

APNA TRANSITION TO PRACTICE PROGRAM

Program Information

A program to support nurses new to primary health care

Key contacts

Rebekah Cox

1300 303 184 | transitiontopractice@apna.asn.au



Contents

Introduction	3
Quick reference glossary	3
Programs available	4
Who can participate?	5
Program elements	6
Aim	6
When	6
What	6
What does the program involve?	8
Support from APNA	10
Program requirements	11
Transitioning nurses	11
Clinical and professional mentors	12
Workplaces	13
Program FAQ	13
Is this program a graduate year or does it count towards any formal qualifications?	14
Will the program match a transitioning nurse with a workplace or a workplace with a transitioning nurse?	14
If I change workplace during the program, can I take it with me?	14
Is there a maximum timeframe that a transitioning nurse is considered 'new' for?	14
Can enrolled nurses be a clinical and professional mentor?	14
If I have completed education prior to this program, will this be recognised?	14

Introduction

Nurses who are new¹ to primary health care will be supported to transition into primary health care for up to eight months through APNA's Transition to Practice Program.

Note: information in this document is subject to change.

Quick Reference Glossary

Please read the program requirements before applying.

Primary health care setting:

Any setting outside of acute health care, including (but not limited to);

- Aged care
- Aboriginal and/or Torres Strait Islander health services
- Correctional/justice health
- Community health
- General practice
- And more

Primary health care workplace:

- Primary health care setting where the transitioning nurse is employed for ideally a minimum of 14 hours per week (preferably will be an accredited² workplace)
- Preferably can provide a minimum of one day per month for nurses to participate in continuing professional development (CPD) provided by the program³

Transitioning nurse:

- Registered or enrolled nurse who has recently transitioned into a primary health care workplace (preferably accredited²)
- May be an experienced nurse who has transitioned to primary health care and is looking for additional support **or** a graduate nurse who has just started in primary health care. **Note:** There is no prescribed 'transition' cut-off period.
- Ideally employed for a minimum of 14 hours per week within a primary health care setting
- Willing to participate in their own time during the program

Clinical and professional mentor (mentor):

- Registered nurse or nurse practitioner
- Has four or more years of primary health care experience
- Will provide a minimum of 40 hours of direct and/or indirect⁴ clinical and professional mentoring over a 6-month period, in a small group learning environment to a maximum of five nurses
- Not required to work in the same location as their allocated nurses
- Paid \$2,400 for time in program

1. These nurses are also known as transitioning nurses (TNs). They may be recently graduated or experienced nurses who have moved into an unfamiliar primary health care setting.



2. A workplace with a current certificate of accreditation through the appropriate organisational or industry agency – e.g. RACGP Standards for General Practice, Australian Aged Care Quality Agency, ACHS Evaluation and Quality Improvement Program or other.

3. Most workplaces allocate a CPD budget for their employees. One day a month for 6-8 months will provide the nurses with opportunities to upskill and specialise in primary health care and meet their nursing registration CPD requirements.

4. **Direct:** This is in-person contact where the mentor is physically present and may observe, works with, or educate the nurse in person.

Indirect: This is virtual contact where the mentor is not physically present and includes research or preparation required to assist nurses. Indirect contact may occur via regular virtual meetings, SMS (text message), telephone, email, Zoom, or other electronic communication methods.

Programs available

Details	 OPTION 1: Supported transition to primary health care (mentor support included)	 OPTION 2: Introduction to primary health care package (no mentor support)
Program length	8 months	6 months
Ideal for	Graduates or nurses who want some additional support to increase their understanding of primary health care with support from an experienced primary healthcare nurse (mentor)	Nurses who want some additional support to increase their understanding of primary health care without support from an experienced primary healthcare nurse (mentor)
CPD hours available	50 + CPD hours	50 + CPD hours
Includes access to	<ul style="list-style-type: none"> ✓ Induction workshop ✓ Foundations of General Practice workbook ✓ Orientation for nurses new to general practice ✓ x10 education activities exclusive to this program ✓ Program resources ✓ Self-assessments ✓ Nurse support ✓ 6 months of small group learning (mentoring) by an experienced primary health care nurse ✓ Community of practice 	<ul style="list-style-type: none"> ✓ Foundations of General Practice workbook ✓ Orientation for nurses new to general practice ✓ x6 education activities exclusive to this program (unavailable elsewhere) ✓ Access to self-assessments ✓ Nurse support
	<p>Program mentors also get</p> <ul style="list-style-type: none"> ✓ Paid \$2,400 to provide a minimum of 40 hours of mentoring via small group learning sessions over 6 months ✓ Mentoring toolkit to guide you through the A-Z of mentoring in small group learning ✓ Access to all online learning your allocated nurses are provided access to ✓ On-going support from experienced nurses to support your journey as a mentor 	

Who can participate?

Applications are open to both nurses who are new to primary health care (transitioning nurses) and experienced primary health care nurses who are interested in mentoring.

Mentors must have recent experience in primary health care but do not have to be working in a primary health care setting to participate.

All nurses must be able to fulfill the key requirements below. See the **Program Requirements** section for more details.

Key requirements

1. Nurses new to primary health care (transitioning nurse):

- ✓ Registered or enrolled nurse who has recently transitioned into a primary health care workplace. If you have recently commenced working in primary health care, and you consider yourself to be new to primary health care, you are eligible to apply.
- ✓ May be a recently graduated nurse or an experienced nurse transitioning from another health care setting.
- ✓ Ideally employed for a minimum of 14 hours per week within a primary health care setting.
- ✓ Must be willing to complete program activities in their own time (approximately four hours per month), in addition to any workplace CPD/study time arranged with workplace.

2. Nurses experienced in primary health care (clinical and professional mentor):

- ✓ A Registered nurse or nurse practitioner who has four or more years primary health care experience.
- ✓ Will be matched by APNA to a maximum of five transitioning nurses.
- ✓ Not required to work in the same workplace as the transitioning nurse(s).
- ✓ Will provide a minimum of 40 hours of clinical (i.e., skills development) and professional (i.e., career and personal skills development and growth) mentoring through small group learning environments.
- ✓ Mentoring is conducted both directly and indirectly

Direct: This is face-to-face (in-person) contact where the mentor is physically present and may observe, work with, or educate the nurse in person.

Indirect: This is virtual contact where the mentor is not physically present and includes research or preparation required to assist nurses. Indirect contact may occur via regular virtual meetings, SMS (text message), telephone, email, Zoom, or other electronic communication methods.

Program elements

The APNA Transition to Practice Program will provide an accessible, structured 6-8-month transition support program with an option of 6 months of intensive clinical and professional mentoring through small group learning.

Aim

The aim is to increase the confidence, competencies, skills and knowledge of nurses commencing work in primary health care settings.



When

The program is available in three intakes each year



Intake	Start date*	End date*
March intake		
6-month	20 March 2023	20 September 2023
8-month	20 March 2023	20 November 2023
July intake		
6-month	10 July 2023	10 January 2024
8-month	10 July 2023	10 March 2024
October intake		
6-month	9 October 2023	9 April 2024
8-month	9 October 2023	9 June 2024

*Dates subject to change

What

Details	 Option 1: Supported transition to primary health care (mentor support included)	 Option 2: Introduction to primary health care package (no mentor support)
Program length	8 months	6 months
Estimated time required	Nurses new to PHC: 40 - 60 hours over 8 months Mentors: 40 - 50 hours over 6 months	48 - 50 hours over 6 months
Key requirements	Nurses new to PHC: Working a minimum of 14 hours (or minimum of 2 days a week) in a primary health care workplace. Mentors: Must have four or more years' experience in primary health care (don't have to be currently working in PHC)	Working a minimum of 14 hours (or minimum of 2 days a week) in a primary health care workplace
Funding available	Nurses new to PHC: Must be funded by PHN/Organisation/Self/Other to participate. See funding available in the Q&A section of the APNA TPP website Mentors: Nil cost - are funded to participate	Must be funded by PHN/Organisation/Self/Other to participate. See funding available in the Q&A section of the APNA TPP website
Includes	Nurses new to PHC ✓ Induction workshop ✓ Foundations of General Practice workbook	✓ Foundations of General Practice workbook ✓ Orientation for nurses new to general practice

Program elements

Details	 Option 1: Supported transition to primary health care (mentor support included)	 Option 2: Introduction to primary health care package (no mentor support)
	<ul style="list-style-type: none">✓ Orientation for nurses new to general practice✓ Additional x10 education activities✓ Program resources✓ Self-assessments✓ Nurse support✓ 6 months of mentoring via small group learning✓ Community of practice <p>Mentors</p> <ul style="list-style-type: none">✓ Paid \$2,400✓ Mentoring toolkit and education✓ Access to additional education✓ Mentor coaching	<ul style="list-style-type: none">✓ Additional x6 education activities✓ Self-assessments✓ Nurse support

Program elements

What does the program involve?

1. Induction training

This is a compulsory 3hr live workshop which is an opportunity for the transitioning nurse and mentor to:

- Be introduced to APNA program staff and receive a detailed overview of the Program
- Meet their assigned nurse (mentor or mentee) to:
 - develop rapport and begin the mentoring relationship
 - create a mentoring plan that will establish the baseline of the mentoring relationship around ground rules, communication and goals for the 6-month period

2. Self-assessments and CPD planning

The transitioning nurse and mentor will have access to, and be required to complete the unique online self-assessments that have been developed to:

- a. Help the nurse plan their CPD in collaboration with their mentor
- b. Monitor their progress in knowledge, skills and confidence throughout the program
- c. Identify knowledge gaps

The self-assessments and review of CPD planner are to be completed as follows:

Activity to complete	When
6-10 Pre-education self-assessments	Prior to completing education activities
Review of CPD planner	Prior to completing education activities
6-10 Post-education self-assessments	On completion of education activities
Review of CPD planner (if required)	Prior to completing education activities

3. Education

Nurses will have access to Program exclusive education activities and resources. Nurses are encouraged to seek additional education opportunities where possible. The following describes the education available in the programs.

OPTION 1: Supported transition to primary health care: 8 months	OPTION 2: Introduction to primary health care package: 6 months
Included:	
<ul style="list-style-type: none"> ✓ Foundations of General Practice or Aged Care workbook ✓ Orientation for nurses new to general practice online learning 	<ul style="list-style-type: none"> ✓ Foundations of General Practice or Aged Care workbook ✓ Orientation for nurses new to general practice online learning
Mentors receive:	
<ul style="list-style-type: none"> ✓ Mentoring specific education and resources 	
Nurses/PHNs/Organisations to select	
Up to 10 additional education activities to complete during the program	Up to six additional education activities to complete during the program

Program elements

APNA recommended education

The following education is only available through APNA Programs:

1. Foundations of Chronic Disease Management*
2. Foundations of Professional Practice in Primary Health Care*
3. Foundations of Enabling Culturally Safe Health Care for Aboriginal and Torres Strait Islander Australians: Self-reflective practice and professional considerations*
4. Foundations of Health Promotion & Preventative Care in Primary Health Care*
5. Foundations of Care Planning in Primary Health Care Setting*
6. Foundations of Planned Assessment in Primary Health Care*
7. Foundations of Triage in Primary Health Care*
8. Foundations of Health Assessments in Primary Health Care*
9. Foundations of Wound Management*
10. Foundations of Primary Health Care*
11. Foundations of resilience*
12. Foundations of Maternal and Child Health development Units 1 & 2*

* Exclusive to TPP

APNA Programs exclusive education

The following education is only available through APNA Programs:

1. Foundations of communication in primary health care
2. Foundations of professional practice in primary Health Care (includes scope of practice)
3. Foundations of Enabling Culturally Safe Health Care for Aboriginal and Torres Strait Islander Australians: Self-reflective practice and professional considerations
4. Foundations of Resilience
5. Foundations of Primary Health Care
6. Foundations of Building Effective Teams in Primary Health Care
7. Foundations of Health Promotion & Preventative Care in Primary Health Care
8. Foundations of Chronic Disease Management
9. Foundations of Understanding Quality Improvement in Primary Health Care
10. Foundations of Primary Health Care Funding

11. Foundations of Health Assessments in Primary Health Care
12. Foundations of Care Planning in Primary Health Care Setting
13. Foundations of Infection Prevention & Control in Primary Health Care
14. Foundations of Clinical Information Management
15. Foundations of Financing a Nurse Position in a Private Billing Service - General Practice
16. Foundations of child health
17. The Healthy Kid Check
18. Leadership in Healthcare: 3-part module: a. leading self, b. leading others c. leading organisations
19. Foundations of alcohol and drug use and treatments: 3-part module:
 - a. Substance use and issues in Australia,
 - b. Understanding intoxication and withdrawal,
 - c. Engagement in primary health care
20. Best Practice Pain management

Other education available

1. Foundations of Planned Assessment in Primary Health Care
2. Foundations of Triage in Primary Health Care
3. Foundations of Management of Ear Cerumen (Earwax) Through Ear Irrigation
4. Foundations of Wound Management
5. Foundations of Facilitating Behaviour change
6. Foundations of Population Health for Nurses in Primary Health Care
7. Foundations of Medicines Management
8. Optimising health as people age
9. Immunisation
10. Mental health: 2-part module:
 - a. identification, communication, and management
 - b. Team, Disorders and Early Intervention
11. Diabetes management: 2-part module:
 - a. introduction,
 - b. supporting people with diabetes
12. Asthma fundamentals for PHC nurses
13. Foundations of change conversations and negotiation in the workplace
14. Foundations of spirometry
15. An introduction to family violence awareness for nurses who work in primary health care
16. LGBTIQ+ inclusive practice in health care

Program elements

4. Clinical and professional mentoring via small group learning

Small Group Learning is an educational approach that is learner-centered with a focus on active learning and engagement. In literature, Small Group Learning is often referred to as collaborative group learning. These both encompass similar concepts- sharing of ideas, collaborating, discussion, community, brainstorming and interaction. Learning occurs through dialogue and collaboration between the facilitator and participants, which uses an interactive approach rather than didactic.

Mentors are provided with training and tools to assist in the facilitation of small-group learning

The program provides access to a minimum of 40 hours of clinical and professional⁵ mentoring via small-group learning over 6 months. Small group learning groups will consist of a maximum of five nurses to enable a best-practice learning environment. Groups may be run through virtual group meetings or where distance/time allows, via in-person meetings, focusing on collaborative, active learning and engagement.

Both the mentor and the transitioning nurse are responsible for contributing to and participating in the small group learning sessions. The sessions will be led by the mentor, with contributions from the group. It is up to individuals in the groups to decide when/how/where the sessions will be held over the 6 months. Some groups decide to meet weekly, fortnightly, monthly or a combination of all three throughout the program. Additional one on one support from the mentor may be available for nurses as required.

Mentoring is conducted both directly and indirectly

- **Direct:** This is face to face (in-person) contact where the mentor is physically present and may observe, work with, or educate nurses in person.
- **Indirect:** This is virtual contact where the mentor is not physically present and includes research or preparation required to assist nurses. Virtual meetings, SMS (text message), telephone, email, Zoom, or other electronic communication methods are often used.

5. Community of learning

Support from APNA

- All participants are encouraged to contact APNA where required
- APNA will engage with the transitioning nurse workplaces where appropriate
- Funding is provided directly to the mentor
- Nurses in the supported program will have the opportunity to participate in group discussions via an online networking forum
- Mentors will undertake 4-6 weekly telephone calls with APNA to discuss program progress

6. Program support

All program participants will have access to experienced registered nurses for program support throughout the program. Additionally, to ensure the program is meeting the participant's needs, participants will contribute to the Program's quality improvement process, i.e.:

Feedback surveys:

- Post-induction training
- Completion of individual education
- Program exit

Formal reports:

- Reword to: Nurses will submit formal progress reports to APNA at the end of each month. A link to complete this online report is provided to all participants.

5. **Clinical mentoring:** skills development. **Professional mentoring:** career and personal skills development and growth.

Program requirements

Transitioning nurses

Program requirements

- ✓ A registered or enrolled nurse with current AHPRA registration with no conditions or factors that may impede the role
- ✓ **Enrolled nurses:** must meet AHPRA *Standards for Practice* requirements, around having a named and accessible registered nurse to provide direct or indirect supervision at all times
- ✓ By program start date, will ideally work a minimum of 14 hours (or minimum of 2 days a week) in a primary health care workplace
- ✓ Sound computer literacy and the ability to access and use basic computer operating systems and applications, i.e. Word, Excel, emails, general web browsing and use of webpages/programs such as Zoom
- ✓ Holds appropriate professional indemnity insurance



OPTION 1: Supported transition to primary health care: 8 months

- ✓ Sign a service agreement (contract) with APNA
- ✓ Participate in induction training (or watch the recording if unable to attend)
- ✓ Actively participate in a mentoring relationship via small group learning sessions for 6 months
- ✓ Participate in and contribute to an online community of learning
- ✓ Connect with APNA as required for on-going program support
- ✓ Complete monthly reports provided by APNA
- ✓ Complete all self-assessments and education

by the end of the 8-month period



OPTION 2: Introduction to primary health care package: 6 months

- ✓ Sign a service agreement (contract) with APNA
- ✓ Complete monthly reports provided by APNA ✓
- Complete all self-assessments and education

by the end of the 6-month period

Minimum time requirements

One hour per week for eight months *and/or*
One day (8 hours) a month

Total: 40 – 60 hours

Note: More time is generally required in the first 3-4 months. Each nurse will be different in how they participate in the program

One day (8 hours) a month

Total: 48 – 50 hours

Note: More time is generally required in the first 2-3 months. Each nurse will be different in how they participate in the program

Program requirements

Clinical and professional mentors

Program requirements

- ✓ A registered nurse or nurse practitioner with current AHPRA registration with no conditions or factors that may impede the role
- ✓ Minimum of four years' experience in primary health care. Not required to be currently working in a primary health care setting but must have minimum of four years' of PHC experience.
- ✓ Well-rounded clinical expertise and sound knowledge of primary healthcare
- ✓ Interested in optimising personal and professional growth and enhancing the leadership skills of nurse colleagues
- ✓ Passionate about the development of the nursing profession in primary health care
- ✓ Organisational, communication, interpersonal, negotiation and conflict-resolution skills
- ✓ Sound computer literacy and the ability to access and use basic computer operating systems and applications, i.e. Word, Excel, emails, general web browsing and use of webpages/programs such as Zoom
- ✓ Holds appropriate professional indemnity insurance

May have:

- ✓ Previous mentoring and/or preceptorship experience/skills
- ✓ Flexible work hours to allow for participation in program
- ✓ Certificate IV in Training and Assessment OR other education/training in adult learning
- ✓ Own ABN

OPTION 1: Supported transition to primary health care: 6 months

- ✓ Sign a service agreement (contract) with APNA
- ✓ Participate in induction training with APNA staff (or watch the recording if unable to attend)
- ✓ Establish and maintain a mentoring relationship with up to 5 transitioning nurses via small group learning sessions for 6 months
- ✓ Contribute to the online communities of learning
- ✓ Connect with APNA as required for on-going program support
- ✓ Complete monthly reports provided by APNA
- ✓ Complete and participate in mentoring activities provided by APNA
- ✓ Provide APNA with invoices for mentoring payment. Templates are provided if required.

Minimum time requirements

One hour per week for six months **and/or** one day (8 hours) a month

Total: 40 – 50 hours

Note: More time is generally required in the first 3-4 months.
Each nurse will be different in how they participate in the program.

Program requirements

Workplaces

Program requirements

- ✓ Primary health care setting where the transitioning nurse (or mentor) is employed for ideally a minimum of 14 hours per week. Is preferably an accredited workplace⁶
- ✓ Preferably can provide a minimum of one day per month for nurses to participate in continuing professional development (CPD) provided by the program⁷
- ✓ Provide a supportive environment for nurses to learn, engage and grow personally and professionally



OPTION 1:
Supported transition to primary health care:
8 months



OPTION 2:
Introduction to primary health care package:
6 months

Support your nurse to:

- ✓ Sign a service agreement (contract) with APNA
- ✓ Participate in induction training (or watch the recording if unable to attend)
- ✓ Actively participate in a mentoring relationship via small group learning sessions for 6 months
- ✓ Participate in and contribute to an online community of learning
- ✓ Complete monthly reports provided by APNA
- ✓ Complete all self-assessments and education by end of the 8-month period

Support your nurse to:

- ✓ Sign a service agreement (contract) with APNA
- ✓ Complete monthly reports provided by APNA
- ✓ Complete all self-assessments and education by end of the 6-month period

Minimum time requirements

One day a month/8 months

One day a month/6 months

Total: 64 hours

Total: 48 hours

Note: More time is generally required in the first 3-4 months. Each nurse will be different in how they participate in the program

Note: More time is generally required in the first 2-3 months. Each nurse will be different in how they participate in the program

6. A workplace with a current certificate of accreditation through the appropriate organisational or industry agency – e.g. RACGP Standards for General Practice, Australian Aged Care Quality Agency, ACHS Evaluation and Quality Improvement Program or other.

7. Most workplaces allocate a CPD budget for their employees. One day a month for 6-8 months will provide the nurses with opportunities to upskill and specialise in primary health care and meet their nursing registration CPD requirements.

Program FAQ

Is this program a graduate year or does it count towards any formal qualifications?

- APNA is working towards having the Program recognised as RPL with various education providers. Check with your education provider what RPL they require, as each institution differs.
- This program can be used in lieu of a government-funded graduate year such as those provided in acute care settings. It provides a significant amount of support and education for nurses who are new to primary health care nursing.
- This program provides access to over 50 CPD hours that nurses can use towards their CPD requirements for registration

Will the program match a transitioning nurse with a workplace or a workplace with a transitioning nurse?

- No, it is not in the scope of the program to provide a job placement service for nurses or workplaces with nurses.

If I change workplace during the program can I take it with me?

- Yes. If a transitioning nurse or mentor changes workplace during the program, they can take the program with them.
- The transitioning nurse must still be working in a primary healthcare setting and the workplace is aware and willing to support the nurse during the program.

Is there a maximum timeframe that a transitioning nurse is considered 'new' for?

- If you have recently commenced working in primary health care, and you consider yourself to be new to primary health care, you are eligible to apply.
- All transitioning nurses will be matched with a clinical and professional mentor who have had four or more years of experience in primary health care nursing.

Can enrolled nurses be a clinical and professional mentor?

- Enrolled nurses can participate as transitioning nurse but not a clinical and professional mentor. This is due to:
 - The broader professional scope of practice of registered nurses; and
 - The professional and clinical mentor may mentor more than one nurse and needs to have the appropriate skills to mentor both registered and enrolled nurses.

If I have completed education prior to this program, will this be recognised?

- Education completed prior to the program may be recognised and go towards completion of certain aspects of the program, i.e. immunisation.
- A number of education activities have been developed specifically for this program, not all prior education will be able to be recognised for this program.

Supporting nurses in primary health care



**Australian Primary Health Care
Nurses Association (APNA)**

ABN 30 390 041 210

Level 17/350 Queen Street,
Melbourne VIC 3000

Freecall: 1300 303 184

F: 03 9322 9599

E: admin@apna.asn.au

www.apna.asn.au