

TRANSITION TO PROFESSIONAL PRACTICE (1ST YEAR) REGISTERED NURSE SCHN PROCEDURE[®]

DOCUMENT SUMMARY/KEY POINTS

- This document provides an overview of the policy and procedures for the participants of the Sydney Children’s Hospitals Network Transition to Professional Practice (1st year) Registered Nurse program.
- 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 to Professional Practice (1st year) Registered Nurse program provides a framework of support and ongoing professional development during the first twelve months of practice as a Registered Nurse.
- The Transition to Professional Practice (1st year)Registered Nurse program aims to nurture, support and challenge participants to focus on the professional expectations and attributes of the Registered Nurse and develop a sound paediatric knowledge base.

This document reflects what is currently regarded as safe practice. However, as in any clinical situation, there may be factors which cannot be covered by a single set of guidelines. This document does not replace the need for the application of clinical judgement to each individual presentation.

Approved by:	SCHN Policy, Procedure and Guideline Committee	
Date Effective:	1 st February 2017	Review Period: 3 years
Team Leader:	Clinical Nurse Educator	Area/Dept: Education and Training

CHANGE SUMMARY

- This is a new policy. Information and formatting contained with this guide aligns with Sydney Children's Hospitals Network (SCHN) documents and policies and supersedes the document formerly known as Guidelines for the Transitioning Registered Nurse (1st year)-Paediatrics SCH. Name change reflects a SCHN approach to the Network Transition to Professional Practice (Registered Nurse-1st year) program.

READ ACKNOWLEDGEMENT

- All nursing staff involved with or undertaking the Transition to Professional Practice (Registered Nurse-1st year) program should read and acknowledge this document.
- All nursing staff responsible for managing or precepting Transition to Professional Practice (Registered Nurse-1st year) program participants.

This document reflects what is currently regarded as safe practice. However, as in any clinical situation, there may be factors which cannot be covered by a single set of guidelines. This document does not replace the need for the application of clinical judgement to each individual presentation.

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1 Introduction

Transition to Professional Practice (Registered Nurse-1st year) program at Sydney Children's Hospitals Network (SCHN) is planned to provide the participants' (a newly Registered Nurse) with a supportive environment for the transition not only to the role of registered nurse but also to the clinical specialty of paediatric nursing. The aim is to nurture, support and challenge the newly registered nurse to focus on the professional expectations and attributes of the registered nurse and develop a paediatric knowledge base. Participants will be offered ongoing professional and clinical support, group study days and learning opportunities.

2 Application Process

- Newly Registered Nurses seeking a position on the SCHN Transition to Professional Practice (1st year) Registered Nurse program are required to apply online via the recruitment process at NSW Ministry of Health: Nursing and Midwifery Office via the website.
- [SCHN webpage](#) contains information pertinent to the program and application process.
- SCHN will interview all applicants indicating Children's Hospital at Westmead (CHW) or Sydney Children's Hospital (SCH) as first preference for employment: No Direct applications will be considered
- Successful applicants of the recruitment strategy will be offered employment post interview according to the timeline provided by Nursing and Midwifery Office (NaMO), Ministry of Health (MOH) for commencement dates in the following year.
- Participants will commence employment on the date indicated on their letters of employment and are not able to commence at any other time.
- Applicants that are placed on eligibility list will follow the MOH recruitment guidelines for Transition to Professional Practice.
- First year RN's will only be employed within the SCHN Transition to Professional Practice (1st year) program.

3 Employment status

- Participants are employed by Sydney Children's Hospitals Network (SCHN) as temporary employees on a one year contract, and are employed under the terms and conditions of the NSW Public Hospital Nurses & Midwives (State) Award.
- Prior to commencement of employment, the participant must provide evidence of full vaccination & immunisation as per NSW Ministry of Health policy, criminal record clearance, working with children and prohibited person's clearance. Evidence of registration with the Australian Health Practitioner Regulation Agency (AHPRA) must be provided.

- As participants are employees of the SCHN, they are subject to the normal rights and responsibilities for all registered nurses employed within SCHN.
- All new staff of SCHN are employed on a three month probationary period
- The Program participants are eligible to apply to participate in an Honours program. Successful applicant into the Honours program will be offered part-time hours if required. Participants undertaking Honours may negotiate an extended program with a maximum contract of two years. It is anticipated that study leave outside the regular program will be required and will need to be negotiated with the unit manager and appropriate clinical directorate lead.
- Towards the end of contract, participants will be eligible to apply for permanent employment only if all components of the SCHN TPP have been satisfactorily completed. Participants will be invited to nominate up to three clinical areas in which they would like to seek ongoing employment at program completion. The Director of Nursing or delegate will manage the process of recruitment, interviews and appointments. Successful applicants will be sent a letter of offer and formal contract from workforce prior to completion of the program.

4 Rostering, Payments and Entitlements

- Participants are paid under the terms and conditions of the NSW Public Health System Nurses' and Midwives State Award.
- The Nurse Manager/Nurse Unit Manager is responsible for rostering and entering participants shifts into Health Roster, including study day attendance.
- Participants will be expected to work a rotating roster of morning, afternoon, night duty shifts, including weekends and public holidays.
- Participants have the option to work 12hr shifts where the unit offers such shifts. The initial roster period is worked as eight hour shifts to provide optimum exposure for clinical skill attainment, routines and educators. Change to twelve hour shifts is dependent on satisfactory progress of the individual.
- Participants working in areas that are Monday to Friday will not be required to work weekends or public holidays. Participants should not be rostered for night duty until completion of a full unpreceptored roster period unless absolutely necessary.
- During their first six months the participants' should not be sent relieving to other wards unless absolutely necessary, and then should not be sent to high dependency areas
- The Nurse Educator(NE), Undergraduate and Post Graduate Nursing should be advised when participants' are sent relieving during the first six months of their program to allow for follow up with the participant.
- It is recommended that the participant is not offered or accepts overtime in clinical areas in which they have not worked.

5 Leave Entitlement

- All leave entitlements are in accordance with the NSW Public Hospitals Nurses (State) Award
- Annual leave is not formally allocated but may be taken during the program. This needs to be in consultation with manager and within leave allocation. Annual leave entitlement will be paid on termination of contract if participant does not continue at SCH. For participants continuing employment at SCHN, leave will be accrued..
- It is preferable that ADO's accrued during a placement in one ward are taken within that placement and are not transferred to the next ward. Those participants changing to 12hr shifts on second rotation will no longer be eligible for ADO's.
- Sick leave greater than two consecutive days requires submission of a medical certificate to the NUM/NM on return to work. Sick leave will be managed in accordance with SCHN Sick Leave Policy ([MoH Policy Directive PD2014_029](#)). An unsatisfactory attendance pattern may have an impact on re-employment.

6 Ward orientation, Preceptorship and support

- At the commencement of employment, the participant is supernumerary in the unit. The supernumerary period for transitioning nurses is at a minimum of three days to a maximum of five days in all general ward areas. This period is exclusive of hospital and unit orientation. Supernumerary period for higher acuity areas such as Emergency, Haematology /Oncology and Intensive Care units is flexible and at the discretion of the NUM/NM in negotiation with relevant directorate lead.
- Preceptorship for participants is designed to ease role transition through the provision of an individualised approach. The preceptor allows the graduate nurse to work in a safe and supportive environment whilst developing practice. Each participant is nominated one or two (maximum) preceptor/s at the beginning of transitioning periods. After this initial orientation, it is expected that the participant will take their own patient load however where possible work similar shifts to their preceptor/s for ongoing support provision.
- Preceptorship timeframe is to be individualised and is made at the discretion of the NUM/NM in consultation with the NE, Undergraduate and Post Graduate Nursing and unit Clinical Nurse Educator (CNE).

7 Specialty Rotations

- The Transition To Professional Practice (1st year) Registered Nurse participants will undertake their clinical program on one unit for the contracted period. Participants however, may be offered clinical experience/exposure in a second area during the twelve month contract only as part of a sub speciality experience. This will only occur after consultation with the NE Undergraduate and Post Graduate Nursing, in consultation with NUM/NM and NM Workforce

- Participants at CHW in the perioperative suite and mental health/ adolescence unit will move within the specialty after 6 months.
- Participants enrolled in the Honours Program over a two year period will complete two clinical rotations (one per year)

8 Transition to Professional Practice- Program Education

- A comprehensive guide to the Transition to Professional Practice Program is provided in the program outline document.
- Participants will attend the designated five study days throughout the twelve month period. Attendance at the 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 roster themselves accordingly.
- Regular clinical supervision sessions are programmed for all participants to provide an opportunity for individual debriefing and support. Participation is compulsory and dates are advertised on the participant rotation document. It is the responsibility of the participant to roster themselves accordingly. 80% attendance is required for Program completion

9 Transition to Professional Practice Communication: Facebook

- To allow a central platform of communication, a group page is created annually within Facebook®. This allows the First Year RNs and Program Educators to congregate and share information as well as to create and foster 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, assessment due dates, and event 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 in regards to questions or concerns about the program
- TPP 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.

10 Roles and responsibilities

The NE Undergraduate and Post Graduate Nursing, is 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.
- Ongoing clinical support.
- Advocating for issues related to program participants.
- Allocation and programming of clinical supervision
- Working in partnership with participants, NUM/NM & NE/CNE to assist with performance development issues.
- Monitoring participant progression through the Program both clinically & professionally.
- Supporting NM/NUMs & NE/CNEs where Program participant's performance development is required.
- Supporting the Clinical Nurse Specialist Grade 2–Undergraduate and Post Graduate Nursing (Program CNS2), ward based NE/CNEs and NM/NUMs to support the program participants.
- Developing, implementing & evaluating the Program study days & education sessions.
- Co-ordinating & facilitating the study days & education sessions.

The Program Clinical Nurse Specialist Grade 2(CNS2), is responsible for:

(Also refer to the Position Description for a detailed overview.)

- 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 in required objectives and clinical skills.
- Monitoring of compliance with the guidelines for the Program.
- Providing formal & informal education to the Program participants during orientation, study days, & education/ reflection sessions.
- Assisting the NE UG & PG Nursing Education & ward staff with performance development of Program participants.
- Supporting & facilitating Program participants' education: assisting with learning goals, work based clinical skills and paediatric clinical assessment tool.
- Supporting the NE Undergraduate and Post Graduate Nursing.

- Advocating for issues relevant to the Program participants.
- Meeting at regular intervals 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.
- Identifying an appropriate preceptor who will work with the participant during the orientation period.
- Providing an appropriate roster for participant and rostering annual leave
- Ongoing meetings with participant throughout the rotation to discuss clinical and profession expectations and performance.
- Appraisal and Development : All participants will complete an appraisal and development plan at three months and then again at least one month prior to program completion. Identifying and managing performance development issues in relation to participant and communicates in a timely manner to NE, Undergraduate and Post Graduate Nursing.

The ward based CNE is responsible for:

- Appropriate induction/orientation to ward area.
- Identifying appropriate preceptor in conjunction with NUM/NM.
- Providing education, support, supervision and clinical skills assessment.
- Providing formal and informal education to participant during orientation, study days and bedside teaching.
- 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.
- Review and update the participant skill and personal development portfolio as indicated within the document.
- Ongoing formal meetings throughout with participant throughout the program period to discuss clinical performance, skill development and personal learning goals.
- Liaising with NE Undergraduate and Post Graduate Nursing, CNS2 Undergraduate and Post Graduate Nursing and NUM/NM regarding participant progress.
- Ensuring the participants have completed mandatory assessments and learning activities relevant to the clinical area.
- Where applicable, liaising with next CNE regarding participant progress and skill acquisition prior to unit rotation.
- Ensuring the Paediatric Nursing Clinical Assessment (PNCA) tool is completed at 3 and 9 months of employment and forwarded to Nurse Educator (NE), Undergraduate and Post Graduate Nursing.

- Ensuring an ongoing unit development plan is in place.

The participant is responsible for:

- Clarifying role expectations.
- Own professional development.
- Seeking out learning opportunities and identifying professional learning goals in conjunction with unit CNE and NE, Undergraduate and Post Graduate Nursing.
- Ensuring study days and clinical support sessions are identified with NUM/NM and rostered accordingly.
- Liaising with CNE /Preceptor to develop clinical skills and experiences.
- Completion of appraisal.
- Completion of the required components: Essentials of care learning goals (9), Study day (5), Clinical support sessions, portfolio, work based learning skills, PNCA formative and summative
- Negotiate Annual leave within the 12 months periods
- Following Australian Nursing and Midwifery Council (ANMC) Competency standards, Code of Conduct, Code of Ethics, SCHN Policy and procedures and NSW Ministry of Health policies and procedures
- The NUM/NM, CNE and/or Preceptor will provide informal and formal feedback throughout the year to the participant and the NE, Undergraduate and Post Graduate Nursing. This will occur on a regular basis as indicated within the participant skill and personal development portfolio.
- The NUM/NM will the dates of completed appraisals to NE, Undergraduate and Post Graduate Nursing.
- The NE, Undergraduate and Post Graduate Nursing will attend the appraisal when requested by participant or NUM/NM.

11 Program completion

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

- Mastery of mandatory skills
- Attendance at all five study days.
- Minimum 80% attendance at Clinical support sessions
- Attendance at mandatory education sessions as advised by NE, Undergraduate and Post Graduate Nursing.
- Completion of satisfactory performance appraisals.
- Completion of learning goals.
- Successful completion of two PNCA's.

- In circumstances where participants are considered not to have met the program requirements, the NE Undergraduate and Post Graduate Nursing and Clinical Program Director/ Director of Nursing will meet with the participant to discuss.
- Participant may seek permanent employment only when satisfactory appraisals have been achieved and mandatory requirements are completed.
- With the exception of Honours participants, the program is offered as a 12month program regardless of full or part time status. The program will finish on the date stated in the contract provided at commencement of employment.

12 Grievances

- Grievances are to be managed in accordance with the NSW Ministry of Health Grievance – Effective Workplace Resolution Policy Directive PD2016_046 ([insert link](#))

13 Acknowledgements and References

Patterson, K. Transition Discussion paper-N3ET Forum. South East Sydney Illawarra Area Health Services, Department of Nursing and University of Wollongong. (2005)

Nursing and Midwifery Office, 2016, Transition to Professional Practice (Graduate Nursing and Midwifery Recruitment,
<http://www.health.nsw.gov.au/nursing/employment/Pages/Recruit.aspxaMO>