



Australian
Nursing &
Midwifery
Federation
Tasmania

AUSTRALIAN NURSING AND MIDWIFERY FEDERATION TASMANIAN BRANCH (ANMF)

POSITION DESCRIPTION

Title: Continuing Professional Development (CPD) Coordinator

Award: Nurses (Tasmanian Public Service) Award

Classification: Registered Nurse

Grade: 5/6 (to be negotiated)

Employment Status: Permanent Part time (0.6 FTE)

Position summary: The Continuing Professional Development (CPD) Coordinator is a Registered Nurse who will be accountable for the development, delivery, facilitation and assessment of professional development programs provided by the Health Education and Research Centre (HERC), the education division of Australian Nursing and Midwifery Tasmanian Branch (ANMF). The position is based in the Hobart, however, travel to the North and North West of the state will be required in line with CPD events.

Essential Selection Criteria:

- Extensive experience in program coordination, monitoring and review processes to ensure continuous quality improvement;
- Extensive experience and current skills in nursing/midwifery and education;
- High level report writing, well developed written and verbal communication skills, with a capacity to write submissions for funding or grants;
- An understanding of and capacity to use and develop relevant technology to assist in the delivery of education and training;
- Sound problem solving, planning and time management and skills;
- Knowledge of contemporary professional issues and a commitment to own ongoing professional development;
- Holds, or working towards, a current Certificate IV in Training and Assessment;
- Registered Nurse holding current registration with the Nursing and Midwifery Board of Australia;
- Hold a current driver's license and a current National Police Check.

Reporting relationship

The CPD Coordinator is accountable to and directly reports to the HERC Business Manager. They will have the capacity to be self-directed and autonomous, and work with others within a cooperative team environment. They will work closely with Organisers, Industrial Officers and members of the ANMF Tasmanian branch.

Key responsibilities:

1. Professional Development Programs

The CPD Coordinator is accountable for the coordination, development, implementation, delivery and evaluation of professional development programs. This will involve:

- Consulting with external stakeholders to establish industry, professional, government, community and member needs in relation to education and training needs analysis relevant to nurses, midwives and personal care workers;
- Produce CPD calendar content for distribution;
- Coordinate, develop and deliver professional development programs, courses, seminars and conferences;
- Participating in HERC strategic planning processes;
- Contribute to policy and procedural guideline development, and the associated mechanisms to support quality teaching, learning and assessment in professional development activities
- Effectively manage resources and budget for CPD portfolio in consultation with the HERC Business Manager.

2. Quality improvement

The CPD Coordinator will contribute to the quality assurance processes through compliance with policies and procedures. The CPD Coordinator will have a commitment to continuous improvement of training.

3. Performance Assessments

The CPD Coordinator will be required to prepare for, conduct and report on performance assessment reports for nurses/midwives on behalf of HERC for AHPRA when required.

4. Training and Assessment

The CPD Coordinator may undertake delegated aspects of the delivery of training programs of Vocational, Education and training sessions offered by the ANMF. This may include assisting in the development of appropriate teaching, learning and assessment tools and processes.

5. Other duties

The CPD Coordinator will undertake other duties delegated to them that are consistent with their qualifications and experience.

6. *Special Conditions - Terms and Conditions*

The CPD Coordinator will be employed in accordance with the ANMF Terms and Conditions of Employment – Nurses 2012.

7. *Outside of Business Hours Work*

Some professional development courses may be offered in the evenings and there may be a requirement to deliver courses/sessions on weekends and out of hours. These requirements will be negotiated with staff ahead of time.

8. *General responsibilities*

- Maintain current knowledge of the professional sector, including standards, regulator systems, best practice and statutory obligations.
- It is the responsibility of the employee to comply with all policies and procedures adopted by the ANMF and HERC.
- All employees are required to comply with the ANMF Values and Behaviours.

Performance review

The Professional Development Coordinator is required to participate in their own performance review, with the HERC Manager:

- Following a period of 3 months employment;
- Following a period of 6 months employment (after which permanent employment can be offered or the period of probation extended)
- Annual periods thereafter.