

PRACTICE NURSE NETWORKING NIGHTS

Lead Nurse Position Description



Role Overview

The Lead Nurse for the GCPHN Practice Nurse Networking Night plays a key role in shaping the experience and value of our bi-monthly networking sessions. This position supports the ongoing development of practice nurses by helping ensure each event delivers relevant, practical, and timely information that reflects the needs of our local nursing community.

This is a collaborative role focused on engagement, communication, and facilitation, not heavy event management. GCPHN will manage all logistics, including venue, catering, scheduling, and agenda creation. The Lead Nurse contributes subject-matter insight, helps promote the event through nursing networks, and acts as the welcoming face and facilitator of each session.

Submit your interest in this position via the survey or email events@gcphn.com.au.

Key Responsibilities

1. Promotion & Engagement

- Share event information through personal and professional networks to encourage attendance from practice nurses across the region.
- Highlight that attending the Practice Nurse Networking Nights can contribute to CPD hours when self-recorded.
- Build and maintain strong connections with practice nurses who attend the sessions and encourage ongoing participation.

2. Event Attendance & Facilitation

- Attend and host all bi-monthly Practice Nurse Networking Night (estimated 3 hours including early 5pm arrival).

- Facilitate the sessions by welcoming attendees, introducing speakers, guiding discussions, and creating an inclusive and supportive atmosphere.
- Provide feedback to GCPHN on how sessions are being received and suggest improvements or opportunities.

3. Topic Suggestion & Speaker Input

- Communicate emerging issues, challenges, or knowledge gaps experienced by practice nurses in day-to-day practice.
- Provide guidance to GCPHN on relevant topics that should be included in upcoming sessions to ensure content remains current and meaningful.
- Where appropriate, identify and reach out to potential speakers or subject-matter experts and liaise with GCPHN to coordinate their involvement.

4. Advocacy & Continuous Improvement

- Act as a voice for local practice nurses, helping GCPHN understand what support, education, or guidance is most needed.
- Contribute ideas that help strengthen the networking nights and improve access to high-quality, relevant professional development.

Key information

CPD Information

Practice Nurse Networking Nights count toward CPD hours for the duration of the meeting when self-record. Attendees can also use the event agenda as supporting evidence for their CPD documentation.

This is a helpful incentive to share when promoting the events through networks.

Time Commitment

- Attendance at bi-monthly evening sessions (estimated 3 hours each session, inclusive of 5 pm early arrival).
- Preparation and liaison with GCPHN regarding agenda and speakers (estimated up to 1 hour

every 2 months).

- Promotional assistance in liaison with GCPHN regarding content for newsletters and other promotions, forwarding information to networks, etc (estimated 1 hour every 2 months).

This role is intentionally structured to be **non-labour-intensive** with GCPHN managing all event logistics, catering, venue bookings, and agenda development.

Ideal Candidate

- An experienced practice nurse with strong communication skills and interest in professional development.
- Enjoys facilitating discussion and advocating for the needs of practice nurses.
- Connected within the local nursing community and willing to share insights and networks.

Opportunities

- Influence professional development and education opportunities to practice nurses.
- Help address knowledge gaps, support peers, and respond to emerging policy or practice changes.
- Build leadership, facilitation, and networking skills.
- Play a visible and valued role in strengthening the practice nurse community.
- Financial reimbursement for time commitment.