# CLINICAL NURSE SPECIALIST/ CLINICAL MIDWIFE SPECIALIST APPLICATION FORM

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| This application form has been designed to assist nursing / midwifery staff in the process of application for Clinical Nurse Specialist (CNS) or Clinical Midwife Specialist (CMS) classification. The application process is designed to articulate with the selection criteria as outlined by the Enterprise Agreement and should be read in conjunction with a copy of the Position Description for your specialty area. Application closing dates to be posted six monthly.Process for CNS / CMS application:* Applicants are encouraged to speak to their Unit Manager (UM) prior to their application.
* CNS / CMS Applications will take place twice a year. The application closing dates are April 30th and October 31st, each year.
* An invitation to applicants will be posted one month prior to closing dates.
* Written application, including completed application package is to be submitted to the UM.
* Interviews will be held promptly – the panel must include UM, Associate Unit Manager or educator and one other.
* If successful, applicants will be notified in writing within seven days regarding the outcome of application. A variation form will be completed and sent to People & Culture to ensure written notification and payroll adjustments are promptly implemented.
* If unsuccessful, applicants will be notified of the outcome within seven days and an explanation will be given to the applicant as to the reasons for decision.
* An appeal process is available to unsuccessful applicants. An appeal is to be lodged by the applicant directly to Director of Nursing & Midwifery (DONM) of the Division within two weeks of receiving the rejection letter. Appeals will be heard by the Appeal Committee chaired by the DONM.
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| **Applicant Details** |
| **Name:**       |
| **Address:**       | **Post Code:**       |
| **Telephone:**       | **Mobile:**       |
| **Email address:**       |
| **Unit:**       | **Campus:**       |
| **Name of Unit Manager:**       |  |
| **Current Position:**       | **Classification:**       |
| **Specific Field of Experience:**       |
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| **Applicant’s Signature:** | **Date:**       |
| **Classification Criteria*** The level of clinical practice reflects a higher level of skill than would be expected of other Grade 2 nurses / midwives, but less than an ANUM/AMUM. Applicants for CNS / CMS must also show a commitment to development of an area of specialty and their own professional development.
* Applicants must meet the clinical nurse specialist definition, be employed either full time or part time and demonstrate one criterion in each of paragraphs 1, 2 and 3.
* CNS / CMS applicants must meet the award definition of a registered nurse / midwife with either a specific post graduate qualification and 12 month’s experience working in the clinical area of her/his specified post graduate qualification, and is responsible for clinical nursing/midwifery duties

**or** * Have a minimum of four years post registration experience, including three years’ experience in the relevant specialist field .The applicant must be able to meet one of the criteria in each of the three sections listed.

Applicant to complete details of criteria met in each section below: |

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| 1. **Clinical Skills**
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| Please select (✓) the criteria you meet and provide evidence:* Higher level of skill demonstrated in clinical decision making - in particular in problem identification and solution, and analysis and interpretation of clinical data;
* Maintenance and improvement of clinical standards.
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| **Interview Panel Comment on Clinical Skill** **(post interview and observed normal work activity)**  |
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**CRITERIA MET:** yes / no

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| **2. Professional Behaviour** |
| Please select (✓) the criteria you meet and provide evidence:* Positive role model;
* Act as a mentor or preceptor to less experienced nurses/midwives, including graduate nurses/midwives;
* Support of, and contribution to, quality improvement and research projects within the area of practice and ward/unit/department;
* Acting as a resource person to others in relation to clinical practice.
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| **Interview Panel Comment on Clinical Skill** **(post interview and observed normal work activity)**  |
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**CRITERIA MET:** yes / no

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| **3. Professional Development** |
| Please select (✓) the criteria you meet and provide evidence:* Membership of relevant professional body, and ability to demonstrate and document:
	+ learning from a journal article, or attendance at a conference or seminar, or reflection on seminar or conference papers; or
	+ participation in effective learning activities relevant to their learning needs; or
	+ membership of a sub-grouping of the professional association relevant to their area of practice;
* Contribution to the education of other professionals, for example, being willing to provide at least one in-service education program each year;
* Undertaking own planned professional development and competence through various forms of continuing education, for example, conferences, study days, formal study, reading.
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| **Interview Panel Comment on Clinical Skill** **(post interview and observed normal work activity)** |
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**CRITERIA MET:** yes / no

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| **Employment History Related to CNS / CMS Application** |
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| **Position Held in Specific Practice Area** | **Employer** | **Hours Worked per Fortnight** | **Period of Employment** |
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| **Education Qualifications** (please attach certified copies of relevant qualifications with Curriculum Vitae) |
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| **Course Name** | **Institution** | **Completion Date** |
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| **Post Registration Experience** |
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| **Experience in Relevant Specialised Field** | **From** | **To** |
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