POSITION DESCRIPTION: NURSING IN GENERAL PRACTICE (NiGP) PROFESSIONAL DEVELOPMENT COORDINATOR

About APNA
The Australian Primary Health Care Nurses Association (APNA) is the peak national body for nurses working in primary health care across Australia, including general practice.

APNA’s vision is for a healthy Australia through best practice primary health care nursing.

APNA provides primary health care nurses with a voice, access to quality continuing professional development, educational resources, support and networking opportunities. APNA continually strives to increase awareness of the role of the primary health care nurse, and to be a dynamic and vibrant organisation for its members.

APNA aims to:
1. Support the professional interests of primary health care nurses
2. Promote recognition of primary health care nursing as a specialised area
3. Provide professional development for primary health care nurses
4. Represent and advocate for the profession
5. Collaborate with other stakeholders to advance our mission
6. Ensure a sustainable and growing professional association, by and for primary health care nurses.

APNA was established in 2001 and currently has approximately 3,500 members. Key activities include policy, advocacy and representation based on member consultation; the provision of online learning and face-to-face education workshops; an annual national conference; communication and information delivery through a website and hard copy and electronic communications; the provision of support and advice to members; and stakeholder relations. For further information see www.apna.asn.au.

APNA is an Incorporated Association governed by a Board of Directors comprising five elected nursing members, and three co-opted members providing additional expertise. Our national office is based in South Melbourne and we currently have a team of approximately 10 staff members.

Position Purpose
APNA is seeking a Professional Development Coordinator to participate in a new program of work, the Nursing in General Practice (NiGP) Program, on a fixed term basis until 30 June 2015. The tenure of the position is based on an external funding contract, and any extension to the tenure of the position would therefore require an extension of external funding which cannot be guaranteed.

The NiGP Professional Development Coordinator will work within APNA’s newly appointed Nursing in General Practice Program team, with the aim of providing education to nurses in general practice over
the program period, by developing and implementing a series of education workshops, online learning modules and potentially also webinars on clinical and professional practice issues.

**Position Context**
The Australian Medicare Local Alliance (AML Alliance), which is the peak national body for the Medicare Local sector, has received an extension on its funding agreement with the Commonwealth to implement the NiGP program. The AML Alliance has indicated its intention to partner with and sub-contract APNA to undertake a significant portion of NiGP activity and achieve a number of deliverables under the NiGP program, over the funding agreement extension period. The Commonwealth has indicated its support of such a partnership.

The overall vision for the NiGP Program is that “primary care nurses will be integral members of multidisciplinary teams working collaboratively with consumers, health care providers and the community to achieve quality primary health care.” The aim of the program is to support and build the capacity of the nursing workforce within general practice. The program also emphasises the value of the role nursing plays in primary health care including multidisciplinary, collaborative care; and encourages optimal utilisation of the nursing workforce. For further information on NiGP activities and resources to date, see [www.amlalliance.com.au/medicare-local-support/nigp](http://www.amlalliance.com.au/medicare-local-support/nigp).

One of the key APNA deliverables under the 2013-15 contract with the AML Alliance is *Education for nurses in general practice*, specifically the delivery of five (5) x two (2)-day education workshops in Year 1 and eight (8) x two (2)-day education workshops in Year 2, covering clinical topics and professional practice issues. A deliverable is that a minimum of 1040 general practice nurses will participate in the workshops. APNA is also responsible for the development and delivery of six (6) x 1-hour online learning modules over the course of the project.

The NiGP Professional Development Coordinator, working under the direct supervision of the NiGP Program Director, will carry primary responsibility for the above area of work. The Professional Development Coordinator will also work with the Program Director and other team members to contribute to other aspects of the Program as required, including research and policy work; support for the Practice Nurse Incentives Program (PNIP); promoting and marketing Nursing in General Practice; support for AML Alliance Medicare Local Nursing Demonstration Projects; and support for AML Alliance Leadership workshops.

**Reports To:**
NiGP Program Director

**Position Type:**
Full Time or Part Time (4 to 5 days per week, negotiable)

**Position Tenure:**
Fixed term to 30 June 2015
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<th>Key Result Area</th>
<th>Activities</th>
<th>Measures</th>
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<td>Planning, reporting, and evaluation</td>
<td>Draft a clear plan for the education program to 30 June 2015, including objectives, activities, timelines, budget, Key Performance Indicators, and evaluation plan, for approval by the NiGP Program Director and APNA CEO. Ensure activities detailed in the education program plan are completed on time, on budget, and in a high quality way, such that all KPIs are met. Provide required information to NiGP Program Director to enable all reporting requirements including to CEO, APNA Board, AML Alliance, and any committees, are fulfilled in a timely and high quality way. Ensure an education program evaluation plan is in place and relevant information is collected and reported, so that effective evaluation is undertaken.</td>
<td>Documented education program plan in place and endorsed by NiGP Program Director and APNA CEO. KPIs documented in the education program plan are met. All required information submitted on time and meets requirements. Education program evaluation undertaken and meets requirements.</td>
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<td>Development and delivery of education workshops covering clinical topics and professional practice issues</td>
<td>Work with colleagues in APNA and the AML Alliance and with input from stakeholders and content experts, to develop the program and content for the education workshops. Under the supervision of the NiGP Program Director, manage all aspects of the delivery of the workshops, including program development, engagement of presenters, scheduling, pricing, promotion, organisation of venues and catering and other logistics, production of resources for attendees, workshop evaluation, etc.</td>
<td>A minimum of five x two-day education workshops are delivered by 30 June 2014. A further eight x two-day education workshops are delivered by 30 June 2015. A minimum of 1040 general practice nurses participate in the 13 workshops (average 80 per workshop minimum). High levels of participant satisfaction (metric TBC).</td>
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<td>Development and delivery of online learning modules</td>
<td>Work with colleagues in APNA and the AML Alliance and with input from stakeholders and content experts, to develop the program and content for Three x 1-hour online learning modules developed and made available on APNA’s online learning platform by 30 June</td>
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<td><strong>the online learning modules.</strong></td>
<td>Work with APNA’s contracted online learning developer to ensure production of the modules by due dates.</td>
<td>2014.</td>
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<td><strong>Management of NiGP education budget</strong></td>
<td>Under the supervision of the NiGP Program Director and with support from APNA’s finance team, manage all aspects of the NiGP education budget, including preparation, monitoring, reporting, and compliance.</td>
<td>Budget for the NiGP education program is prepared and approved within deadline; budget reports provided on schedule. Expenditure is within approved budget annually, with underspend &lt;5%.</td>
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<td><strong>Team participation</strong></td>
<td>Work collaboratively with other members of the NiGP Program team, and the broader APNA staff team, to actively contribute to overall NiGP program goals and organisational goals.</td>
<td>Positive feedback from performance review.</td>
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<td>Consistently demonstrate appropriate behaviours.</td>
<td>Positive feedback from performance review.</td>
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<td>Undertake any other duties as required.</td>
<td>Positive feedback from performance review.</td>
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**Financial sign off limit:** TBC

**Number of staff reporting directly and indirectly:** TBC

**Budgetary management responsibility:**
Manage NiGP Program education budget under the direction of the NiGP Program Director.
Essential Requirements:

**Education, Experience and Technical Knowledge:**
- Understanding and appreciation of primary health care issues, including primary health care nursing issues
- A tertiary qualification in a relevant area
- A strong track record in program and/or project work, preferably in the health field
- Proven excellent oral and written communication, collaboration and negotiation skills
- Proven strong organisational skills

**IT competencies:**
- Microsoft Office applications (Word, Outlook, Powerpoint, Excel)

**Desirable Requirements:**
- A nursing background and/or knowledge of the nursing profession
- Experience in organising and managing events and/or experience in delivering professional development programs.

**Approval:**

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