

CAREER Structure & you

Welcome to the third edition of the Career Structure and You Newsletter. This edition will include information on the personal reclassification process for the new level 2 clinical nurse/midwife position.

As outlined in the second edition of the newsletter the Clinical Nurse/Midwife can only be accessed through personal reclassification.

Are you considering applying for the new Clinical Nurse/Midwife Level 2 role and want to know more?

Registered Nurse/Midwives with a minimum of 3 years full-time equivalent experience are eligible to apply for this new role.

Guidelines for personal reclassification to the Clinical Nurse/Midwife position are now available on the website below.

The guidelines have been developed in consultation with and endorsed by the Career Structure Implementation Central Guidance Group.



They are designed to assist Registered Nurses and Midwives, who believe they meet the new Clinical Nurse/Midwife classification requirements in the;

- preparation of a personal reclassification application
- collation of the required evidence to support their application,

The guidelines provide tools to assist in the preparation of an application and are not an application pack.

Application packs, specific to local sites, can be obtained via local Human Resource Services or Nursing and Midwifery Administration Support Services.

When can Registered Nurses/Midwives Level 1 apply for reclassification to this new position?

The new Clinical Nurse/Midwife role is not operative until the 1st of March 2008 and reclassification is only available from this date.

What can you do to get ready?

The first step in preparation for submitting a reclassification application is gaining an understanding of the new role.

To assist in the attainment of this knowledge the guidelines include generic **Job & Person Specifications for the Clinical Nurse Midwife** position.

This generic J&PS includes all of the classification descriptors as outlined in the Nurses/Midwives (South Australian Public Sector) Enterprise Agreement 2007 appendix 4.

The next step is gathering and collating supporting evidence and the guidelines provide information on **examples of**

evidence that can be used to demonstrate how each criteria is met.

This information is provided as guide and is not a complete list of evidence that can be utilised to support criteria, as this will vary greatly between applicants and is dependent on their relevant Nursing and Midwifery experience.

The final step is completing an application for personal reclassification to the new clinical Nurse/Midwife classification.

The Criteria Statement Questions document in the Reclassification Guidelines is a template designed to assist in this step of the process.

What happens then?

A Local or Regional Review Panel will review the submitted application according to the standard Department of Health personal reclassification process as outlined in the Human Resource Manual.

Details about the application process can be found in the guidelines, including information on the following;

- Application process
- Application documentation
- Review panel
- Managers responsibility
- Grievance

Want to know more?

The ANF and local health sites are planning information sessions on the reclassification process.

For more information go to;
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