

# TRANSITION TO PROFESSIONAL PRACTICE NURSING PROCEDURE<sup>®</sup>

## DOCUMENT SUMMARY/KEY POINTS

- This document provides an overview of the policy and procedures for the participants of the Sydney Children's Hospitals Network (SCHN) Transition to Professional Practice programs: GradStart and Transition to Paediatric Nursing program (TPN)
- This document provides guidelines for a standardised approach for program participants, Nurse Managers, Nursing Unit Managers and Educators across the Sydney Children's Hospitals Network.
- The Transition Professional Practice programs provides a framework of support and ongoing professional development for nurses new to the tertiary paediatric healthcare setting

## CHANGE SUMMARY

- Due for mandatory review. Only minor changes made throughout, including updating links.

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| <b>Approved by:</b>    | SCHN Policy, Procedure and Guideline Committee |  |
| <b>Date Effective:</b> | 1 <sup>st</sup> March 2024                     | <b>Review Period:</b> 3 years            |
| <b>Team Leader:</b>    | Nurse Education Manager                        | <b>Area/Dept:</b> Education and Training |

## READ ACKNOWLEDGEMENT

- All nursing staff involved with or undertaking the Transition programs should read and acknowledge this document.
- All nursing staff responsible for managing or precepting GradStart or TPN program participants

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## 1 Introduction

Sydney Children's Hospitals Network (SCHN) offers two programs that support the transition of nurses to our paediatric workforce; the GradStart program, and the Transition to Paediatric Nursing (TPN) program.

These programs provide participants with a supportive environment as they transition to the clinical specialty of paediatric nursing. The aim is to nurture, support and challenge the transitioning nurse as they focus on the professional expectations and attributes of the registered or enrolled nurse and develop a paediatric knowledge base. Participants will be offered ongoing professional and clinical support, group study days and learning opportunities.

The GradStart program is offered as a 12month program.

The TPN program is offered as a six month program.

## 2 Application Process

### GradStart

- Newly Registered Nurses (RN's) seeking a position with SCHN are recruited annually via the NSW Ministry of Health: Nursing and Midwifery Office (NaMO) through the website.
- SCHN will interview all applicants indicating Children's Hospital at Westmead (CHW) or Sydney Children's Hospital (SCH) as first preference for employment: Successful applicants of the recruitment strategy are offered employment post interview according to the timeline provided by (NaMO), for commencement dates in the following year.

### Transition to Paediatric Nursing (TPN)

- Registered and enrolled nurses with limited or no paediatric nursing experience will be enrolled to dedicated TPN intakes throughout a calendar year.
- The Nurse Manager Workforce (NM) and Nursing Unit Managers (NUM) are encouraged to identify staff appropriate for the program and contact the program NE at their respective sites to discuss enrolment.

## 3 Rostering, Payments, and Entitlements

- Participants are paid under the terms and conditions of [the NSW Public Health System Nurses' and Midwives State Award](#).
- The NM/NUM is responsible for rostering and entering participant's shifts into Health Roster. The inclusion of study days in rosters is the joint responsibility of program participants and managers.
- Participants are expected to work across the full complement of shifts applicable to the unit in which they are working.

- For units with 12hour shift rosters, ideally the preceptored period is worked as eight hour shifts to provide optimum exposure for clinical skill attainment, routines, and educators. The progression to twelve-hour shifts is dependent on satisfactory progress of the individual and at the discretion of the NUM and Clinical Nurse Educator (CNE)
- GradStart participants should not be rostered for night duty until at least completion of a full unpreceptored roster period. TPN participant shall be rostered night shift in negotiation with the NUM.
- GradStart program participants should not be deployed within the first six months of employment. If the GradStart nurse is deployed, the program CNE/CNS 2 or Afterhours Clinical Development Nurse should be contacted via Medtasker/ pager to allow follow up with the participant.
- It is recommended that any current participant is not offered or accepts overtime in clinical areas in which they have not worked.

## 4 Leave Entitlement

All leave entitlements are in accordance with the NSW Public Hospitals Nurses (State) Award and [Leave Matters for the NSW Health Service PD2023\\_006](#)

- For GradStart Program participants undertaking Honours, it is anticipated that study leave outside the regular program will be required and will need to be negotiated with their Nurse Manager (NM) or NUM and appropriate Director of Nursing (DoN)
- Where possible GradStart participants should have some annual leave rostered in negotiation with the NUM.

## 5 Ward orientation, Preceptorship, and support

- At the commencement of employment, both GradStart and TPN participants are supernumerary to their allocated clinical unit. The program participant will receive five days comprising of orientation, and further minimum five days supernumerary sharing a patient load with an allocated preceptor.
- Should any program participant require an extension to this supernumerary period, the NUM must discuss with and receive approval from the Director of Nursing (DoN) of their facility.
- Preceptorship for participants is designed to ease role transition through the provision of an individualised approach to developing practice. The preceptor allows the transitioning nurse to work in a safe and supportive environment whilst developing skills and knowledge. Each participant is nominated a maximum of two preceptor/s at the beginning of transitioning periods.
- After this initial supernumerary period, it is expected that the participant will take their own patient load, and ideally work similar shifts to their preceptor/s for ongoing support

provision. Where rostering permits, initial night duty shifts should be rostered with the preceptor.

- For noting, the preceptor should not be allocated to the team leader role during the preceptorship period.

## 6 Program Education

- A comprehensive guide to the GradStart and TPN Programs is provided.
- Participants will attend the designated study days throughout their program. Attendance all study days is mandatory.
- For study days, the participants study leave is costed to their ward cost centre.
- It is the participants' responsibility to be aware of the dates for study days and submit roster requests accordingly.
- Regular clinical supervision sessions are programmed for all participants to provide an opportunity for individual debriefing and support. It is the responsibility of the participant to roster themselves accordingly in consultation with NUM/NM. Program participants will attend supervision sessions in study days with further session being offered throughout the year.

## 7 Communication via social media

- To allow a central platform of communication, a group page is created annually within Facebook®. This provides Program participants and Educators with a central platform to share information and to create a professional community which encourages communication, networking, and information sharing.
- Program Educators will post information to the participants regarding the program such as reminders, program updates, study day and assessment information. Events will also be created which will assist participants in attending program requirements such as clinical support sessions, workshops and study days. Information will also be posted regarding general information, policy updates and items of professional interest. Participants will also be able to contact the Educators with questions or concerns about the program.
- Participants must formally accept and adhere to the [SCHN Social Media policy](#) and [NSW Health Code of Conduct policy](#) at all times. The page would support the development of professional responsibilities and accountability when using social media.
- The Facebook® page is a private group and is not accessible to any other SCHN staff.
- The Facebook® page does not replace regular hospital email communication.
- Access to the Facebook® page in the clinical environment is not encouraged or condoned.

## 8 Roles and responsibilities

**The program NE's**, are responsible for:

- Appropriate orientation of the participants to the organisation and the campus services.
- Planning, coordinating, implementation and evaluation of the educational requirements within the program.
- Providing education and support to program participants.
- Advocating for issues related to program participants.
- Allocation and programming of clinical supervision
- Working in partnership with participant- unit NUM/NM and NE/CNE to assist with performance development issues.
- Monitoring participant progression through the Program both clinically & professionally, and consulting with NM Workforce when deviation in expected performance is identified.
- Supporting NM/NUMs and NE/CNEs where Program participant's performance development is required.
- Work with the Program CNS2/CNE, ward-based NE/CNEs and NM/NUMs to support the program participants ongoing professional development.
- Developing, implementing, and evaluating the Program education content
- Co-ordinating and facilitating the study days and education sessions. Dates relating to programs will be communicated to NUM/NM and NE/CNEs in a timely manner for rostering purposes.
- Meeting monthly with ward NUM/NM and/or NE/CNE to discuss progress of program participants. Escalate to NM Workforce and DoN as required.

**The Program Clinical Nurse Specialist Grade 2(CNS2)/Clinical Nurse Educator (CNE)** are responsible for:

- Providing clinical and professional support and education to the Program participants.
- In consultation with ward-based educators, ensuring Program participants have the skills to provide safe patient care to all patients through the demonstration and promotion of best practice.
- Supporting the Program participants to engage in activities that demonstrate a commitment to ongoing professional development of self and others.
- Providing support to the ward-based education staff supporting the Program participants.
- Educating, supervising and assessing program objectives and clinical skills.
- Monitoring of compliance with the guidelines for the Program.
- Providing formal opportunistic education to the Program participants during orientation, study days, & education/ reflection sessions.

- Advocating for issues relevant to the Program participants.
- Meeting monthly with the ward NE/CNE to discuss Program participants' progress.

**Each Nursing Unit Manager (NUM) or Nurse Manager (NM)** is responsible for:

- Providing appropriate orientation of the participant to the department in conjunction with unit NE/CNE.
- Providing participant of unit professional and clinical development expectations
- Identifying an appropriate preceptor who will work with the participant during the orientation and supernumerary period.
- Providing an appropriate roster for participant and rostering annual leave
- Three monthly meetings with participant throughout the rotation to discuss clinical and profession expectations and performance.
- Performance Development Review (PDR): Participants will follow PDR [guidelines](#) including creation of a performance development plan (PDP). This plan can align with the unit progression pathway and SMART goal development. Identified performance development issues in relation to participant is communicated in a timely manner to the program NE.
- Escalation of clinical or professional concerns to program NE and NM Workforce as they arise to ensure appropriate support is in place in a timely manner. Management of staff performance should align to the [SCHN Professional Practice Management and Development of Nurses and Midwives Policy](#).

**The ward based CNE** is responsible for:

- Appropriate induction/orientation to clinical area.
- Identifying appropriate preceptor in conjunction with NUM/NM.
- Providing education, clinical support and supervision with alignment to local progression pathway.
- Ensuring clinical skills assessment completed as per unit needs and agreed timelines.
- Providing formal and point of care education.
- Support development and achievement of participant's personal learning goals and mandatory components of program.
- Documentation of skill attainment to the HETI online learning management system.
- Provision of informal and formal feedback. Formal feedback to be documented using the Goals, Aims and Progression (GAP) tool.
- Monthly formal meetings throughout with participant throughout the program period to discuss clinical performance, skill development and monthly SMART goals.
- Meeting monthly with program NE and /or CNS2/CNE and NUM/NM regarding participant progress.
- Where applicable, liaising with next CNE regarding participant progress and skill acquisition prior clinical relocation.



**Shift Team Leaders:** are responsible for

- Allocation of appropriate patients for the transitioning nurse's knowledge and skill set
- Overseeing patient care provided by transitioning nurse.
- Timely communication to ward NUM and CNE of any clinical or professional concerns that arise.
- Timely informal and formal feedback. Formal feedback to be documented using the GAP tool.
- Liaise with Afterhours Clinical Development Nurse for clinical performance support.

**Allocated Preceptors:** are responsible for:

- Socialisation of the participant to the unit
- Demonstrating safe, competent, and evidence-based care as per SCHN policy and procedures
- Demonstrate collaboration and professional communication.
- Create a safe learning environment, encourage questions, and collaborate with program participant on learning needs.
- Use a variety of teaching and learning strategies.
- Give timely informal and formal feedback. Formal feedback to be documented using the GAP tool.
- Seek assistance and guidance from ward CNE as required.

**The participant** is responsible for:

- Clarifying role expectations.
- Seeking out learning opportunities and identifying and achieving professional learning goals in conjunction with unit CNE and Program NE.
- Ensuring study days and clinical supervision sessions are identified with NUM/NM and rostered accordingly.
- Liaising with CNE /Preceptor to develop clinical skills and experiences.
- Completion of PDR and PDP.
- Completion of the required program components as detailed in program curriculum documents.
- Negotiate annual leave.
- Following Australian Nursing and Midwifery Council (ANMC) Competency standards, [Nursing and Midwifery Board of Australia Standards for Practice for RN's and EN's](#). Code of Conduct, Code of Ethics, SCHN Policy and procedures and NSW Ministry of Health policies and procedures.
- Actively participate in formal education offered as part of transitioning program, as well as ward-based education offered.
- Maintain open and timely communication with program educators and ward CNE/NUM.



## 9 Program completion

Participants are considered to have successfully completed their respective program when the following criteria is achieved:

- Mastery of mandatory skills
- Attendance at all program study days.
- Completion of satisfactory performance appraisals.
- Completion of SMART learning goals as detailed in program curriculum document.
- Working towards completion of unit progression pathway.
- In circumstances where participants are considered not to have met the program requirements, the NE UGPG and CPD/ DON and NM Workforce will meet with the participant to discuss.

## 10 Grievances

- Grievances are to be managed in accordance with the NSW Ministry of Health [Resolving Workplace Grievances Policy Directive PD2016\\_046](#)

## 11 Acknowledgements and References

1. Patterson, K. Transition Discussion paper-N3ET Forum. South East Sydney Illawarra Area Health Services, Department of Nursing and University of Wollongong. (2005)
2. Nursing and Midwifery Office, 2023, GradStart: Graduate nursing and midwifery recruitment: <https://www.health.nsw.gov.au/nursing/employment/Pages/recruit.aspx>

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