

Expression of Interest

Section A Invitation & Section B Participant Return Schedules

Clinical Education Support for HNC's Clinical Education Program

We acknowledge the Traditional Custodians of the lands across our region, which includes the Githabul, Bundjalung, Yaegl, Gumbaynggirr, Dunghutti and Birpai Naations. We pay respect to the Elders past, present and those on their journey. We recognise these lands were never ceded and acknowledge the continuation of culture and connection to land, sky and sea. We acknowledge Aboriginal and Torres Strait Islander peoples as Australia's First Peoples and honour the rich diversity of the world's oldest living culture.

1. Introduction

1.1 Expression of Interest (EOI)

Healthy North Coast Ltd (HNC), trading as North Coast Primary Health Network (NCPHN), is seeking applications from suitably qualified and experienced health professionals to contribute to the depth and reach of the Clinical Education program for health professionals across the HNC region.

This Expression of Interest document includes the invitation and applicant response requirements.

1.2 EOI Submissions

EOIs must be submitted electronically via webform by the EOI Closing Time:

10:00 am on 19 October 2026

Failure to lodge a submission by the EOI closing time may lead to HNC excluding the submission from being considered.

1.3 Opportunity Overview

Healthy North Coast (HNC) is seeking Expressions of Interest from suitably qualified non-GP primary health professionals to support the planning, promotion, delivery and evaluation of education activities across Northern NSW.

This role will provide clinical expertise, workforce insight and professional engagement support to help ensure HNC's education program remains relevant, responsive and valuable to the primary health workforce.

We welcome applications from experienced nurses, pharmacists, allied health professionals and Aboriginal Health Practitioners with primary care experience.

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1.4 At a Glance

Item	Details
Role	Clinical Educator – Non-GP Primary Health Workforce
Contract Term	Initial 12-month engagement
Location	Northern NSW
Contract Value	Up to \$45,000 excl. GST
Travel	Included within contract value
Procurement Method	Open Expression of Interest
Delivery Mode	Face-to-face, virtual and hybrid
Application Closing Date	19 October 2026, 10am
Industry Briefing Session	30 September 2026, 10am
Commencement Date	From January 2027

1.5 Healthy North Coast

Healthy North Coast (HNC) is the Primary Health Network (PHN) for Northern NSW and the Mid North Coast.

We work with health professionals, community organisations, hospitals and government agencies to improve health outcomes and strengthen primary care across the region.

A key part of this work is delivering high-quality education and workforce development opportunities that support the capability, confidence and connectedness of local health professionals.

1.6 Background and Context

Primary care workforce capability is critical to improving health outcomes across the HNC region. The non-GP primary care workforce represents a substantial proportion of clinicians delivering services across the region, including nurses, pharmacists, allied health professionals and Aboriginal health practitioners. Engagement with these workforce groups supports multidisciplinary care, enhances workforce capability, improves integration across services and contributes to more accessible, coordinated and patient-centred care.

In order to service the education needs of, and more deeply engage with, the non-GP primary care workforce, HNC seeks a non-GP Clinical Educator to enhance the existing program. HNC is committed to building a diverse workforce and strongly encourages applications from Aboriginal and Torres Strait Islander health professionals.

1.7 Objectives

1. Provide clinical advisory input into education program design, learning objectives and content review (via weekly Education Team meetings and subject matter review).
2. Build and maintain relationships with non-GP primary health professionals (nursing, pharmacy, allied health, Aboriginal health) across Northern NSW to widen HNC's engagement footprint.
3. Facilitate and support delivery of education sessions, workshops, panels and networking events, acting as a clinical ambassador for the program.
4. Generate and feed back workforce intelligence (needs, gaps, emerging issues) to inform commissioning, planning and advocacy.
5. Promote CPD opportunities through professional networks and partner organisations (LHDs, ACCHS, professional associations) to increase reach

2. Service Requirements and Specifications

2.1 About the Role

The Clinical Educator will work collaboratively with HNC's Education Team to support the ongoing development and delivery of education programs for the primary health workforce.

The successful applicant will contribute clinical expertise, strengthen professional engagement and assist HNC in understanding emerging workforce needs, challenges and opportunities.

2.2 Scope of Services

The Clinical Educator will contribute to three key areas.

2.2.1 Clinical Advice and Education Development

The Clinical Educator will:

- Provide clinical advice on workforce learning needs and education priorities.
- Contribute to the development and review of education programs, learning resources and educational content.
- Assist HNC to identify emerging clinical issues, trends and opportunities for future education activities.
- Participate in regular Education Team meetings.

2.2.2 Workforce Engagement and Relationship Development

The Clinical Educator will:

- Build and maintain relationships with primary health professionals across Northern NSW.
- Promote HNC education opportunities through professional networks.
- Support engagement with nurses, pharmacists, allied health professionals and Aboriginal health practitioners.
- Provide workforce feedback and insights to inform future planning and education activities.

2.2.3 Education Delivery

The Clinical Educator will:

- Attend and support HNC education activities and events.
- Facilitate or co-facilitate education sessions where appropriate.
- Assist with speaker engagement and participant interaction.
- Contribute to evaluation and continuous improvement activities.

2.3 Travel and Out of Hours Activities

The Provider acknowledges that travel within Northern NSW and participation in evening, early morning or weekend activities may be required to support delivery of education events and stakeholder engagement activities. Reasonable travel and accommodation expenses will be reimbursed in accordance with HNC policies where pre-approved by HNC.

The provider will attend and support HNC education events and professional development activities.

The provider will build and maintain relationships with primary health professionals across Northern NSW.

2.4 Desired Experience

Applications are encouraged from clinicians who can demonstrate:

- Current or recent experience in primary healthcare.
- Knowledge and understanding of, and experience in, adult learning.

- Strong understanding of the Northern NSW healthcare environment.
- Experience developing, delivering or facilitating education and professional development activities.
- Established professional networks within the primary care workforce.
- Excellent communication and stakeholder engagement skills.
- Ability to work collaboratively across professional disciplines.

2.5 Deliverables

Deliverable	Timing
Onboarding and establishment meeting	Month 1
Participation in Education Team planning activities	Weekly
Clinical educator advice and workforce engagement support	Ongoing
Attendance and support at agreed HNC education activities	Throughout contract
Six-month progress update	Month 6
Final activity and recommendations report	End of contract

3. Project Funding

A total funding of \$45,000 (excl. GST) is available for a 12-month contract period.

4. Evaluation Process

Applications must be submitted no later than the EOI Closing Time.

Applications will be assessed against the following criteria and the information provided in your response to the below Schedules:

1. Relevant clinical experience and qualifications.
2. Experience in education, facilitation or workforce development.
3. Demonstrated professional networks across the HNC region.
4. Understanding of primary care workforce development across the HNC region.
5. Value for money, including proposed rate, availability and travel arrangements.
6. Ability to meet the requirements of the role.

4.1 Mandatory Requirements

Applicants must meet the following mandatory requirements.

Mandatory Requirements

- Be a credentialed nurse, pharmacist, allied health professional or Aboriginal Health Practitioner, holding current professional registration or credential appropriate to their profession (e.g. AHPRA registration, or relevant professional body membership/credential).

Applicants must complete all schedules in the EOI – Section B Application including

- Has an ABN
- Referees
- Financial Capacity
- Disclose any actual, potential or perceived conflicts of interest.
- Hold or be willing to obtain appropriate Professional Indemnity and Public Liability insurances with a min \$10m liability limit (for any one occurrence)

Clinical Governance requirements include:

- Provider holds current accreditation with relevant health regulatory and accreditation bodies (e.g. AHPRA, AGPAL, RACGP and applicable Australian Commission on Safety and Quality in Health Care (ACSQHC) standards, including the National Safety and Quality Health Service (NSQHS) Standards), and maintains appropriate privacy, confidentiality, quality and safety systems consistent with applicable legislation, standards and best practice.
- Staff are appropriately qualified, trained and credentialed for services delivered

Successful applicants may be required to provide evidence of credentials and insurance prior to contract execution.

4.2 Weighted Evaluation Criteria

Applications will be assessed against the following weighted criteria.

Weighted Evaluation Criteria	
Professional Profile	30%
Relevant Experience	45%
Proposed Approach	10%
Pricing	15%

5. How to Apply

Step 1 – Review Documentation

- Review the EOI documents, eligibility information and key dates.
- Download and read the Expression of Interest – Section A document.
- Part A: Grant Guidelines: Grant guidelines with full background on the program and its requirements

Step 2 – Attend industry briefing

- Register to attend the Industry Briefing session on **30 September at 10am**, to learn more about the EOI opportunity and application process.
- [Register here.](#)

Step 3 – Complete and submit application

Complete and submit your online application [here](#) by the EOI closing date.

Complete EOI – Section B, ensuring all required information and supporting documentation is included.

Schedule 1 — Application Form

Applicant Information	
Name:	
Profession / discipline:	
Organisation / business name:	
Australian Business Number (ABN):	
Base geographic location:	
Postal address:	
Email address:	
Telephone number:	
Alternative contact (if applicable):	

Schedule 2 - Professional Profile

Please provide a brief summary of:

- Professional background
- Current role
- Clinical qualifications
- Relevant registrations and memberships

Schedule 3 - Relevant Experience

In no more than two pages, describe:

- Your experience supporting education, workforce development or professional learning activities.
- Knowledge and understanding of, and experience in, adult learning.
- Your experience working with multidisciplinary primary care teams.
- Relevant stakeholder relationships and professional networks.

Schedule 4 - Proposed Approach

In no more than one page, outline:

- How you would contribute to HNC's education program.
- How you would engage with the broader non-GP primary care workforce.

- Any particular strengths, expertise or areas of interest you would bring to the role.

Schedule 5 - Pricing

Please provide:

- Proposed hourly or daily rate.
- Estimated availability.
- Confirmation that all travel and accommodation costs are included within your proposed fee.

Schedule 6 — Insurances and Other Requirements

Please confirm that you hold, or can obtain prior to contract execution, the minimum insurance types and levels specified below. If any insurance requirement cannot be met, please state why below.

Note: Consideration may be given to allowing the successful applicant to meet this requirement within 30 days.

Public Liability Insurance	
Requirement: Minimum cover of \$10 million for any one occurrence and \$20 million in aggregate.	
I/we comply with the Public Liability insurance requirement	☐
Please attach the certificate of currency.	☐
Professional Indemnity Insurance	
Requirement: Minimum cover of \$10 million for any one occurrence, including the reinstatement of limit cover.	
I/we comply with the Professional Indemnity insurance requirement	☐
Please attach the certificate of currency.	☐
Workers' Compensation Insurance	
Requirement: Insurance in place for all employees. If you do not have employees, this may not be required.	
I/we comply with the Workers Compensation insurance requirement	☐
Please attach the certificate of currency.	☐

If you do not meet the minimum insurance requirements for public liability, professional indemnity or workers compensation, please state why:

[please state why, if applicable]

Clinical Governance Requirements

Requirement: Provider holds current accreditation with relevant health regulatory and accreditation bodies (e.g. AHPRA, AGPAL, RACGP and applicable Australian Commission on Safety and Quality in Health Care (ACSQHC) standards, including the National Safety and Quality Health Service (NSQHS) Standards), and maintains appropriate privacy, confidentiality, quality and safety systems consistent with applicable legislation, standards and best practice.

I/we comply with the Clinical Governance requirement

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Please attach relevant evidence of registration, credential or accreditation.

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Schedule 7 — Conflict of Interest

Please provide details of any interests, relationships or circumstances that may give rise, may give rise, or may be seen to give rise, to a conflict of interest (COI) in relation to this EOI or the delivery of the role. For instance, do you, your organisation, or any associated person have a relationship with any employee, Board member, or agent of Healthy North Coast?

If any COI(s) are noted above, please outline the proposed strategy for resolving or managing the conflict(s).

Outline the processes you have in place to address any COI(s) that may arise, or may be seen to arise, during delivery of the role.

Please note, all applicants must notify Healthy North Coast immediately in writing if a new actual, potential or perceived conflict arises during the EOI process.

Schedule 8 — Declaration

On behalf of the Organisation, I, the authorised officer named below, accept the Terms and Conditions of this Expression of Interest and declare that the information provided in this application is true and correct.

Signature	
Name	
Position / title	
Date	