

POSITION DESCRIPTION

Position Title:	Clinical Placement Coordinator – Graduate
Business Unit/Department:	Education and Learning
Division:	People, Culture and Communications
Award/Agreement:	Health & Allied Health Services, Managers & Administrative Workers (Victorian Public Sector) (Single interest Employers) Enterprise Agreement 2021-2025
Classification:	HS4
Reports To:	Nurse Graduate Coordinator
Direct Reports:	Nil
Date Prepared/Updated:	22/5/2025

Position Purpose

Graduate Placement Coordinator will provide support to the manager and education team through the coordination of Transition to Practise programs across Western Health (WH). They will support Graduates in their transition to a Registered Nurse and work within the education team to provide a positive graduate experience and review and grow the Graduate program as required by WH. Actively participate in the Graduate planning processes to identify the required resources and skill mixes required to future proof Western Health nursing workforce. Provide support and development to the Graduate Nurse Programme ensuring that the ongoing professional practice meets professional standards of nursing practice and that WH policies and procedures are adhered to.

The Clinical Placement Coordinator has a duty of care to staff and patients, which is to provide information that is current and consistent with best practice standards. It is also expected that this position will assist in the continuous improvement of clinical learning opportunities across Western Health in line with the recommendations in the Best Practice Clinical Learning Environment Framework.

Business Unit Overview

Western Health recognises the importance of career development of its staff. The Education and Learning (E&L) department is a key provider of clinical support, professional development and continuing education for nurses, midwives, other health professionals and non-clinical staff. The E&L aims to provide an efficient and effective integrated education service that addresses the learning, education and training needs of Western Health staff from a perspective of life-long learning and professional development.

Key Responsibilities

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- Working with the Graduate Coordinator and the Graduate Nursing team, the Clinical Placement Coordinator will assist in coordinating Graduate Programs. This includes but is not limited to the Graduate Nurses, Enrolled Nurses, and Transition to Practice Nurses.
 - Duties include but are not limited to recruitment planning and selection, interview processes, GNMP computer matching and assisting in associated administrative duties.
 - Collaborate with key stakeholders participating in the graduate planning processes to identify the required resources and skill mixes required to future proof Western Health nursing workforce.
 - , Assist to ensure that the ongoing professional practice meets professional standards of nursing practice and that WH policies and procedures are adhered to.
 - Support Educators with Graduate issues that relate to patient related care, referring patient related care to the nurse educators.
 - Assist with provision of feedback to program participants on their performance, including program requirements, learning goals and performance management relating to non-clinical matters.
- Participate in debrief sessions in conjunction with a nurse educator, encouraging participation and reflection on experience.

- Liaise with key stakeholders to identify organisational educational and clinical needs and develop strategies to manage identified gaps.
 - Collaborate with unit managers to provide assistance and guidance for graduate program participants identified as requiring management for underperformance in the non- clinical expectations.
 - Maintain records and documents relating to the performance and development of program participants
Actively promote Western Health as an organisation of choice for Graduate and undergraduate programmes.
 - Organise and act as an ambassador for Western Health promoting graduate programs in the community at forums including but not limited to Expos, Open Evenings, University visits.
 - Review and improve graduate opportunities to support Western Health growth, change and organisational demands including partnering with external health organisation rotations with support of the Graduate Coordinator.
 - Develop, coordinate, and deliver educational programs that focus on behavioural development of the Graduate.
 - Assist with Orientation and study days
 - Provide debriefing and careers guidance for program participants
 - Assist in reviewing and improving placement opportunities within graduate nurse programs
 - Work with undergraduate coordinator to ensure a seamless flow between undergraduate and graduate clinical learning.
 - Provide information that is clinically current, and consistent with world's best practice standards. This is achieved through an obligation to meet own professional developmental needs.
- Demonstrate expert knowledge in the principles of contemporary educational theory to address learning needs.
- Liaise regularly with clinical settings to foster a positive learning environment and culture of acceptance and inclusion of Graduates at Western Health
 - Raise the profile of the Clinical Support role and Education & Learning through the participation in relevant health service committees and through the provision of support and consultation for clinical staff.
 - Provide high quality learning opportunities in a timely and cost-effective way.
Effectively manage relationships with internal and external stakeholders.
 - Assist in facilitating programs

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- Recognise the role of infrastructure in supporting lifelong learning, and advocate for changes that will enhance graduate learning capability.
- Influence learning and development strategies within the graduate program to ensure graduates are supported to develop the abilities to meet current and future needs.
- Provide Graduate data to the Key Stakeholders as required.
- Participate in research activities in relation to Transition to practice and education.
- Provide representation in professional forums and develop a record of publication in peer-reviewed journals.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- Director Education and Learning
- Managers of Education & Learning
- Education & Learning Coordinators
- BPCLE working party
- Nurse Unit Managers
- Educators
- Clinical Managers
- Clinical Placement administration
- Education and Learning Team
- Nursing and Midwifery Workforce Unit
- People and Culture team
- Graduate Program participants
- Mental Health Graduate team Nursing Staff
- Medical Education Unit

External:

- Education Providers
- Post Medical Council of Victoria
- Tertiary institutions

Selection Criteria

Essential

- High-level administration skills
- High level organisational skills
- Recruitment planning experience
- Previous experience in the administration with novice workforce

Desirable

- Experience in undergraduate student placements planning
- Demonstrate ability to facilitate team outcomes
- Demonstrate interpersonal and role modelling skills including problem solving, conflict resolution, negotiation,

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- Understanding of HR requirements for the Graduate and experience with selection and interview processes
- Demonstrate experience and understanding of performance management processes
- Demonstrate commitment to ongoing learning and professional development
- Demonstrate understanding of professional and clinical issues
- [Click here to enter text.](#)

Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment.
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- 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 Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act regarding the sharing of health information.
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- 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. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name:

[Click here to enter the Employee's name.](#)

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Employee's Signature:

Date:

[Click here
to enter a
date.](#)

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