



South Western Sydney  
Local Health District



## Circulating and Instrument Nurse: **Expert** Professional Development Pathway

# Circulating and Instrument Nurse: **Expert** Professional Development Pathway

---

## Introduction

- The Professional Development Pathway for Instrument and Circulating Nurse Expert (the Pathway) encompasses skill and knowledge development activities to support current, acting or aspiring Anaesthetic Nurse Beginner.
- The Pathway has been designed to support and provide a structured development plan, agreed upon between staff and their manager. It can be used as a resource to promote regular conversations as the staff member progresses through the Pathway and develops their knowledge, skills and capabilities. The Pathway can form part of the Performance Development Review cycle.
- The Pathway also supports Succession Planning initiatives which may contribute to Recognition Prior Learning (RPL) for some elements.
- The Pathway begins with an undertaking between the line manager and the staff member to set goals, agree on timeframes and to ensure that the staff member has the operational support to succeed.
- The Pathway then moves on to a suite of overarching professional development activities related to the Instrument and Circulating Nurse Expert. This then progresses to the specific activities designed to guide the staff members development in Anaesthetic Nurse Beginner specific areas of their role.

## Transforming Your Experience

The Pathway supports Focus Area 4. Effective Leadership and Empowered Staff in the Transforming Your Experience (TYE) Implementation plan 2017-2023 and provides a framework for staff members to develop skills and achieve their full potential.

## Target audience

Current, acting, or aspiring instrument and Circulating Nurses (Expert).

## Purpose

The purpose of the Pathway is to support career progression and succession planning as well as serve as a resource to guide professional development.

## Learning outcomes

It is expected that by working through the Pathway that the staff member will be able to

- perform the requirements of the position identified as part of the professional learning pathway.
- act as a mentor for others.
- contribute to the development of their service or specialty.
- advocate for nursing and or midwifery.
- contribute to the body of knowledge for their service or specialty.
- show evidence of professional development in career pathway.

## References

- SWSLHD Workforce Plan 2022-2028 (in DRAFT)
- SWSLHD Nursing and Midwifery Succession Planning Framework 2021

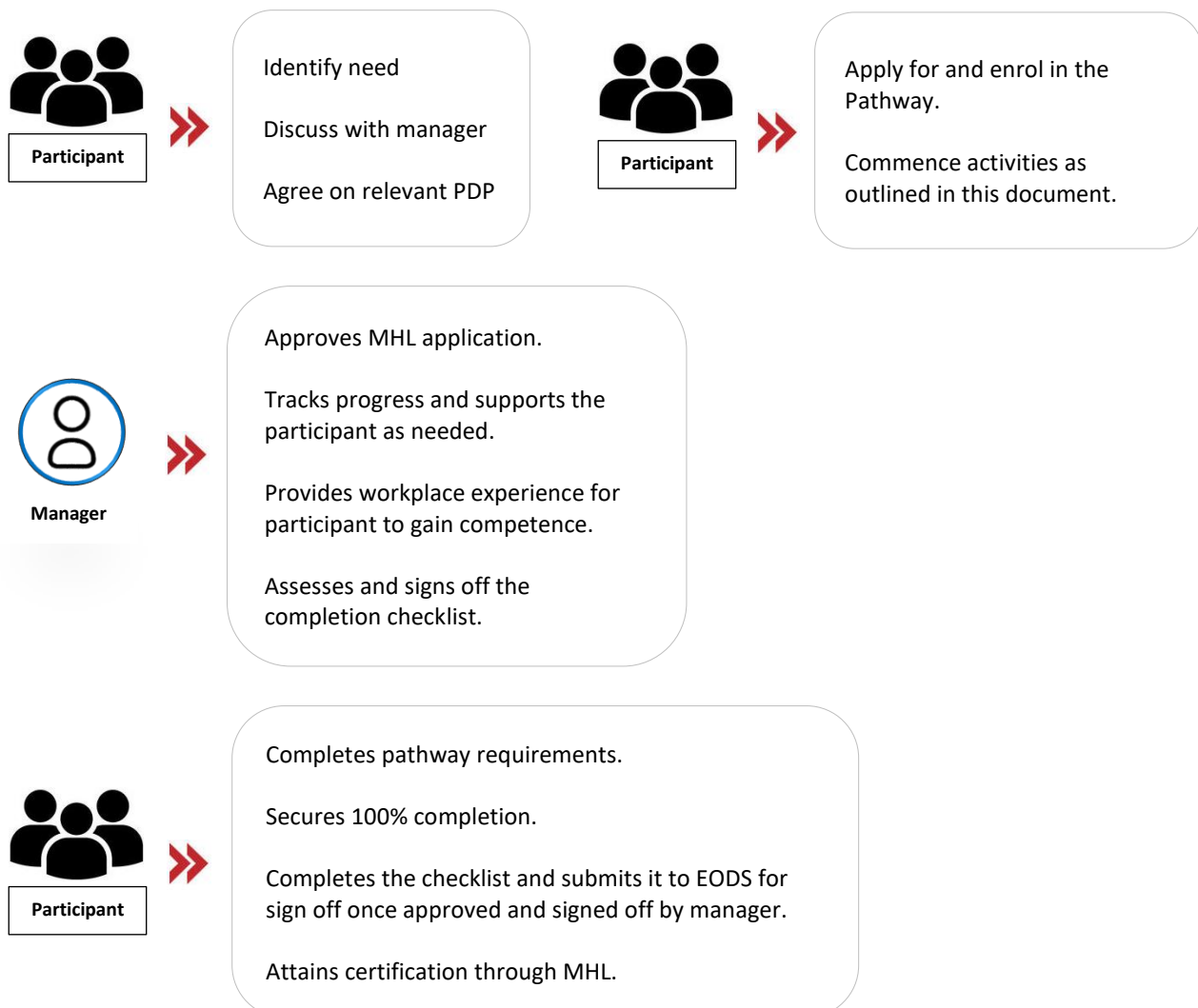
# Circulating and Instrument Nurse: **Expert** Professional Development Pathway

---

## Application, Enrolment and Completion processes

1. Staff member or manager identify need, discuss and come to an agreement about the Pathway that would best suit professional development needs.
2. Staff member applies for the pathway through MHL. Manager approves. Staff member is enrolled.
3. Staff member progresses through the pathway.
4. At the end of each section, the manager reviews progress within the section with the staff member and ensures all activities are completed before the participant progresses to the next section within the pathway.
5. The Assignment Completion Checklist is completed and submitted to the Education and Organisational Development Service for sign off.
6. 100% completion is required within the pathway.
7. Upon 100% completion, the pathway will automatically generate a certificate of completion which will be visible and accessible through the staff member's transcript.

The above steps are also demonstrated through the following workflow diagram.



# Circulating and Instrument Nurse: **Expert** Professional Development Pathway

---

## My Health Learning

The Pathway has been compiled in My Health Learning (MHL) for participants to easily access all requirements and track their own progress.

Managers and their delegates can track participants' progress in the pathway through MHL.

Each section includes online modules, classroom courses, external learning activities, operational assessments and assignments. A complete list of items is provided in following pages.

Each section of the pathway is listed separately to make it easy for participants to understand the requirements for each section and the number of activities that are required to be completed.

Managers, their delegates and/or the Preceptors are required to mark off the Operational Assessments.

Online modules automatically record completion once the modules are completed successfully by the participant.

Classroom courses will be marked off as completed by the Education and Training Administration team once the participant attended relevant classroom training.

Please refer to the Professional Development Pathways Guidelines document that is available on the website for detailed information on the various terms used in this document.

# Circulating and Instrument Nurse: **Expert** Professional Development Pathway

## Section 1: Safety and Quality

### Learning Outcomes

- Identify importance of auditing
- Find appropriate audit tools to improve work practices
- Contribute to developing action plans
- Understand the application of the dimensions of quality to the workplace.
- Recognise opportunities to improve care and service delivery
- Actively contributes to the development of clinical practice within the workplace
- Discuss and propose recommendations post incident
- Manage and review an incident record on IMs

### Online Modules

| # | Code      | Title  |
|---|-----------|--|
| 1 | 144594115 | Auditing is Everyone's Business  |
| 2 | 335318052 | Foundations of Healthcare Safety and Quality (part of the Safety & Quality Essentials Pathway) |
| 3 | 221824316 | Post Incident Safety Huddles   |
| 4 | 266765062 | ims+ How to Manage and Review and Incident Record  |

### External Learning Activities

Familiarise yourself with the NSQHS standards [Australian Commission on Safety and Quality in health Care](#)

## Section 2: Clinical Leadership

### Learning Outcomes

- Understand team functions and factors
- Identify characteristics of effective teams
- Recognise and respond to team dysfunctions
- Develop strategies to build effective teams
- Define emotional intelligence
- Analyse own Emotional Intelligence profile
- Identify areas for development
- Identify and apply for courses that will aid in personal growth

### Online Modules

| # | Code      | Title  |
|---|-----------|--|
| 1 | 43628195  | Learning Path-Teamwork                                 |
| 2 | 93450040  | Emotional Intelligence                                 |
| 3 | 128671179 | HETI Resource Management Training Self-Assessment Tool |

# Circulating and Instrument Nurse: **Expert** Professional Development Pathway

---

## Section 3: Assessment of Staff in Skills

### Learning Outcomes

- Discusses what an assessment is and why they are necessary
- Lists the principles of a valid assessment
- Identifies preparations requirements pre-assessment
- Understands post assessment requirements
- Identify the correct benchmarks and assessment tools required for workplace assessment
- Enables staff to provide challenging feedback to a learner
- Implement reasonable adjustment as part of the assessment process
- Contribute to the assessment review process

## Section 4: Improvement Science

### Learning Outcomes

- Improve safety and quality structures
- Improve processes and outcomes
- Describes models of improvement
- Differentiates improvement and research
- Discuss the five phases of the improvement science processes
- Identify use of QIDS and QARS for quality improvement projects
- Understanding of SMART aim statements and stretch goals
- Understanding of the PDSA model to test relevant change ideas
- Discuss the use of Driver Diagrams, Flow Charting and Brainstorming

### Online Modules

| # | Code      | Title                            |
|---|-----------|----------------------------------|
| 1 | 378591148 | Improvement Science Introduction |

### Classroom Courses

| # | Code    | Title               |
|---|---------|---------------------|
|   | CQI1225 | Improvement Science |

# Circulating and Instrument Nurse: **Expert** Professional Development Pathway

---

## Section 5: Post Graduate Diploma in Perioperative Nursing

### Learning Outcomes

- Synthesise advanced theoretical and technical disciplinary knowledge in perioperative nursing.
- Describe Safe Work Practices within the Perioperative setting implement evidence-based practice and informed decisions.
- Independently evaluate strategies to optimise the health and experiences of patients within the perioperative area.
- Reflect on ethical dilemmas and potential adverse consequences within the field of perioperative nursing
- Communicate and share knowledge and learnings to members of the perioperative team
- Evaluate and apply ACORN standards

## Section 6: Teaching and Education

### Learning Outcomes

- Guide and support learners meeting difficulties to meet learning objectives and goals.
- Identifies roles and responsibilities with providing education in NSW Health
- Discusses strategies to build supportive learning relationships
- Applies CORE values in role as an educator.
- Identifies a wide range of adult learning theories and principles and how these can be utilised to improve educational outcomes.
- Recognise the value of evaluating education and training to modify and improve practice

### Online Modules

| # | Code      | Title   |
|---|-----------|---|
| 1 | 42033607  | Presentation Skills   |
| 2 | 102341620 | Empowering the Educator: Capability Framework Self-Assessment |

# Circulating and Instrument Nurse: **Expert** Professional Development Pathway

---

## Assignments

Each section has a sub-section on Assignments. These assignments include activities that the participant is required to complete in collaboration with their manager. These activities are often actions that need to be completed outside of My Health Learning.

Once all actions are completed, the participant and their manager are required to complete the checklist that is provided at the end of this document. This checklist acts as a 'final sign off' by the manager confirming that the participant has met all requirements listed within this document and pathway.

The signed checklist has to be scanned and emailed to the Education and Organisational Development Service (EODS) via email at [SWLHD-EducationOD@health.nsw.gov.au](mailto:SWLHD-EducationOD@health.nsw.gov.au).

The EODS team will mark off the final assignment in My Health Learning. An automatic certificate of completion will be generated for the Pathway once this assignment is marked off.

Assignments for each section are provided below.

| <b>Section 1: Safety and Quality</b>  |
|---|
| <p>Safety and Quality: Reflection</p> <p>The manager should mark this assignment as completed after they:</p> <ul style="list-style-type: none"><li>• meet with the participant to confirm learning and knowledge gained from all external activities listed in this section; and</li><li>• the participant successfully completes the following activities:<ul style="list-style-type: none"><li>– <b>Work</b> with your NUM and CNE to be a champion of one of these standards to assist with the preparation of short notice accreditation assessments</li><li>– <b>Work</b> With your NUM in investigating an IMs</li></ul></li></ul> <p>The manager/preceptor must ensure they provide sufficient opportunities for the participant to practice the skills and support the participant in attaining an appropriate level of competence in this section before signing the participant off as having completed this assignment.</p> |

| <b>Section 2: Clinical Leadership</b>   |
|---|
| <p>The manager should mark this assignment as completed after they:</p> <ul style="list-style-type: none"><li>• meet with the participant to confirm learning and knowledge gained from all external activities listed in this section; and</li><li>• the participant successfully completes the following activities:<ul style="list-style-type: none"><li>– <b>Reflect</b> on your career to date and where you would like to grow and development. Use the resources in this module and your discussions within your PDR to map out your career pathway from here on forward</li><li>– <b>Precept</b> Precept others within the Team Leader roles within your department</li></ul></li></ul> <p>The manager/preceptor must ensure they provide sufficient opportunities for the participant to practice the skills and support the participant in attaining an appropriate level of competence in this section before signing the participant off as having completed this assignment.</p> |

# Circulating and Instrument Nurse: **Expert** Professional Development Pathway

---

## Section 3: Assessment of Staff in Skills

The manager should mark this assignment as completed after they:

- meet with the participant to confirm learning and knowledge gained from all external activities listed in this section; and
- the participant successfully completes the following activities:
  - **Discuss** with your manager and CNE needs of the department and attend assessor workshop for specialty clinical nursing practice (examples below):

|  |
|--|
| RESUS4KIDS - Paediatric Life Support for Healthcare Rescuers Train the Trainer |
|--|

|  |
|--|
| Adult Infant& Child Basic life Support Workplace Trainer |
|--|

|  |
|--|
| Adult Peripheral Cannulation & Venous blood collection Workplace Trainer |
|--|

|                                    |
|------------------------------------|
| Manual Handling: Workplace Trainer |
|------------------------------------|

The manager/preceptor must ensure they provide sufficient opportunities for the participant to practice the skills and support the participant in attaining an appropriate level of competence in this section before signing the participant off as having completed this assignment.

## Section 4: Improvement Science

The manager should mark this assignment as completed after they:

- meet with the participant to confirm learning and knowledge gained from all external activities listed in this section; and
- the participant successfully completes the following activities:
  - **Identify** problems or processes within the department that may be appropriate for an improvement project.
  - **Develop** a plan for spreading and sustaining improvements within the department

The manager/preceptor must ensure they provide sufficient opportunities for the participant to practice the skills and support the participant in attaining an appropriate level of competence in this section before signing the participant off as having completed this assignment.

## Section 5: Post Graduate Diploma in Perioperative Nursing

The manager should mark this assignment as completed after they:

- meet with the participant to confirm learning and knowledge gained from all external activities listed in this section; and
- the participant successfully completes the following activities:
  - **Discuss** With your manager continuing your post graduate journey as you complete your Post Graduate Diploma in Perioperative Nursing.

The manager/preceptor must ensure they provide sufficient opportunities for the participant to practice the skills and support the participant in attaining an appropriate level of competence in this section before signing the participant off as having completed this assignment.

# Circulating and Instrument Nurse: **Expert** Professional Development Pathway

---

## Section 6: Teaching and Education

The manager should mark this assignment as completed after they:

- meet with the participant to confirm learning and knowledge gained from all external activities listed in this section; and
- the participant successfully completes the following activities:
  - **With your NUM and CNE** perform a gap analysis in the educational needs of your department. This information can be gathered from QARs Audits, Incidents or new processes and procedures.
  - **Develop** an educational plan on your findings.
  - **Design** an in-service on an identified gap that poses a risk to the department and present to staff

The manager/preceptor must ensure they provide sufficient opportunities for the participant to practice the skills and support the participant in attaining an appropriate level of competence in this section before signing the participant off as having completed this assignment.

## Circulating and Instrument Nurse Expert Professional Development Pathway Completion Form

This form confirms that the participant has completed all requirements of the Professional Development Pathway and can be issued a certificate of completion in My Health Learning (MHL).

|  |  |                              |  |
|--|--|------------------------------|--|
| <b>Participant Name</b>  |  | <b>Employee Number</b>       |  |
| <b>Department</b>  |  | <b>Facility/Service</b>      |  |
| <b>Date</b>  |  | <b>Participant Signature</b> |  |
| <b>Line Manager Confirmation</b>   |  |                              |  |
| <input type="checkbox"/> I confirm that the participant has completed all requirement of the Pathway including additional workplace experiential activities that are required as part of this pathway. |  |                              |  |
| <b>Manager Name</b>  |  | <b>Manager Role</b>          |  |
| <b>Date</b>  |  | <b>Manager Signature</b>     |  |

### Assignments

The Pathway includes assignments in the following sections that have been completed by the participants.

| Course Name   | Completed?<br>✓ or X |
|---|----------------------|
| Section 1: Safety and Quality                             |                      |
| Section 2: Clinical Leadership                            |                      |
| Section 3: Assessment of Staff in Skills                  |                      |
| Section 4: Improvement Science                            |                      |
| Section 5: Post Graduate Diploma in Perioperative Nursing |                      |
| Section 6: Teaching and Education                         |                      |

Submit the completed and signed form to the Education and Organisational Development Service (EODS) via email at [SWSLHD-EducationOD@health.nsw.gov.au](mailto:SWSLHD-EducationOD@health.nsw.gov.au) for sign off in My Health Learning.