

# Nursing and Midwifery Exchange Program

## Program Guidelines

A partnership between the  
Office of the Chief Nurse and Midwifery Officer  
and South West Hospital and Health Service



Queensland  
Government

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**Document History:**

Version 1 (Initial Document Development) June 2017.

Amy Byrne State Wide Coordinator Nursing and Midwifery Exchange Program

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## Acknowledgements

The Nursing and Midwifery Exchange Program would like to acknowledge and thank the Children's Health Queensland (CHQ) for permission to review and adapt materials from the Regional Development Program.

We would like to acknowledge and thank all those who have provided input into this program. Shelley Nowlan Chief Nurse and Midwifery Officer for Queensland Health, Debra Nizette Director of Nursing and Diana Schmalkuche Nursing Director Workforce and Careers with the Office of the Chief Nurse and Midwifery Officer, Chris Small Executive Director of Nursing and Midwifery South West HHS, Rachel Borger Director Industrial Relations, Wendy Fennah Nursing Director LCCH, Sarah Worth Nurse Educator TCHHS, Jane Davies Nursing Director TCHHS, Linda Zimitat Nurse Manager Central Queensland HHS, Paolo La Penna Nurse Manager Mackay HHS, Billie-Jo Hurle Nursing and Midwifery Service Manager SWHHS, Leanne Pound DON/FM Central QLD HHS, Matthew Boyd DON/FM, The Association of Queensland Nursing Leaders (AQNL), Nicole White Nurse Manager SCHHS, Bradley Greentree Clinical Nurse SWHHS and to all of the nurses and Midwives who provided valuable feedback around this program.

**Funding Source:** funding for the Nursing and Midwifery Exchange Program was secured through *Refresh Nursing!*

## 1. Forward

On behalf of the Office of the Chief Nursing and Midwifery Officer, I am delighted to welcome you to the Nursing and Midwifery Exchange Program (NMEP). NMEP is an initiative made possible due to the Government's commitment to new nurses and midwives, which will see up to 1000 additional graduates employed per year for four years.

While increasing employment opportunities for new graduates is important, equally important is providing the level of support that they require ensuring they successfully transition from novice, to confident and competent practitioner. While all graduates are different, generally speaking they require support and guidance from nurses and midwives in their practice environment. This is most pronounced in rural and remote settings and specialty areas, where higher levels of skill and competence are required due to clinical complexity or the lack of other support services.

As such, some graduates have found it challenging to obtain employment, despite there being significant workforce gaps. Therefore, strengthening the broader nursing and midwifery workforce is essential to ensure that additional graduates can be safely and effectively transitioned into these areas, and in turn securing their workforces for the future.

In response, the NMEP is aimed at providing opportunities for second year graduates and experienced nurses to increase their skills, competence and professional networks. The exchange program format will see a transfer of clinical knowledge and experience, within a buddy / mentoring framework. While exchanges are initially for three months, it is envisaged that the exchange program will not only see increased skills and understanding between the different settings, but also encourage more nurses to take up opportunities in rural and remote practice.

I thank South West Hospital and Health Service, and the NMEP in particular, for developing and implementing this program on behalf of the Government. It is a wonderful opportunity, and I encourage nurses and midwives statewide to become involved.

Adjunct Professor Shelley Nowlan  
Chief Nursing and Midwifery Officer  
20 July 2017

## 2. Terms

Host Facility; The facility in which the candidate works for the program duration.

Home Facility; The facility in which the candidate usually works ie; where they hold their substantive position.

Metropolitan/Regional Candidate; The Candidate whose home facility is in a Metropolitan or Regional area as dictated by the Clinical Services Capability Framework (CSCF) and the Australian Institute of Health and Welfare (AIHW) public hospitals classification.

Rural/ Remote Facility; the Candidate whose home facility is in a Rural or Remote area as dictated by the CSCF and the AIHW public hospitals classification.

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### 3. Overview

The Nursing and Midwifery Exchange Program (NMEP) is a Queensland Health state-wide initiative aimed at the Nursing and Midwifery workforce. NMEP matches and exchanges Metropolitan/Regional with Rural/ Remote nurses to achieve professional goals and further develop clinical skills.

### 4. Aims

The program aims include but are not limited to:

- Professional development for Queensland Health Nurses and Midwives
- Enables networking between Queensland Health facilities and HHS
- Exposure to different clinical areas/ locations and environments
- Fostering Leadership and mentoring.

### 5. Program Structure

NMEP is fundamentally a nursing and midwifery exchange program. Candidates express interest via the state-wide coordinator. The coordinator matches candidates based on skills mix and areas of interest and facilitates an exchange between a rural/ remote candidate and a metropolitan candidate. Candidates are able to identify goals and desired outcomes for their placement. Candidates then complete a 12 week (3 months) placement in their respective facilities.

Candidates may choose to complete a 6 month placement in negotiation with their line manager and the program coordinator.

Prior to placement, candidates will be asked to rate their level of confidence of particular skills. These will again be rated mid-way through and at the end of the exchange program.

Candidates will be supported by a pool of mentors, their exchange partner and by the program coordinator. Regular Telehealth link ups will be held to encourage networking and sharing of the experience.

### 6. Applications

Applications are made by submitting Application Form One (Appendix One) along with a current resume to the State-Wide Coordinator. Applicants must;

- Have line manager and Director of Nursing/ Nurse Manager level approval or equivalent
- Be up to date with Queensland Government mandatory training
- Be willing to travel and work away from home for a continuous period of three-six months.

All applications are assessed against the decision making matrix.

## 7. Orientation

Dependent on individual circumstances and facility needs, managers may need to allocate an orientation strategy in order to continue clinical services. The NMEP orientation manual may be used to cover areas of orientation prior to placement to provide a streamlined orientation for candidates. All candidates are required to be up to date with all mandatory training in order to simplify the orientation process. Managers, in negotiation with the State wide coordinator, may choose to employ one of the following strategies:

Strategy One – suitable for all candidates

Candidate A will travel to Candidate B's site where Candidate B will orientate them for one week. This supernumerary time will allow Candidate A to become familiar with processes and policies. As one facility will have both candidates, this orientation strategy requires the host facility to cover the costs of their substantive nurse and the supernumerary time of the exchange nurse. This strategy can be used for Metropolitan/Regional sites or for Rural/Remote sites.

At the end of this first week, Candidate B will then travel to their respective exchange facility. A supernumerary period is negotiated between the candidate and the line manager based on acuity, presentations etc. The minimum supernumerary period required is 3 days but can be extended as necessary.



Strategy Two- Suitable for all candidates

Individual Facilities will take on the responsibility of the orientation and supernumerary time for the candidates being placed in their respective facilities. This will be completed using the usual orientation procedure of the respective facilities. The minimum requirement of supernumerary days is three but can be extended in negotiation with the line manager.

Strategy Three: Suitable for Nurse/Midwife Grade 7 and above.

Each facility may choose to have supernumerary and orientation in both partnering facilities. This will require exchange partners to travel to both facilities and complete one week (or less as negotiated by line managers) of orientation on site. The cost of supernumerary time is costed to the host facility. Candidates may claim the costs of the travel as part of their allocated funding.

## 8. Accommodation

All efforts will be made to ensure that candidates are provided with accommodation for the duration of the exchange. Queensland Health hospital accommodation is the preferred accommodation for all candidates. Candidates travelling to rural/remote areas may receive a private room in shared accommodation. In the event this is not available, candidates will then be eligible to use their allocated funding to cover accommodation. The allocated funding is capped at \$5000 per candidate.

Rural/remote candidates may be required to relinquish their current hospital accommodation to ensure their exchange program partner can be housed. This is only applicable for the duration of the program and nurses/ midwives will return to their regular housing at the completion of the program.

Candidates are encouraged to contact the state-wide coordinator once they have been selected to discuss their accommodation needs. Please indicate on the letter of acceptance your accommodation requirements.

Rural/remote nurses travelling to metropolitan/regional areas may be required to share accommodations (own room) with other exchange program participants.

Candidates may elect to stay with family or friends.

## 9. Funding

In addition to their regular recompense, each candidate is allocated funds to cover the cost of travel, and accommodation expenses. This is capped at a maximum of \$5000 per candidate for the duration of the program.

The funding allocated is flexible for candidates. Candidates may choose to use their funding for the cost of travel during the program including trips home, taxi's, public transport etc. To claim these expenses, candidates need to complete the Staff Expense Claim form FSS3V1.2 available on the FAMMIS page

[http://gheps.health.qld.gov.au/fammis/service/user\\_res\\_eforms.htm](http://gheps.health.qld.gov.au/fammis/service/user_res_eforms.htm)

All forms are to be returned with original receipts to the program coordinator. Each candidate is capped at \$5000 per person.

### Accommodation and Flights

Accommodation and Flights are to be booked using the QTravel Booking and Approval Form <http://gheps.health.qld.gov.au/travel/docs/qtrav-form.pdf>

These forms are to be completed by successful applicants and returned to the State wide coordinator for processing.

### Living away from Home/ Meal and Incidentals

Candidates are to be aware that this program does not give rise to any entitlement to a Living Away from Home Allowance, or any other allowance (e.g. incidental or meal allowance) found in Ministerial Directive 9/11: Domestic Travelling and Relieving Expenses. Entitlements found in that Directive arise only in circumstances where Queensland Health requires an employee to travel on official duty, or to relieve another employee away from the employee's usual place of work. Participation in the NMEP is on a voluntary basis, purposeful professional development and does not meet the requirements for eligibility under the directive.

### Remote Area Nurse Incentive Payment (RANIP)

Under HR Policy C2- *Remote Area Nursing Incentive Payment* (RANIP) is only payable for nurses after 12 months of service; therefore, candidates completing a 12 week placement in a RANIP area are not eligible for this payment. Nurses currently working in a RANIP area undergoing placement should seek clarity from their HR delegate on how placement may affect their RANIP payment.

[https://www.health.qld.gov.au/\\_data/assets/pdf\\_file/0033/396078/gh-pol-217.pdf](https://www.health.qld.gov.au/_data/assets/pdf_file/0033/396078/gh-pol-217.pdf)

Candidates who accrue RANIP payment as part of their substantive position need to be aware that participating in the NMEP program may delay the payout date for the RANIP payment.

### Use of Private Motor Vehicles and Claiming Mileage Allowance

Candidates who choose to drive a private motor vehicle to their host facility do so under Directive 20/16 (<https://www.forgov.qld.gov.au/system/files/documents/2016-20-motor-vehicle-allowances.pdf?v=1467329166>) and Queensland Health policy C15 ([https://www.health.qld.gov.au/data/assets/pdf\\_file/0024/164157/qh-pol-099.pdf](https://www.health.qld.gov.au/data/assets/pdf_file/0024/164157/qh-pol-099.pdf)).

Under section 3.19 *Use of Private Vehicles* from procedure 29843 *Motor Vehicle Use Procedure*, candidate wishing to claim mileage allowance for fuel to and from their placement must complete form *Application For Approval To Use Privately Owned Vehicle For Official Purposes*, FAMMIS form FSS56 V1.1 **prior to travel taking place**. [http://qheps.health.qld.gov.au/fammis/service/forms/use\\_private\\_vehicle.pdf](http://qheps.health.qld.gov.au/fammis/service/forms/use_private_vehicle.pdf)

**This application must be accompanied by a current vehicle registration and proof of comprehensive car insurance endorsed for work related use. This is to be submitted to the program coordinator.**

To claim mileage expenses, please complete a *Motor Vehicle (Mileage) Allowance Claim* form [http://qheps.health.qld.gov.au/paris/pdfs/forms/hr\\_motvehicle\\_allow.pdf](http://qheps.health.qld.gov.au/paris/pdfs/forms/hr_motvehicle_allow.pdf). Candidates may claim Mileage to their destination and again for the purposes of travelling home. Only one claim can be made per car.

### Fringe Benefit Taxation (FBT) Implications

Candidates are informed that reimbursed funding allocated to candidates may be considered a Fringe Benefit for Taxation purposes. Candidates who currently salary sacrifices are directed to seek independent advice on how receipt of funding for this program may affect their taxation liability. It is the responsibility of each candidate to seek advice on FBT and Salary Sacrifice and any liability borne from the program is the responsibility of the candidate.

## 10. Eligibility and Selection

Eligibility includes;

- Endorsed Enrolled Nurses (EEN) with a minimum of one year experience
- Nurses and Midwives NRG 5.2- 10 with a minimum of 1 year experience
- Applicants must be employed by Queensland Health in a permanent capacity
- All applicants must be up to date with mandatory training and have both Line manager and Director of Nursing/ Nursing Director approval which may include
- You may be required to hold certain skills for rural/remote in line with the particular clinical placement areas such as
  - o Advanced Life Support
  - o Paediatric Advanced Life Support
  - o Imminent Birth
  - o Cannulation/ Venepuncture skills
 Please discuss your needs with the state-wide coordinator
- Able to commit to a 12 week program

Applicants provide details of how the exchange program will support their current professional development and how they will use their experiences in their work place. Applicants are prioritised against the decision making matrix.

Participation in the exchange program is subject to Human Resources (HR) policy B1 (QH-POL-212) Recruitment and Selection [https://www.health.qld.gov.au/data/assets/pdf\\_file/0034/635893/qh-pol-212.pdf](https://www.health.qld.gov.au/data/assets/pdf_file/0034/635893/qh-pol-212.pdf)

Candidates are required to provide evidence of the following with their application:

- Application form with line manager and DON/Nursing director endorsement
- Resume (CV & Resume)
- Certified copy of qualifications and any post graduate qualifications
- Certified copies of TWO forms of identification as described in policy B1
- Evidence of Vaccine Preventable Disease (VDP) as described by policy B1 and completion of form  
[https://www.health.qld.gov.au/\\_data/assets/pdf\\_file/0024/443076/vpd-evidence-form-gp.pdf](https://www.health.qld.gov.au/_data/assets/pdf_file/0024/443076/vpd-evidence-form-gp.pdf)
- Criminal History valid if received within the last three years. If you require a new criminal history please complete the form located at  
<http://gheps.health.qld.gov.au/hr/recruitment/employment-screening/criminal-history-checks.htm>
- If you are placed in a Multi-Purpose Health Service (MPHS) or residential aged care facility you are required to have an Aged Care Criminal History Check. If you do not already have this, please await details of your placement. If required you can find the form here  
<http://gheps.health.qld.gov.au/hr/recruitment/employment-screening/criminal-history-checks.htm> . The fee for the aged care criminal history will be taken from your allocated funding. The state-wide coordinator will lodge this on your behalf.

See application form checklist for comprehensive list of requirements for application. If you are awaiting results or correspondence you are encouraged to apply and contact the state-wide coordinator to discuss your needs. Should you or your line manager require an electronic version of any of these documents please contact the state-wide coordinator on [NMEP@health.qld.gov.au](mailto:NMEP@health.qld.gov.au).

Where possible, applicants will be offered a position with at least four weeks' notice prior to placement.

Employees under current performance review are not eligible to apply for this program.

## 11. Employee Movement Forms

The host facility is responsible for wages for the candidate, including all allowances and shift penalties. An employee movement form (EMF) will be used to move employees to their host facility for the duration of the program. This will be organised between the State-wide coordinator and the respective line managers.

Part time employees are eligible to apply but may need to commit to working full time for the duration of the program. Line managers sending part time employees may receive a full time employee during the exchange. Any increase in costs for full time employment is allocated to the host facility. Placement will be negotiated between the line manager and the state-wide coordinator to offer a suitable placement for part time employees.

## 12. Termination of Placement

To get the full benefits of the exchange program, it is important that candidates commit to the full 12 week program. Funding provided to candidates is done so with the understanding that participants will complete the 12 week program in full. In the event a candidate is not able to complete the program, contact must first be made with the state-wide coordinator and the facility line manager. If a candidate asks to terminate the placement, their placement partner may be asked to return to their home base. Candidates need to be mindful that asking to terminate the placement agreement will not only affect themselves, but their exchange partner, as they may be asked to return to their substantive position. Candidates who terminate the program early may be subject to reduced funding and may be required to pay for their own travel home. This will be assessed on a case by case basis.

In the event of urgent leave for family or extenuating circumstances, candidates are eligible for bereavement and annual leave and should discuss this with the line manager.

If the placement agreement is terminated due to code of conduct or poor performance issues prior to the 12 weeks, candidates may receive reduced funding allocation. This will be assessed on a case by case basis and candidates may be required to pay for their return trip home.

Line managers are asked to contact the program coordinator with any concerns prior to the termination of the placement as a swap or waiting list may be facilitated.

All efforts will be made to ensure the placement is successful for those who are placed. We are motivated to see people succeed in their placement. If you have any concerns at all, please contact the State-wide coordinator for advice and support.

## 13. Entitlements and particulars

All wages, entitlements, on-call and other allowances are paid as per the *Nurses and Midwives (Queensland Health) Award - State 2015* by the host facility. Candidates receive all award entitlements in conjunction with the allocated funding.  
<http://qheps.health.qld.gov.au/hr/employment-conditions/home.htm#awards>

## 14. Shift Work

You are required to work across all shifts, including weekends, public holidays and on-call as required by the host facility Line Manager. Roster requests are at the discretion of host facility line Manager.

## 15. Annual Leave

To ensure candidates get the most out of the program, it is recommended that no annual leave be taken for the duration of the program. Short term annual leave of less than one week may be considered and is approved at the discretion of the manager of the host facility.

<https://www.health.qld.gov.au/employment/conditions/leave>

## 16. Sick leave

Staff are entitled to sick leave as per the *Nurses and Midwives (Queensland Health) Award - State 2015*. Local protocols and policies should be followed to inform line managers of sick leave. <https://www.health.qld.gov.au/employment/conditions/leave>

## 17. Work cover

All injuries need to be reported immediately to the line manager and documented as per local policy and procedure. Inform your line manager and complete an incident report as soon as possible.

## 18. Confidentiality

All candidates work under the Queensland Public Services Code of Conduct <https://www.qld.gov.au/gov/code-conduct-queensland-public-service>

Consistent inappropriate workplace conduct may lead to termination of your placement.

## 19. Cohort Dates

Please note that cohort dates are a guide only and we are committed to being flexible in order to facilitate exchange. Candidates should be reassured that there is flexibility in dates and are strongly encouraged to apply.

### 2017

Expressions of interest close **25<sup>th</sup> August 2017**

Cohort one dates are 25<sup>th</sup> September 2017 to 18<sup>th</sup> December 2017.

### 2018

To be advised

### 2019

To be advised

Cohort dates will be released via Expressions of Interests at regular intervals throughout the year.

## 20. Contact details

Nardia Burey  
Administration Officer  
Centre for Nursing Excellence  
South West HHS  
Queensland Health  
0745051587  
[nardia.burey@health.qld.gov.au](mailto:nardia.burey@health.qld.gov.au)  
[NMEP@health.qld.gov.au](mailto:NMEP@health.qld.gov.au)

Amy Byrne  
State-Wide Coordinator  
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South West HHS  
Queensland Health  
0745051587  
0447116157  
[Amy.byrne@health.qld.gov.au](mailto:Amy.byrne@health.qld.gov.au)

21. APPENDIX ONE – **Please use Fillable PDF Application form**  
 Nursing and Midwifery Exchange Program Application Form

Name:			
Current Hospital & Clinical Area:		Length of time in this area of practice:	
Area of interest (list up to three): Preferred city/ town or locations:		Nursing Grade: Placement Length	3 month/ 6 Month
Payroll Number:  Full time Part time hrs _____		NMBA Number: Endorsements: Limitations:	
Contact Details:	Postal Address:		
	Phone:		Email:
Please outline why you would like to participate in this program			

<p>How will you use the knowledge and experience that you gain? What strategies will be used when improving practice at your home hospital?</p>	
<p>What are your learning objectives for this program and how will these benefit your home facility and community (list three goals)?</p>	

<b>Signature:</b>	
-------------------	--

<b>Date:</b>	
--------------	--

<b>Emergency Contact Details</b>		
<b>Name of contact:</b>		
<b>Address:</b>		
<b>Relationship to you</b>		
<b>Phone Numbers:</b>	<b>Home:</b>	<b>Mobile:</b>

**Applicants Line Manager/ DON or Nursing Director Endorsement**

<p><b>Reason for endorsement:</b></p> <p>.....</p>
<p><b>Is the Candidate up to date with mandatory Training? Yes/No</b></p> <p>.....</p>
<p><b>Line Manager</b> _____ <b>Signature</b> _____ <b>Date</b> _____</p> <p><b>DON/ Nursing Director</b> _____ <b>Signature</b> _____ <b>Date</b> _____</p>

Signature:

Date:



Nursing and Midwifery Exchange Program Application Check List

I have completed the application and have had line manager/ DON approval	
I have included a copy of my resume	
I have attached a signed copy of a referee report from my line manager (see Guidelines for Referee template).	
I have included certified copies of two forms of Identification and change of name documents under policy B1	
I have included a certified copy of my NMBA registration.	
I have included certified copies of my qualification and any post graduate qualifications eg: <i>Bachelor of Nursing/ Diploma of Nursing</i>	
I have included evidence of Vaccine Preventable Disease (VDP) as per policy B1 and have completed the VDP form <a href="https://www.health.qld.gov.au/_data/assets/pdf_file/0024/443076/vpd-evidence-form-gp.pdf">https://www.health.qld.gov.au/_data/assets/pdf_file/0024/443076/vpd-evidence-form-gp.pdf</a>	
Hepatitis B	
Measles/ Mumps/ Rubella	
Varicella	
Pertussis	
If placed in remote indigenous community I am willing to undertake the require vaccinations including Hepatitis A and Japanese encephalitis	
I have included a Certified Copy of Criminal History <a href="http://gheps.health.qld.gov.au/hr/recruitment/employment-screening/criminal-history-checks.htm">http://gheps.health.qld.gov.au/hr/recruitment/employment-screening/criminal-history-checks.htm</a>	
I have included a copy Certified Copy of Aged Care Criminal History <b>OR</b>	
If placed in multi-purpose Health Service of residential aged care facility I am willing to completed an Aged Care Criminal History Check	
Signed _____ Date _____	

## 21. APPENDIX TWO

# Referee Report- Nursing and Midwifery Exchange Program

**Applicant details**

Name:

Position applying for: Nursing and Midwifery Exchange Program

**Referee Details**

Name:

Role:

Organisation:

Relationship with the applicant (incl. duration):

**Instructions**

In completing the referee report, you are being asked to provide information about the applicant's knowledge, skills and ability against particular criteria, as well as general information relating to their performance and conduct. In providing this information, please consider the classification level applicable to this role.

If you are an existing public service employee, please note that the omission of relevant information or the provision of untruthful information by a referee to the referee's own agency or to another agency is a breach of the recruitment and selection directive and may result in a discipline process being commenced.

I will be contacting you directly to discuss this Report. Once finalised please return the completed referee report, including signature. The completed report can be emailed to [NMEP@health.qld.gov.au](mailto:NMEP@health.qld.gov.au).

Information provided in a referee report may be released in accordance with the *Right to Information Act 2009 (QLD)* and may be incorporated into feedback for successful or unsuccessful applicants.

Should your referee report contain any adverse comments that may affect the selection outcome, the panel will discuss these with the applicant

**Comments against key capabilities**

<b>Key Capability One:</b>	<b>Team work and engagement with the facility/ unit</b>
<p>The applicant:</p> <ul style="list-style-type: none"> <li>• does not generally meet this key capability <input type="checkbox"/></li> <li>• generally meets this key capability <input type="checkbox"/></li> <li>• usually exceeds this key capability <input type="checkbox"/></li> </ul>	
<p>Please provide, from your knowledge, your assessment of the applicant against this key capability.</p>	

<b>Key Capability Two:</b>	<b>Adaptability to new situations</b>
<p>The applicant:</p> <ul style="list-style-type: none"> <li>• does not generally meet this key capability <input type="checkbox"/></li> <li>• generally meets this key capability <input type="checkbox"/></li> <li>• usually exceeds this key capability <input type="checkbox"/></li> </ul>	
<p>Please provide, from your knowledge, your assessment of the applicant against this key capability.</p>	

<b>Key Capability Three:</b>	<b>Eagerness to learn</b>
<p><i>The applicant:</i></p> <ul style="list-style-type: none"> <li>• <i>does not generally meet this key capability</i> <input type="checkbox"/></li> <li>• <i>generally meets this key capability</i> <input type="checkbox"/></li> <li>• <i>usually exceeds this key capability</i> <input type="checkbox"/></li> </ul>	
<p><i>Please provide, from your knowledge, your assessment of the applicant against this key capability.</i></p>	

<i>Key Capability Four:</i>	<b>Ability to apply new skills and theories to practice</b>
<p><i>The applicant:</i></p> <ul style="list-style-type: none"> <li>• <i>does not generally meet this key capability</i> <input type="checkbox"/></li> <li>• <i>generally meets this key capability</i> <input type="checkbox"/></li> <li>• <i>usually exceeds this key capability</i> <input type="checkbox"/></li> </ul>	
<p><i>Please provide, from your knowledge, your assessment of the applicant against this key capability.</i></p>	

**Comments about performance and conduct**

<i>Questions</i>	<i>Comments</i>
If you are currently the applicant's supervisor/manager, please comment on the applicant's most recent performance and development assessment.	
Please comment on the applicant's commitment to organisational goals and values, integrity and client focus.	
Please comment on the applicant's focus on productivity, perseverance and delivering results on time.	
Please comment on the applicant's decision making and problem solving.	
Please comment on the applicant's openness to change and ability to learn from mistakes.	

Are you aware of any current discipline process or past discipline findings against the applicant? If so, please provide relevant details.

**General comments**

Are there any additional comments you wish to make about the applicant?

---

**Referee Name:**

**Date:**

**Signature:**

**Panel Member Name:**

**Date:**

**Signature:**