

Position Description

Position Title	Clinical Nurse Educator – Graduate Program Coordinator (RN & EN Programs)
Position Number	30026074
Division	People and Culture
Department	Nursing and Midwifery Education
Enterprise Agreement	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 - 2028
Classification Description	Educator Major
Classification Code	RN35
Reports to	Manager Nursing and Midwifery Education
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Registration with Professional Regulatory Body or relevant Professional Association • Drivers Licence • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

As part of Learning, Education and Development within People and Culture, the Clinical Nurse Educator – Graduate Program Coordinator is responsible for coordinating the Bendigo Health Registered Nurse and Enrolled Nurse Graduate Programs.

The role provides leadership in the planning, implementation, delivery and evaluation of graduate nurse education, support and transition-to-practice initiatives. Working collaboratively with clinical leaders, Clinical Nurse Educators, Workforce Planning and Resourcing, education providers and other key stakeholders. The position supports graduate nurses throughout their program to promote clinical competence, professional development, workforce retention and positive transition to professional practice.

The Clinical Nurse Educator – Graduate Program Coordinator contributes to broader nursing and inter-professional learning and development activities across Bendigo Health and supports regional graduate nurses participating in Bendigo Health learning opportunities. The role works as part of the Learning, Education and Development team and provides support across education portfolios as required to meet organisational priorities.

Responsibilities and Accountabilities

Key Responsibilities

- Coordinate the Bendigo Health Registered Nurse and Enrolled Nurse Graduate Programs, ensuring delivery aligns with organisational priorities, accreditation requirements and contemporary transition-to-practice principles.
- Coordinate graduate program orientation, study days, learning activities, simulation activities, experience days and other program requirements.
- Monitor graduate progression throughout the program and maintain systems for tracking attendance, development, completion requirements and program outcomes.
- Coordinate communication with graduate nurses, Nurse Unit Managers, Clinical Nurse Educators, including progress meetings and outcomes.
- Coordinate the evaluation and continuous improvement of graduate programs through participant feedback, stakeholder engagement and outcome measures.
- Support regional graduate nurses participating in Bendigo Health study days, experience days and other learning opportunities.
- Maintain and develop graduate program resources including orientation materials, learning resources, GOLD modules, clinical practice tools, simulation resources and other educational resources.
- Contribute to the development and review of graduate program policies, procedures, resources and governance documentation.

- In collaboration with managers and educators, develop, implement and monitor learning and support plans for graduate nurses requiring additional support to achieve program outcomes.
- Provide professional support to graduate nurses, prioritising individuals and areas with the greatest development needs.
- Build capability in clinical areas to support graduate nurse learning, supervision and professional development.
- In collaboration with key stakeholders and other educators, contribute to the design, development, implementation and evaluation of nursing and inter-professional learning opportunities.
- Incorporate contemporary evidence and best-practice principles into learning and development activities.
- Knowledge of graduate recruitment activities including organisational and PMCV processes.
- Support graduate program promotion activities including career events, university engagement and graduate recruitment initiatives.
- Provide support across Learning, Education and Development portfolios and programs as required.
- Provide cover for Clinical Nurse Educators during periods of leave or absence.
- Provide support in clinical areas during periods of organisational escalation as directed.
- Demonstrate accountability for own professional development.
- Act as a mentor and role model.
- Represent Learning, Education and Development on relevant committees, projects and working groups.

Key Selection Criteria

Essential

1. Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse without conditions, supported by relevant postgraduate qualifications, Certificate IV in Training and Assessment, or equivalent expertise.
2. Demonstrated advanced clinical nursing knowledge and expertise, including extensive knowledge of clinical support models and evidence-based nursing practice.
3. Demonstrated experience coordinating, supporting, and contributing to graduate nurse transition-to-practice programs, workforce development initiatives, and professional development frameworks.
4. Proven ability to undertake training needs analyses, identify learning and development requirements, and design, develop, implement, and evaluate learning, development, and support programs.
5. Demonstrated ability to undertake assessments, develop and evaluate learning and support plans, and provide effective verbal and written feedback to support learner development and performance.
6. Proven ability to work independently and collaboratively within multidisciplinary teams, while effectively engaging with operational leaders, education providers, and workforce stakeholders to achieve program outcomes.

Desirable

7. Demonstrated commitment to ongoing professional development and continuous learning.
8. Highly developed communication and interpersonal skills, with the ability to engage effectively with a diverse range of stakeholders.
9. Demonstrated ability to work collaboratively and professionally, fostering positive relationships and contributing to team and organisational objectives.
10. Proven resilience and adaptability, with the capacity to work effectively in complex, dynamic, and changing environments.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.