

Central Coast Local Health District

Registered Nurse Transition to Professional Practice Strategy

Participant Information Handbook

2018

5 March 2018

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Education & Training Consultant

CCLHD

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REGISTERED NURSE TRANSITION TO PROFESSIONAL PRACTICE STRATEGY

INTRODUCTION

Central Coast Local Health District (CCLHD) provides public health services to the Central Coast region, a growing and ageing population expected to reach 355,000 by 2022.

The area is served by two acute hospitals – Gosford and Wyong – two sub-acute facilities and ten community health centres in addition to other community based services.

Gosford Hospital is the principal referral hospital and regional trauma centre for the Central Coast and Wyong Hospital is a major metropolitan hospital.

CCLHD offers an exciting Transition to Practice Strategy for newly graduated nurses to facilitate and support their journey of transition to a confident and competent Registered Nurse.

Acknowledging that Nursing is a diverse profession CCLHD has tailored the Transitional Practice Strategy to meet individual Professional Development needs. We will assist in the design of an individual clinical and professional learning pathway.

Registered Nurse Transition to Practice Strategy offered at CCLHD include:

Wyong Hospital
Gosford Hospital

Woy Woy Hospital

CARING FOR THE COAST - EVERY PATIENT EVERY TIME

To achieve our vision of a healthy and vibrant community, Central Coast Local Health District (CCLHD) will play a leading role in making the Central Coast a place where the health of the people is maximised through quality health services, accessible when and where people need them.

Caring for the Coast – every patient every time is not just a slogan, it is what all of us are here for. This strategy will enable us to achieve excellence in patient care and see us focus on our *Vision - Healthy people - Vibrant community*.

AIM

Central Coast Local Health District offers the newly Registered Nurse an opportunity to experience the vibrant profession of nursing in a supported environment. Participants are engaged in the negotiation of their clinical placements and therefore may be exposed to a variety of clinical specialities.

The aim of the Strategy is to enable the Transitional to Professional Practice (TPP1) Registered Nurse the opportunity to consolidate and apply their theoretical knowledge to clinical practice in an environment which is supportive and enabling for novice practitioners.

The Registered Nurse TPP offers a comprehensive structure which is undertaken for a period of twelve months within CCLHD.

OUTCOMES

It is anticipated that on completion in March 2019 the CCLHD TPP1 participant will,

- Be introduced to the role of the RN
- Be introduced and identify the responsibilities of the RN role within the District
- Be provided a safe and effective environment in which the RN may develop & consolidate the knowledge, skills and attributes of the registered nurse
- Identify professional development opportunities
- Become aware of their terms and conditions of employment
- Become aware of their WH&S responsibilities
- Develop a comprehensive individualised goal orientated development plan

ABBREVIATIONS

Central Coast Local Health District	CCLHD
Clinical Nurse Educator	CNE
Clinical Nurse Consultant	CNC
Clinical Progress Assessment	Bondy
Director of Nursing & Midwifery	DONM
Education Consultant	EC
Executive Director of Nursing and Midwifery	EDONM
Nurse Manager	NM
Nursing Unit Manager	NUM
Operational Nurse Manager	ONM
Performance Review & Agreement	PDR
Transition to Professional Practice year 1	TPP1
Transition to Professional Practice year 2	TPP2

STRATEGY ELEMENTS

Work Culture

- A positive work culture underpinned by *NSW Health: The Workplace Culture Framework and Caring for the Coast strategy*

Award & Pay Matters

- As per Public Health System Nurses' and Midwives' (State Award 2017)
- Your salary will be paid fortnightly into your nominated banking account

HealthRoster is an employee online (EOL) system which you are requested to view your timesheet and sign off as agree (if correct) or disagree (if not correct). This ensures that you will be paid correctly and any issues identified early. If there is an identified roster issue please speak with your manager ASAP. EOL allows you to log in from any computer or device with an internet connection and view past, present and future rosters. <https://cceol.cit.health.nsw.gov.au/>

AHPRA

- It is all nurses' responsibility to know and maintain the Standards for AHPRA registration. <http://www.nursingmidwiferyboard.gov.au/Registration-Standards.aspx> Registered Nurses are unable to work at any time as a Registered Nurse in the Clinical Area if current registration is not valid. TPPs are required to present their original documentation of validation of AHPRA registration at orientation. With any change in placement this must also be sighted by the NUM.
- Particular note should be made of the *Criminal History Registration Standard* in the event of an incident which may affect maintaining registration

Position Description

- Generic position descriptions for all levels of Transitional Nursing and Midwifery staff aligned to the relevant nursing and midwifery competencies and professional standards (see Attachment 1: RN-Transition to Professional Practice (TPP1) PD September 2016)

Employment Offer

- Full time – 12 month temporary contract – rotating roster, Morning, Evening and Night duty shifts
- Negotiable for part time employment – 12 month contract – rotating roster, Morning, Evening and Night duty shift

Clinical and Professional Support of TPP Strategy

- Executive Director of Nursing and Midwifery CCLHD | CCLHD Executive
 - If ringing external to CCLHD Tel: 02 43 20 3489. If ringing internal to CCLHD Tel: 9 3489
- Director of Nursing and Midwifery Gosford Hospital
 - If ringing external to CCLHD Tel: 02 43 20 3485. If ringing internal to CCLHD Tel: 3485
- Director of Nursing and Midwifery Wyong Hospital

- If ringing external to CCLHD Tel: 02 43 20 4955. If ringing internal to CCLHD Tel: 4955
- Director of Nursing and Midwifery Sub Acute & Community
 - 02 4344 8425
- Education Consultant – Education & Training (E&T)
 - If ringing external to CCLHD Tel: 02 43 20 **3678**. If ringing internal to CCLHD Tel: **9 3678**
 - Mobile 0417 28 38 23
 - vee.brown@health.nsw.gov.au
- Nurse Manager – Strategy & Policy
 - Mobile 0434323498
 - Kathryn.Lyons1@health.nsw.gov.au
- NUM (Ward contact List)
- CNE (Ward contact List)
- CNC (Ward contact List)
- Afterhours CNEs (Ward contact List)
- CNS (Ward contact List)
- Ward clinical leaders (Ward contact List)
- Should you require additional assistance or support during the TPP year please do not hesitate to ask. Any concerns, issues or difficulties with your placement should be discussed with the NUM initially. Otherwise, please contact the Education Consultant (E&TS).
- Assistance and support may be sought from the Employee Assistance Program (EAP), which is a free and confidential service for both work place and personal issues
 - Tel: 43 20 2474.
- If you find at any time during the transitional year, you are unable to continue with the requirements of the Strategy, or there is a change in your circumstances please notify the Education Consultant (E&T). There may be other alternatives to support you and resolve any difficulties you may experience.

Clinical Placements

- 2 placements are offered in the 12 months
- Placements are considered for the following areas
 - Division of Medicine (DM)
 - Division of Anaesthesia, Surgery and Intensive Care (ASIC)
 - Division of Aged Sub-Acute and Complex Care (DSCC)
 - Division of Central Coast Kids & Families
 - Mental Health Services

Uniforms

- All TPPs are required to wear a uniform. Information regarding the ordering is provided (see attachment 2, 3 & 4 New Starter Update sheet; TAMS Employee User Guide & Uniform for Nurses & Midwives procedure)
- You may not be able to order uniforms until you have actually started in the organisation.
- If you are unable to be provided with a uniform by the time of commencement you are able to wear a navy/black lower garment and a white upper garment. These items of clothing must not display another organisation's logo.

CCLHD Orientation

- The orientation program for the 2 days is conducted at Gosford Hospital Conference Centre for all CCLHD TPPs who are commencing in March 2018. Uniforms do not need to be worn.

March 2018 Intake

- 1 day Corporate
- 1 day TPP
- 2 day minimum supernumerary in 1st placement
- 2 day minimum supernumerary in 2nd placement (negotiable)
- Monday 5 March 2018 (0745 for 0800 start)
- Tuesday 6 March 2018 (0745 for 0800 start)
- Wednesday 7 & Thursday 8 March 2018
- Monday 27th August 2018 (2nd Placement)

April 2018 Intake

- 1 day Corporate (at Gosford Hospital)
- 1 day TPP (at Wyong Hospital)
- 2 day minimum supernumerary in 1st placement
- 2 day minimum supernumerary in 2nd placement (negotiable)
- Monday 9th April 2018 (0745 for 0800 start)
- Tuesday 10th April 2018 (0745 for 0800 start)
- Wednesday 11th & Thursday 12th April 2018
- 8th October 2018 (2nd Placement)

Annual Leave & Leave matters

- 2 weeks annual leave in the first placement must be negotiated with the 1st placement Manager
- NM/NUM & TPP must ensure that the TPP has accrued leave for the requested period
- In addition, leave in second placement may be negotiated
- No leave will be approved which overlaps into planned induction of the 1st or 2nd placements
- Leave will not be unconditionally approved where holidays have been planned and booked prior to and during the program without negotiation & approval from the NM/NUM
- Leave requests need to be mindful of high request timeframes such as school holidays and may not be supported due to acuity and staffing on the ward.
- Sick leave will be managed by the TPP's NUM/NM as per PD2014_029
- In the event of periods of unplanned leave which exceed 1 month, it will be determined if the TPPs has the capacity to meet the requirements of the program. This will be in consultation with the NUM/NM, ONM, DON, EC and Workforce.

Unit or Ward specific induction processes

- Each Unit or Ward has a comprehensive induction process which the TPP will be a participant of. This process may take up to 3 months

Competencies

- TPPs are an important and valuable staff member to the organisation. As such, you will follow the usual induction process for newly employed nursing staff into the ward that you are placed. You will be offered the opportunity to develop as a permanent member of staff and follow the same pathway and requirements as others.
- 2 Clinical Progress Assessments (KA Bondys) will be completed per placement at weeks 5-8 & 21-24 (see attachment 5: 2018 Clinical Progress Assessment)

Performance Review and Agreement

- A consistent and specific Nursing and Midwifery Performance Review and Agreement system aligned to the relevant competencies and professional standards is offered and encouraged to TPPs in both placements. (see attachment 6 Performance Review & Agreement Nursing and Midwifery)
- 30 & 90 day conversations will occur in each placement with your NUM/NM (see attachment 7 & 8: 30 & 90 day conversation)

Learning and Development opportunities

Aligned to organisational needs, position descriptions and individual needs

- Between the Flags – Tier 2: Face-to-Face DETECT Workshop
 - You will be notified of the allocated date by the Education Consultant and you must be rostered a paid study leave day to attend if you have not previously attended.
 - Confirm on your roster that you have been rostered for your allocated date. If there is an issue with this please communicate this to your Manager.
 - Confirm date, time & venue in your My Health Learning.
 - Complete the Pre-requisites in your My Health Learning ASAP
 - Between the Flags – Tier 1: Awareness, Charts and Escalation (red flagged)

- Between the Flags – Tier 2: Communication, Teamwork and Documentation (red flagged)
- Between the Flags – Tier 2: Systematic Assessment (Adult) (red flagged)
- Between the Flags – Tier 2: Case Studies (Adult) – Nursing, Medical & Allied Health (red flagged)
- Violence Prevention and Management - Personal Safety - face to face workshop (KA PMVA).
 - TPP1s in Mental Health and Emergency Departments will be rostered for the 3 day program and all other TPPs the 1 day program.
 - You will be notified of the date by the Education Consultant and you must be rostered a paid study leave day to attend if you have not previously attended.
 - Confirm on your roster that you have been rostered for your allocated date. If there is an issue with this please communicate this to your Manager.
 - Confirm date, time & venue when enrolled in your My Health Learning.
 - Complete the Pre-requisites in your My Health Learning ASAP
 - Violence Prevention and Management – Awareness (Red Flag)
 - Violence Prevention and Management – Promoting Acceptable Behaviour in the Workplace (Red Flag)
 - Violence Prevention and Management – An Introduction to Legal and Ethical Issues (Not Red Flagged)
- Med+Safe
 - You have been enrolled into HETI pilot project which is an online training and assessment resource targeting medication calculations and assessments. At a minimum you are required to complete Medication Calculations: Assessment 2 & Clinical Case Studies: Level 1 Assessment 2 (see attachments 9, 10 & 11).
 - Your NSW Health Email details have been provided to the HETI Med+Safe project team and you will be emailed regarding access to the site.
 - The assessments must be complete within 4 weeks of commencing within CCLHD. Please send your completion certificate to the Education Consultant Vee.Brown@health.nsw.gov.au
- Clinical Supervision
 - Each TPP has the opportunity to attend Clinical Supervision conducted at both Gosford and Wyong sites (see attachment 12). These are drop in sessions and no booking required.
- Mandatory training
 - Mandatory training is training that an employee or contractor must complete if they work for NSW Health.
 - Completion of mandatory training helps maintain a safe and healthy working environment, and supports staff in meeting their obligations as employees of NSW Health.
 - All NSW Health staff must complete the core mandatory training modules with additional training requirements for specific staff, dependent on their occupation or responsibilities within their workplace.

- Please review your Red Flags in My Health Learning and complete the Online modules. All other Face-to-Face and/ or assessments you will have been scheduled to attend eg PMVA.
- 2 funded study days for 0.8 – 1FTE (1 funded study day 0.7 and lower)
 - The study days must be negotiated to attend with your manager in your first placement.

Development opportunities for those who support learners

- Leadership workshops
- HETI ELearning Modules
- CNE Professional Development sessions
- Development classes available through the E&TS

Models of Care and Service Delivery

- Consistent with contemporary needs and providing appropriate support and supervision of learners and novices in the organisation

Evaluation process

- At the completion of the Strategy you will be invited to contribute to the evaluation process in the form of an on-line survey. This assists the organisation in providing an effective Registered Nurse Transition to Practice Strategy

Commencement Dates

- CCLHD has two TPP commencement dates on Monday 5 March 2018 with a placement change on the 27 August 2018 & the 2nd group commence on Monday 9 April 2018 with a placement change on the 8th October. This is aligned to placement changes and induction into the clinical placements. No leave may be negotiated for these times.

Certificate of Completion

- A certificate of completion will be awarded at the successful completion of the Transition to Practice Strategy.
- An afternoon tea will be conducted to celebrate your completion (March 2019 TBC)

Employment on Completion

- CCLHD support & encourage TPPs to complete the 12 month program.
- Employment on completion of the Strategy within CCLHD is supported through the usual recruitment processes.

Transition to Professional Practice 2nd Year Program (TPP2) – Specialty Practice 2019

- The overall aim of the CCLHD TPP2 strategy is to facilitate and support the development of the novice Registered Nurse in their transition to that of a confident and competent Registered Nurse into Speciality Practice. Programs are of 12 months duration in the one area and may include the following,
 - Gosford ICU
 - Gosford Perioperative
 - Gosford Emergency
 - Community Nursing
 - Gosford Cancer Care Services
 - Cardiac & Renal Services
 - Wyong Alcohol and Other Drugs
 - Wyong ICU
 - Wyong Emergency
 - Wyong CCU
 - Mental Health Services
- Recruitment for the 2019 TPP2 program will commence in October/November 2018 (Date TBC)
- Interviews will be conducted November/December 2018 (Date TBC)

Resignation from CCLHD

- If you are unable to continue employment with CCLHD you will need to access and complete an electronic Separation form (eForms) available via StaffLink Manager Self Service. This needs to be completed with at least 2 weeks' notice prior to your last day of service. You must notify the Education Consultant of your intention of resignation.

2018 TPP1 Month Plan

- Please see Attachment 13

ATTACHMENTS

Attachment 1: RN-Transition to Professional Practice (TPP1) PD September 2016)

Attachment 2: New Starter fact sheet

Attachment 3: TAMS Employee User Guide

Attachment 4: Uniform for Nurses & Midwives procedure

Attachment 5: 2018 Clinical Progress Assessment (Bondy TPP1 2018)

Attachment 6: Performance Review & Agreement Nursing and Midwifery

Attachment 7: 30 Day Conversation

Attachment 8: 90 Day Conversation

Attachment 9: How to access Med+Safe. User Guide

Attachment 10: Med+Safe FAQs

Attachment 11: Trouble Shooting Guide

Attachment 12: Clinical Supervision

Attachment 13: 2018 TPP1 Plan