Position Description

Early Career Program Education Coordinator

Classification:	Educator-Course/Phase/Inservice/Continuing Education Year 1 – Year 2 (QRED 4.2 – QRED 4.3) (XB1 – XB2)
Business unit/department:	Clinical Nursing Education Department, Clinical Education Unit
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☒ Royal Talbot Rehabilitation Centre ☒ Other ☐ (please specify)
Agreement:	Nurses and Midwives (Victorian Public Sector) Single Interest Employer Agreement 2024-2028
Employment type:	Full-Time
Hours per week:	38 (+ ADO)
Reports to:	Manager, Clinical Nursing Education Department
Direct reports:	2
Financial management:	Budget: N/A
Date:	November 2026

We acknowledge the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander Peoples. We acknowledge the deep and enduring connection that First Nations Peoples have to this land, and we honour their strength, resilience, and leadership. We are committed to creating a culturally safe and supportive workplace where Aboriginal and Torres Strait Islander voices are heard, valued, and empowered.

Position purpose

Early Career Nursing Program

The Early Career Nursing Program encompasses entry-to-practice and graduate-level nursing programs at Austin Health.

Austin Health supports many entry-to-practice nursing students and graduate nurses in a variety of acute, subacute, and specialty areas across the three Austin Health campuses, as well as satellite services.

The Early Career Program Education Coordinator is a strategic role that is responsive to local and organisational priorities. The Early Career Program Education Coordinator coordinates and evaluates the delivery of a Best Practice Clinical Learning Environment (BPCLE) for entry-to-practice nursing

students and graduate nurses, in collaboration with educational institution partners, the Clinical Nursing Education Department, Nurse Unit Managers, and Nursing Executive.

The Early Career Program Education Coordinator coordinates and oversees all requirements for the entry-to-practice nursing students' clinical placements as well as creating and maintaining the clinical placement planner.

The role is also responsible for strategic planning for the Graduate Nurse Programs, including recruitment and retention; supporting graduate nurses in collaboration with the Clinical Nursing Education Department; and developing, delivering, and evaluating a learning framework consistent with the Clinical Education Unit's teaching and learning principles.
The Austin Health Graduate Nurse Program has a comprehensive orientation and induction structure as well as visible educational support in clinical areas.
Both programs are imperative to workforce recruitment and retention of nursing staff, and both receive Victorian government funding; evaluation is conducted to monitor program participant experience and key performance indicator targets.

About the Clinical Nursing Education Department

The Clinical Nursing Education Department provides Austin Health with contemporary, evidence-based clinical education programs that are congruent with organisational strategic plans and needs. Clinical education is delivered by the clinical nursing education team, through an interprofessional, collaborative, and person centred approach which encompasses all available and appropriate teaching and learning methodologies.

The Clinical Nursing Education Department is part of the Clinical Education Unit (CEU) within Austin Health and provides a clinical nursing education service to clinical areas, supporting nurses including those enrolled in Entry to Practice, Graduate Nurse Programs, Transition to Specialty Practice and Postgraduate Nursing programs. Each clinical nursing education team has a group of Clinical Nurse Educators and Clinical Support Nurses, led by a Clinical Education Coordinator.

Position responsibilities

Direct Clinical Care

- Provide visible, clinical leadership through expert teaching, guidance and support of clinicians in early career programs.
- Coordinate and administer Entry to Practice Nursing Program, including roster development, creation and maintenance of annual clinical placement planner and liaison with universities.
- Ensure appropriate governance of clinical placements including completion of preplacement checks, provision of student placement objectives and recording of student attendance.
- Coordinate and administer Graduate Nurse Programs, including curriculum development, oversight and assessment.

Education

- Lead strategic planning for education within an allocated portfolio, including development and delivery of a learning framework that aligns with the teaching and learning principles and objectives of the Clinical Education Unit.
- Lead and promote an active learning culture/environment where staff competence and confidence are maintained.

- Monitor, review and evaluate the effectiveness of educational programs and ensure feedback is considered and implemented.
- Work collaboratively with other Clinical Education Coordinators to ensure education programs are standardised and reduce duplication.
- Ensure comprehensive reports are prepared and submitted as required and in collaboration with the Manager, Clinical Nursing Education Department.
- Actively engage and contribute to the education and professional development of self and others.
- Facilitate staff learning through development of cross discipline relationships and networks.
- Provide mentorship/coaching of other staff for career development.
- Provide educational advice and support to other staff.
- Lead in local networks and forums to share and extend professional knowledge and build collegial support.
- Utilise self-reflection, peer review and internal/external mentorship to grow and develop.
- Actively participate in own professional development by presenting at conferences, forums, Nursing Grand Rounds.
- Promote and support use of simulated learning environment for educational initiatives where appropriate.

Research

- Initiate, participate in, and support educational research and quality projects that translate to benefit care of patients at Austin Health.
- Monitor Best Practice Clinical Learning Environment indicators through regular review and timely communication.
- Participate in the planning, delivery, and evaluation of a learning framework in consultation with the key stakeholders and consistent with the teaching and learning principles of the Clinical Education Unit.
- Lead, guide and support others to deliver evidence-based practice.
- Support others to undertake research projects.

Support of Systems

- Demonstrate expertise in use of Placeright, a secure, web-based information system that helps Victorian health and human services student placement providers plan and administer student placements with partnered education providers.
- Coordinate entry to practice clinical placement allocation to ward areas.
- Collaborate with Nurse Unit Mangers and clinical nursing education department staff regarding entry to practice nursing clinical placements.
- Provide oversight of preceptor allocations and training requirements.
- Maintain accurate record keeping.
- Collect and report the BPCLE indicators, in conjunction with the Manager, Clinical Nursing Education Department and key stakeholders.
- Liaise and engage with representatives from Postgraduate Medical Council of Victoria (PMCV) and adhere to guidelines.
- Coordinate and oversee Preceptorship program.
- Respond to critical student issues and ensure Austin Health risk management structures are adhered to.
- Ensure annual Student Clinical Placement Agreement Schedules are created and actioned.
- Ensure invoicing is completed in a timely manner.
- In collaboration with the Manager, Clinical Nursing Education, manage fiscal/budgetary resources with accountability and innovation.
- Ensure appropriate documentation for leave is submitted by direct reports and approval and sign off timecards of direct reports is maintained

- Ensure appropriate Clinical Nurse Educator staffing is rostered equitably to clinical areas within allocated clinical portfolio.
- Represent the Clinical Education Unit on appropriate National Safety and Quality Health Service Standards Committees as required.
- Work in collaboration with Patient Safety and Clinical Excellence Coordinators to ensure educational involvement and input in reviewing incidents, as required.
- Attend and contribute to relevant stakeholder meetings within allocated clinical portfolio.
- Actively promote and support the Austin Health Nursing Vision: Austin nurses working alongside Austin nurses 24/7 to deliver reliable, safe, person centred care and contribute to the initiatives designed to achieve the vision.
- Have thorough understanding of the Austin Health Nursing Professional Practice Framework (AHNPPF) to support the nursing practice development of self and others.
- Utilise AHNPP to provide safe, high quality, best practice evidence-based patience centered care.
- Utilise AHNPP to role model and support expected and aspirational standards for nurses across Austin Health.
- Contribute a professional nursing perspective for organisational policies, guidelines and procedures.
- Leads others to develop and undertake evidence-based quality activities based on clinical audit results.
- Actively contribute to a culture of safety within the organisation.
- Develop others to be skilled in the ability to utilise all Austin Clinical informatics systems.
- Contribute professional nursing perspective to Austin Health Clinical Informatics systems.

Professional Leadership

- Take accountability for relevant items in the Nursing Strategic Plan as directed by the Manager, Clinical Nursing Education Department.
- Professional role model who leads by example and demonstrates the Austin Health values.
- Provide leadership and line management of Early Career Program Clinical Nurse Educators.
- Delegates responsibilities appropriately and effectively to the Early Career Program Clinical Nurse Educators.
- Represent Austin Health on relevant external committees and meetings.
- Lead by example to ensure self and direct reports comply with HR polices related to leave management, ADO management and Performance Review and Development process.
- Respond to operational service needs and to translate Austin Health's nursing vision and strategy within the early career nursing program.
- Undertake yearly review of clinical placement models in conjunction with Manager of Clinical Nursing Education Department and Director of Clinical Education Unit to plan for future opportunities.
- Identify and evaluate potential clinical risk related to the entry to practice clinical placement and implement strategies to ensure safe, competent and patient focused care.
- Work with Nurse Unit Managers in supporting graduate nurses requiring additional support and performance management plans.
- Recruitment of nurses into specified graduate nurse program streams.
- Contribute to curriculum development and assessment tasks for educational programs.
- Demonstrate consistent advanced communication skills, both verbal and written.
- Demonstrate strong self-awareness and adapt to changing situations.
- Critically reflect on feedback and adjust workplace behaviour accordingly.
- Lead others to meet expected standards of behaviour and develop their leadership capability.
- Support others in developing their own capacity to lead.
- Influence nursing clinical leadership and provide advice related to NMBA (Nursing and Midwifery Board of Australia) Decision Making Framework across Austin Health and wider context.

- Demonstrate high levels of self-agility and maintain focus even during times of uncertainty and change.
- Guide and support others to manage challenging conversations.
- Support others to reflect on feedback and assist with goal setting.
- Lead and mentor others in leadership, strategy and/or change management capability.
- Support others to identify leadership development needs and opportunities.
- Facilitate opportunities for staff working within the allocated portfolio to develop leadership capabilities.

Selection criteria

Essential Knowledge and skills:

- Recent and relevant clinical knowledge and skills in appropriate areas of practice
- Previous experience in education role at senior level.
- Relevant post graduate qualification, or currently working towards.
- Demonstrated significant experience in the development and delivery of contemporary teaching and learning practices within a complex and supportive environment.
- Demonstrated experience in leadership and management, in particular, the ability to give feedback appropriately.
- Demonstrated ability to lead and facilitate strategically aligned workplace change.
- Demonstrated experience in the development of strategically aligned annual educational plans that articulate agreed activities, targets, resource allocation and monitoring processes.
- Demonstrated teaching experience with technical and non-technical skills.
- Proven understanding of quality and risk models/frameworks and ability to develop a safe and improvement focused environment.
- Demonstrated ability to lead and work effectively in a team environment, across multiple discipline settings and develop collaborative partnerships with key stakeholders.
- A commitment to Austin Health values.
- A patient focused approach to care.
- A positive approach to ongoing self-education and skill development.
- A flexible, innovative, team-oriented approach to service delivery.
- A positive approach to change and diversity.
- Highly developed interpersonal, communication (written, verbal and electronic), liaison and negotiation skills.
- High level of self-awareness and emotional intelligence.
- High level of integrity, honesty, and commitment.
- Demonstrated ability to provide educational opportunities in a supportive learning environment.
- Demonstrated ability to align Austin Health policy, procedures, and quality into teaching practices.
- Demonstrated commitment to support early career nurses and assist with assessments/learnings as required.
- Expert knowledge of the regulatory frameworks which govern nursing practice and education.
- Innovative and lateral thinking with a solution orientated focus.

Desirable but not essential:

- Master's degree in education/health related field or working towards.
- Vocational or tertiary educational qualification or working towards.
- Sound understanding of information technology including clinical systems and Microsoft Office suite

Professional qualifications and registration requirements

- Registered Nurse (General), registered with the Nursing and Midwifery Board of Australia

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety
Austin Health is committed to creating a culturally safe, inclusive and anti-racist environment for all staff, patients, consumers, carers and communities. We recognise that racism, discrimination and exclusion negatively impact health and wellbeing, and acknowledge the unique and ongoing effects of colonisation, dispossession and systemic inequities experienced by Aboriginal and Torres Strait Islander Peoples. We are committed to embedding cultural safety and inclusion across all levels of our health service, actively identifying and eliminating racism in all its forms, and equipping our people with the knowledge, skills and confidence to challenge racism, foster respect, and create a safer and more equitable experience for everyone.

Equal Opportunity Employer
We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment
We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.