CLINICAL NURSE SPECIALIST/CLINICAL MIDWIFE SPECIALIST GRADE 1

APPLICATION PROCESS

October 2013
Reviewed July 2015

Please note: Clinical Nurse/ Midwife Specialist Grade One is a personal grading and the criteria for grading is outlined in the Public Health System Nurses’ and Midwives’ (State) Award 2011.
Criteria for Clinical Nursing/Midwife Specialist Grade One Status

Award Definition (2011)

“Clinical Nurse Specialist/Clinical Midwife Specialist Grade 1” means: a Registered Nurse/Midwife who applies a high level of clinical nursing knowledge, experience and skills in providing complex nursing/midwifery care directed towards a specific area of practice, a defined population or defined service area, with minimum direct supervision.

A Clinical Nurse Specialist/Clinical Midwife Specialist Grade 1 shall satisfy the following minimum criteria:

• Relevant post-registration qualifications and at least 12 months’ experience working in the relevant clinical area of their post-registration qualification; or four years post-registration experience, including three years’ experience in the relevant specialist field.

• A Clinical Nurse Specialist/Clinical Midwife Specialist Grade 1 is distinguished from an 8th Year Registered Nurse/Midwife by being required to satisfy the following criteria:
  a) actively contributes to the development of clinical practice in the ward/unit/service;
  b) acts as a resource and mentor to others in relation to clinical practice; and
  c) actively contributes to their own professional development.

Please Note: The CNS/CMS is a personal grading.

Reference: Public Health System Nurses and Midwives (State) Award 2011.
**HOW TO APPLY**

for Clinical Nurse/Clinical Midwife Grade 1 status

Submit a written application to your NUM/MUM addressing the following selection criteria:

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<tbody>
<tr>
<td>1.</td>
<td>Current nursing/ midwifery registration with the Australian Health Practitioner's Regulating Authority (AHPRA)</td>
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</table>
| 2. | Appropriate post registration qualification plus at least 12 months' experience (full time equivalent) working in the relevant clinical area of your post registration qualification. The relevant area must be the area within your current employment.  
**OR**  
Four years post registration experience, including three years' experience (full time equivalent) in the relevant specialist field. The specialist field should be the area of your current employment. |
| 3. | Documented evidence that you actively contribute to the development of clinical practice in the ward/unit/service above and beyond that expected of the Registered Nurse year 8. |
| 4. | Documented evidence that you act as a resource and mentor to others in relation to clinical practice. |
| 5. | Documented evidence that you actively contribute to your own professional development. |
| 6. | Documented 12-month plan business plan describing how you intend to continue to meet all the relevant CNS1 criteria during the next 12 months (See appendix 1). |

You **must** include your curriculum vitae with the application.
Assessment of the CNS/CMS Grade 1 is undertaken at the unit/clinical service level and the functions that the nurse/midwife will undertake in performing the CNS/CMS role should be agreed between the nurse/midwife and the Nursing Unit Manager/Midwifery Unit Manager. The agreed role and function should be part of the approval process as well as part of the annual appraisal process.

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Apply in writing addressing the selection criteria. Include your curriculum vitae with your application and forward to your NUM/MUM. If application is successful, change of status will be effective from date of receipt of the completed application.</th>
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<tr>
<td>Step 2</td>
<td>NUM/MUM acknowledges application in writing.</td>
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<td>Step 3</td>
<td>The NUM/MUM reviews the application with the applicant and provides feedback as to whether the application will be supported or not.</td>
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<td>Step 4</td>
<td>The supported application is forwarded to the DoNM or SNM of the facility/service for review and formal endorsement and return.</td>
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<td>Step 5</td>
<td>Once endorsed the DoNM or SNM notifies the applicant and NUM/MUM in writing of their successful application.</td>
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<td>Step 6</td>
<td>Following approval the application together with a copy of the letter of formal endorsement (see page 6) is to be forwarded for processing to Health Share Services by the NUM/MUM.</td>
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<td>Step 7</td>
<td>Any disputes relating to the approval or grading process should be dealt with in accordance with the appeals process outlined on page 8.</td>
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Please refer to CNS application process chart:
Appendix 2 Acute, MPS and community health OR;
Appendix 3 Mental Health, Drug and Alcohol
### To be completed in conjunction with applicant

The applicant has provided evidence and addressed the following criteria:

<table>
<thead>
<tr>
<th>Criteria for Regrading</th>
<th>Yes</th>
<th>No</th>
<th>Nursing Unit Manager/Midwifery Unit Manager Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Current nursing/midwifery registration with the Nursing and Midwifery Board of Australia</td>
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<tr>
<td>2 Post registration qualification plus Completed 12 months’ experience working in the relevant clinical area of your post registration qualification. This area being the area of current employment. OR Four years post registration experience, including three years’ experience in the relevant specialist field. This area being the area of current employment.</td>
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<td>3 Documented evidence to show active contribution to the development of clinical practice in the ward/unit/service beyond and above that expected of the Registered Nurse 8yr.</td>
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<td>4 Documented evidence to confirm that the applicant acts as a resource and mentor to others in relation to clinical practice.</td>
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<td>5 Documented evidence to support that the applicant actively contributes to their own professional development.</td>
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<td>6 A 12 month business plan that describes how the applicant intends to continue to meet all the relevant CNS1 criteria during the next 12 months.</td>
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Applicant Name: (Please print) _____________________ Signature: _____________________

NUM/MUM (Please print): _____________________ Signature: _____________________ Date: ________
CLINICAL NURSE SPECIALIST/CLINICAL MIDWIFE SPECIALIST (CNS/CMS) GRADE 1

As the Nursing Unit Manager/Midwifery Unit Manager I have read the CNS /CMS Grade 1 application and supporting documentation and reviewed them with the applicant.

Date of Application: ________________________________________________

Name of Applicant: ________________________________________________

Employee Number: ________________________________________________

Department: ______________________________________________________

Area of Specialty: _________________________________________________

As the Nursing Unit Manager/Midwifery Unit Manager of the unit/facility/service I would support this application:

Yes □ No □

Comments
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Printed name of Applicant               Printed name of NUM/MUM

Signature of Applicant                  Signature of NUM/MUM

________________________________________
Date

Endorsed by DoNM or SNM (signature) _______________________________________

Printed Name: ___________________________ Date: _________________________
CLINICAL NURSE/ MIDWIFE SPECIALIST Grade 1 AGREEMENT

As a Clinical Nurse/Midwife Specialist (Grade 1), I undertake to continue to demonstrate the following professional actions over the next twelve (12) month period:

1. To provide ongoing education to staff and patients/clients at ward/team/organisation level. The proposed activities will be documented in my business plan (see Appendix One) and submitted to the Nursing/Midwifery Unit Manager (or other relevant line Manager) annually and upon request.

2. To review and provide a completed business plan pertaining to CNS/CMS activity to the Nursing/Midwifery Unit Manager (or other relevant line Manager) by the renewal due date.

3. To attend an annual performance appraisal with the Nursing/Midwifery Unit Manager (or other relevant line Manager). The completed education plan included in the business report of CNS/CMS 1 activities will be a part of the annual appraisal (see appendix one).

4. To contribute to the development, implementation and regular evaluation of nursing/midwifery practice in the specialty area.

5. To maintain a commitment to professional development and ongoing education including mandatory training requirements.

I am aware that failure to satisfactorily meet the above requirements will result in either:

- the removal of the CNS/CMS 1 status OR
- recommendations being made with timeframes for review to ensure that the requirements are met. This will be assessed and documented as a performance improvement process.

Printed name of Applicant ................................................................. Signature of Applicant

Printed name of NUM/MUM ................................................................. Signature of NUM/MUM

Date .................................................................................................
1. Any unsuccessful application for CNS/ CMS Grade 1 status or any staff member that has had their status removed has the right to appeal.

2. If the application is not supported, the Nursing Unit Manager/Midwifery Unit Manager (or other relevant line Manager) needs to identify in writing the areas where the application is deficient according to the criteria.

3. Nurses/ Midwives who do not meet all the criteria for CNS/ CMS Grade 1 at the time of their submission will be deemed unsuccessful however may resubmit an application to their Nursing Unit Manager/Midwifery Unit Manager (or other relevant line Manager) after six months if they meet the criteria.

4. If the applicant feels he/she has had their CNS/ CMS Grade 1 application declined or removed without just cause, then both the applicant and the Nursing Unit Manager/Midwifery Unit Manager (or other relevant line Manager) must meet with the Director of Nursing and Midwifery or Senior Nurse Manager of the service to present their case.

   The procedure for appeals is to write to the site Director of Nursing and Midwifery/ Senior Nurse Manager attaching all relevant information to support the application and the reasons for decline.

5. The appeals process will be exercised expediently.

6. If the applicant remains dissatisfied after the DoNM / SNMs determination, they have the right of appeal by formally writing to NNSWLHD’s Executive Director of Nursing and Midwifery for determination. Once considered, the decision of the Executive Director of Nursing and Midwifery is final.