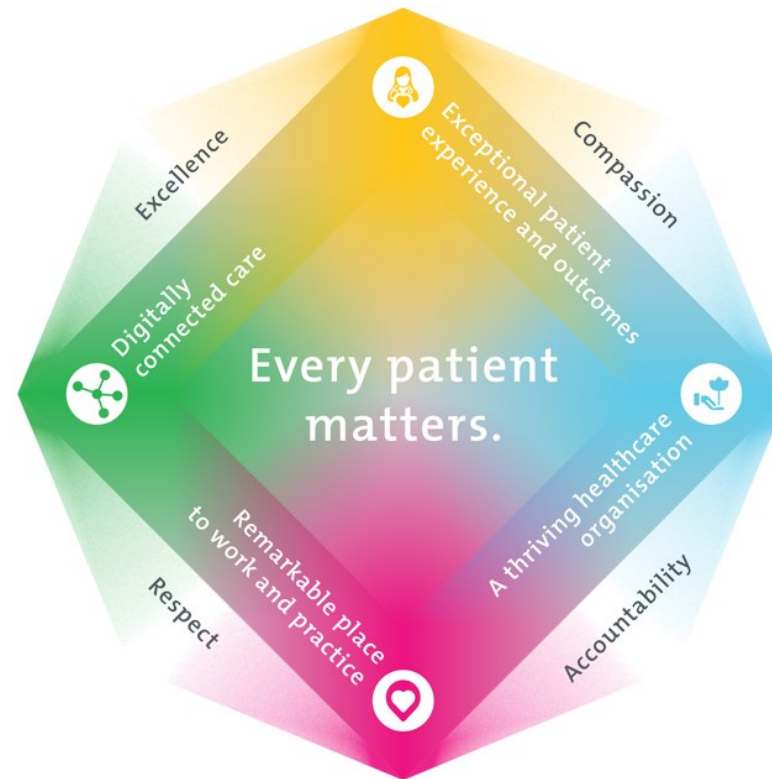
2. Overview of Epworth HealthCare

Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

Epworth's values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are *Respect, Excellence, Compassion and Accountability*. More information can be found on the [Epworth Website](#).

Epworth's purpose is to improve the health, wellbeing and experience of every patient by integrating clinical practice with education and research and our vision is to consistently deliver excellent patient-centred care with compassion and dignity.

3. Epworth HealthCare Strategy



All roles are linked to the Epworth strategy and are fundamental in achieving its vision and purpose.
Exceptional patient experience and outcomes - To empower our patients and deliver compassionate, expert and coordinated care.
A thriving healthcare organisation - To adapt and grow in a changing healthcare landscape by delivering a unique private not-for-profit healthcare organisation.
Remarkable place to work and practice - To ensure Epworth is an outstanding place to work and practice through a culture of care and investment in our people.
Digitally connected care - To innovate and improve the digital experience, interactions and outcomes for our patients, staff and doctors.

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4. Purpose of the Position

- Provide support to the GMEC to deliver the Early Careers Programs to ensure a consistent group approach to recruitment, onboarding and support for graduate nursing and midwifery staff in their Early Careers Programs.
- Work with the GMEC and Education Managers, supporting recruitment, induction, and program operation of the Early Careers Program.
- Provide on-site support to the site-based education teams and graduates.
- Promote a learning culture and ensure education and clinical support provided is underpinned by a comprehensive quality improvement framework.
- Support initiatives of the GMEC and the Group Director Clinical Education and Dean Nursing Academy in the promotion of evidence-based practice to meet the ongoing development needs and grow the future workforce.

5. Key Accountabilities

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
<ul style="list-style-type: none"> • Support the GMEC to ensure the effective and efficient facilitation of the Early Careers Programs across Epworth HealthCare including: <ul style="list-style-type: none"> ○ Working with the GMEC, Education Managers and site-based education teams to identify workforce planning needs of individual areas. ○ Promoting a culture of education that focuses on the importance of evidenced based clinical care delivery. ○ Implementing the Group approach to organisation wide workforce priorities. ○ Assisting all Epworth sites in the development and maintenance of centralised induction and education programs. ○ Facilitating and assisting in the development and maintenance of employment recruitment programs. ○ Assisting in the development of education strategies to bridge the gap between current and future workforce needs. 	<ul style="list-style-type: none"> • Participate in Epworth Education and Learning group activities. • Support the induction and onboarding support for new staff members and new graduates. • Support the Epworth overarching education plan as agreed to by Group Director, Clinical Education & Dean Nursing Academy. • Provide reports on all Early Careers Programs as required. • Early Careers Programs targets are met and minimum of 80% retention rate is achieved. • In partnership with the GMEC and Education Managers support the development of recruitment strategies and activities which target workplace needs.

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KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
<ul style="list-style-type: none"> • Ensure the delivery of excellent customer service, including: <ul style="list-style-type: none"> ○ Maintaining and developing relations with recruitment and promotion teams in the timing of commencement events. ○ Maintaining strong relationships with all site Education & Learning and operational teams. ○ Aligning local plans with the Group Education and Learning strategies. ○ Establishing strong relationships with key internal and external customers. 	<ul style="list-style-type: none"> • Participate in open days and conferences and promotion of the Epworth Early Careers Programs. • Ensure regular communication with key customers such as Education Managers, site education teams, ward staff and graduates. • Round on the graduates regularly and organise site based debriefing sessions to identify any concerns or opportunities for program improvement. • Provide regular updates as agreed to the GMEC re graduate performance and satisfaction with the Early Careers Programs. • Ensure graduate survey results meet or exceed agreed targets.
<ul style="list-style-type: none"> • Assist the GMEC and Education managers and site-based teams in the delivery of education programs, including: <ul style="list-style-type: none"> ○ Supporting the co-ordination of the delivery of specific nursing and midwifery Early Careers Programs curriculum. ○ Assist the GMEC and Education managers to plan and deliver the Graduate Support Program development days and other Early Careers Program curriculum as determined by the GMEY across all sites. ○ Identification of specific learning requirements for the Early Careers staff which include new employees, new graduates and those transitioning to employment from undergraduate fellowships. 	<ul style="list-style-type: none"> • Facilitate and assist in the design and delivery of specific training and education programs as required. • In conjunction with the GMEC, support completion of an annual education needs analysis of Early Careers Staff. • Ensure relevant Early Careers Programs learning resources and orientation programs are effectively utilised and meet the needs of the learners. • Ensure graduate unit based clinical competencies and skills assessments are completed within given timeframes. • Agreed education sessions are delivered and recorded. • Agreed evaluation of all programs completed and reports shared with Group.

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<ul style="list-style-type: none">• Ensure the development and implementation of quality improvement programs.	<ul style="list-style-type: none">• Maintenance of NSQHS Standards.• Attendance records of educational sessions maintained and evaluated.• Evidence based practice used in education programs to ensure best practice standards are achieved.• Epworth HealthCare policies and procedures utilised.
<p>Safety and Wellbeing</p> <ul style="list-style-type: none">• Participate actively and positively in the area of OHS to reduce all hazards and incidents within the workplace	<ul style="list-style-type: none">• Comply with all Epworth's OHS policies, protocols and safe work procedures at all times.• Ensure your actions do not put yourself or others at risk (as per Sections 21 & 22 under the OHS Act 2004).• Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan.• Participate in and complete mandatory safety training on an annual basis and as required.• Actively participate and contribute to the OHS consultation processes.

6. Position Requirements/Key Selection Criteria

COMPONENT	ESSENTIAL / DESIRABLE
Qualifications	<p>Essential</p> <ul style="list-style-type: none">• Registered Nurse with current registration with Ahpra.• A minimum 5-years clinical hospital experience.• Certificate IV in Training and Assessment. <p>Desirable</p> <ul style="list-style-type: none">• Postgraduate qualification or working towards.
Previous Experience	<p>Essential</p> <ul style="list-style-type: none">• Demonstrated experience in a clinical nurse educator or facilitator role.• Demonstrated understanding of professional nursing competency standards, code of practice and professional nursing trends. <p>Desirable</p> <ul style="list-style-type: none">• Knowledge of private healthcare sector customer needs.
Required Knowledge & Skills	<p>Essential</p> <ul style="list-style-type: none">• Excellent verbal and written communication skills.• Excellent clinical skills and knowledge.• Ability to plan, prioritize, meet outcomes and timelines.• Computer literacy.• Ability to evaluate programs and outcomes.

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<p>Personal Attributes & Behaviours</p> <p>All employees are expected to consistently work in accordance with Epworth's values and behaviours.</p> <ul style="list-style-type: none">• Compassion• Accountability• Respect• Excellence	<p>Essential</p> <ul style="list-style-type: none">• Ability to build effective relationships with a diverse range of people and to participate effectively within teams.• Commitment to ongoing personal development.• Ability to impart knowledge and be receptive to new ideas and practices.• Ability to travel to all Epworth sites.• Ability to work in other roles as required and at Manager's discretion.
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Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
11 November 2023	Sept 2024	EDCS & CNO GDCE & DNA GMEC

7. Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: _____

Print Name: _____ Date: _____