

A photograph of four young women, likely nursing students, sitting on a set of stairs in a hospital or clinical setting. They are all smiling and looking towards the camera. The woman on the far left is wearing light blue scrubs and has a stethoscope around her neck. The woman in the back center is wearing a light blue scrub cap and light blue scrubs, also with a stethoscope. The woman on the far right is wearing orange scrubs. The woman in the foreground on the right is wearing pink scrubs. The background is a plain, light-colored wall. A blue geometric overlay is present in the top-left corner and bottom of the image.




ANMF

Tasmanian Branch

Graduate Guide

Australian Nursing & Midwifery Federation
(Tasmanian Branch)



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Disclaimer

This document is intended as a guide only, not as legal advice. Nurses and Midwives should seek advice if they are uncertain about any of their actions and legal consequences. ANMF members can access such advice by contacting the ANMF Member Support Team via email: membersupport@anmftas.org.au or phone (03) 6223 6777, 1800 001 241 (outside Hobart).

There may be slight variations to your conditions, depending on your place of employment. Please check your relevant Enterprise Agreement.

Correct at time of print, January 2024.

Dear Esteemed Graduates, Congratulations on reaching this significant milestone in your journey.

The Australian Nursing and Midwifery Federation (ANMF) Tasmanian Branch extends a warm and heartfelt welcome to you as you step into the dynamic and rewarding world of Nursing and Midwifery.

As fellow professionals who have walked the same path, we understand the blend of excitement and anticipation that accompanies the transition from student to practitioner. Your entry into the nursing and midwifery workforce is not just a personal achievement; it is a testament to your passion for providing quality care and making a difference in the lives of those you serve.

At the ANMF, we stand united with you on this journey. Having been part of nursing and midwifery teams ourselves, we recognise the challenges and triumphs that define your daily experiences. Our commitment goes beyond warm welcomes; it extends to ensuring positive industrial outcomes for your wages and advocating for safe and supportive working conditions.

We take immense pride in offering free professional development opportunities to nurture your growth and keep you at the forefront of the ever-evolving healthcare landscape. Your continuous learning is not only an investment in your career but also a contribution to the advancement of our professions.

Understanding the need for comprehensive support, we are delighted to provide a range of member benefits designed to enhance both your professional and personal well-being. These include reduced fees for private health, exclusive deals on meals, accommodation, and various lifestyle offers. We believe that by



taking care of yourselves, you can better care for others.

As you embark on your nursing and midwifery journey, know that the ANMF is here as your ally, advocate, and guide. We look forward to supporting you through every twist and turn, celebrating your successes, and offering a helping hand during challenges. Together, we will continue to uphold the values that define our professions and contribute to the betterment of healthcare for all.

Once again, welcome to the ANMF family, and congratulations on your achievement. Your dedication and compassion are the driving forces that will shape the future of nursing and midwifery.

A handwritten signature in black ink, appearing to read 'Emily Shepherd'.

Emily Shepherd
ANMF Tasmanian Branch Secretary

**A****A—C**

ANMF

ANMF — For the nursing team

The ANMF is both the largest nursing union and the largest professional body for the nursing team in Tasmania. The ANMF has branches in all states and territories with an approximate membership of 280,000 nurses, midwives and care workers across Australia.

The ANMF is the voice and strength for the thousands of nurses, midwives and care workers who are working together to improve the professional status, education and working conditions for the nursing team – while safeguarding the quality of patient care.

ANMF members are employed in a wide range of workplaces which include private and public, urban and remote, health and community services, aged care facilities, universities, the armed forces, statutory authorities, local government, offshore territories and more.

The ANMF gives you protection, advice and assistance whenever you need it.

Professional Indemnity/ Public Liability Insurance

Your ANMF membership provides the appropriate Professional Indemnity Insurance (PII) arrangements, required for all practicing nurses and midwives.

Nurses, midwives and care workers enjoy the protection of insurance coverage including \$10m professional indemnity and \$10m public liability, for any one claim and up to \$50m in the aggregate. Conditions apply.

Your ANMF Member Portal

Have you logged on to your ANMF Member Portal yet? Managing your membership, staying connected and accessing your member benefits has never been easier. Simply visit members.anmftas.org.au

Professional Development

ANMF membership provides professional and clinical education for your annual CPD requirements. The ANMF offers professional and clinical skills development, industrial relations training, conferences and workshops. Additionally, the ANMF has its own Registered Training Organisation, the Health Education and Research Centre (HERC) which offers Certificate III in Individual Support and Diploma of Nursing courses amongst others.

Professional, Industrial Advice and Representation

ANMF members receive expert professional and industrial advice, representation and assistance on work related matters including wages and conditions of employment, AHPRA matters, safety and workplace allegations.

Legal Services

ANMF members have access to legal services and representation for work-related issues, including workers compensation and coronial inquiries by way of referral as required.

Journals

ANMF members receive two journals – *ANMJ*, with national and international news, and *Infusion*, the Tasmanian Branch journal with the latest Tasmanian news. These journals are delivered electronically although you may request printed versions.

ANMF Member Support Team

ANMF members can access our Member Support Team for assistance and queries relating to employment matters such as:

- AHPRA matters
- Workplace conditions and pay rates
- Awards and Enterprise Agreements
- Worker's compensation claims
- Workplace disputes or allegations
- WHS concern
- Professional issues in nursing practice
- Current campaign updates

ANMF members have many day-to-day queries relating to their employment.

Our Member Support Team staff are qualified nurses and midwives who, with their range of expertise and experience, manage members' individual cases and make referrals to appropriate departments within the ANMF.

In the first instance workplace queries can be raised with an ANMF Workplace Representative. If they are unable to fully resolve the query or require further information either the ANMF Workplace Representative or member should then contact the ANMF Member Support Team via email: membersupport@anmftas.org.au or phone (03) 6223 6777, 1800 001 241 (outside Hobart).

Assistant in Nursing (AIN)

The public sector has an Assistant in Nursing (AIN) role that has been successfully introduced on some wards in public hospitals.

AIN's support nurses in delivering patient care and will have either completed the relevant acute healthcare Cert III course or will be an undergraduate nursing student who has completed clinical placements as part of the Registered or Enrolled Nursing course.

The ANMF has only agreed to the implementation of AIN's following a comprehensive trial and evaluation of the role being introduced and the permanent implementation was based upon substantial positive feedback from members and AIN's alike.

Established industrial provisions will protect our skill mix and the agreed workload model will ensure safe skill mix is maintained on wards where the position is in place while supporting the addition of these valuable roles to our nursing teams.

Casual Loading

An employee who is not entitled to accrue paid annual leave or personal leave will be paid a loading on all hours worked. This is colloquially referred to as a 'casual loading' however loadings may apply to some part-time as well as casual staff. The loading may vary between employers.



C—E

E—H

Code of Conduct

A Code of Conduct outlines behavior expected of an employee. In some circumstances, adherence may be required even outside the workplace. In the public sector the Code of Conduct is found in the State Service Act 2000. Failure to adhere to the Code may give grounds for the employer to terminate your employment.

Many private sector employers also have a Code of Conduct, which is relevant to their workplace. It is important to be aware of, and abide by, any Code of Conduct.

Continuing Professional Development (CPD)

ANMF Tasmanian Branch members have access to over 200 hours of free online CPD as well as on-line CPD through the ANMF Federal CPD portal which provides professional development for all nurses and midwives in Australia. This CPD is one of ANMF's solutions for your continuing professional development needs to allow you to fulfill the NMBA's requirements. We also offer face-to-face practical sessions throughout the year. You may also be entitled to an annual professional development allowance depending on your place of work.

Department of Health and Tasmanian Health Service

The Department of Health is the largest of all the Tasmanian State Government agencies.

The Tasmanian Health Service (THS) consists of four major public hospitals, which are the front line for complex health care for the Tasmanian community: These are the Royal Hobart Hospital, Launceston General Hospital, North West Regional Hospital in Burnie and Mersey

Community Hospital in Latrobe, in addition there are a range of supporting rural hospitals and multi-purpose services across Tasmania.

The THS provides services across most clinical specialties, the most common being general medicine and surgery, obstetrics and gynecology, paediatrics and orthopaedics. Where highly specialised services are unavailable in Tasmania, there are arrangements allowing patients to access treatment in mainland centres.

Employee Assistance Programme (EAP)

While nursing can be a very rewarding profession it can also be stressful. In light of this employers provide employees with access to the Employee Assistance Programme (EAP).

The EAP allows you to discuss any workplace matter in confidence.

All employers provide access to an EAP through their facilities. The procedure for accessing varies between facilities. The EAP is generally provided by a person, or group, who is external to the facility. You can be assured that you may speak to the person in confidence. Information shared (except in the most general of terms) will not be sent back to the employer.

Generally an employee is entitled to access three sessions without any cost to themselves (paid by the employer). If more than three sessions are required then it may be possible to have further sessions at no cost to you – ask the provider (or ANMF) how this can be arranged.

Confidential support can also be found at the 24/7 service of the national Nurse and Midwife Support line: nmsupport.org.au or phone 1800 667 877.

Enterprise Agreements (EA)

EAs contain the wages and working conditions of individual organisations. The process of negotiating an EA is called Enterprise Bargaining. Once the Agreement is signed, the document will be legally binding for employers and the employees. In the Private Sector, Agreements are lodged with the Fair Work Commission (FWC) for approval.

Once approved, the Agreement is enforceable. The Agreement negotiated for the State Public Sector is registered with the Tasmanian Industrial Commission. The (TIC) registration makes the document enforceable.

As Agreements are negotiated at workplace level, there will be variations across workplaces. If in doubt about your entitlements, contact the ANMF Member Support Team.

Fair Work Commission (FWC)

The FWC is a Federal Government body that deals with workplace matters including wages, conditions of employment and termination of employment in the private sector. If a dispute arises about such matters you may be able to have your dispute addressed by FWC.

The FWC website (www.fwc.gov.au) has information which is relevant for private sector workers but may also be of interest to others.

The Fairwork Ombudsman publishes information about rates of pay and other workplace entitlements and can be accessed on the website: <https://www.fairwork.gov.au/>

Grievance

As a general guide, if you have a concern about the way in which you have been treated, including by a co-worker, you should first discuss your concern and how you feel with the person concerned. It is best to do this early before a matter escalates.

If after speaking with the individuals concerned the issue is not resolved then it may be necessary to take your concern to a more formal level.

This may involve putting your concerns in writing. The ANMF can assist you with this. An investigation into your concerns/allegations may well occur which means that other staff will be interviewed about the incident. Meetings with supervisors and human resource managers may be called and, if so, you are entitled to have ANMF support at such meetings.

If at any time, you have concerns about a matter you can seek advice from the ANMF before you try to resolve the situation.

Health

Nursing is a great profession but can be very stressful. In your first few months you'll likely be coping with lots of new stressors such as workplace personalities/new skills/time management issues/patients and shift work, just to name a few. Many of these factors individually can cause considerable stress; collectively they can become overwhelming.

It is not unusual to think "I will never be able to do this". You are not alone – ANMF Organisers understand, we have all been there; and so too have your colleagues. Don't hesitate to ask more experienced nurses for hints on dealing with shift work (especially night shift) and other workplace concerns.



Be proactive - if it is getting 'too much' speak to someone or make an appointment with the Employee Assistance Programme (EAP), or contact Nurse and Midwife Support for 24/7 confidential advice - see details below.

Form an information 'debrief' group with nurses who are also starting out in their careers. A chat with people in the same situation can assure you that you are not alone.

Don't forget family and friends. It can be difficult to get used to shift working when this means you miss out on family occasions. It is difficult for them as well. Working on night duty does not mean you can go out to lunch because you are not working. You need to sleep during the day and it can be difficult for non-shift working friends and family to understand.

Exercise is a good stress reliever, as is laughter. Remember it is OK to laugh at work (with some exceptions of course).

There is a lot of information available on the internet which can give you some tips about coping with shift work.

You might find some interesting information here: www.ohsrep.org.au/hazards/fatigue,-impairment-and-shift-work

Nurse and Midwife Support

Nurse & Midwife Support is here for all nurses and midwives, nursing and midwifery students, employers, educators and concerned family and friends. They provide free, 24/7 confidential advice and referral, promote better health for nurses, midwives and students, and safer care for the public. You can get in contact with Nurse and Midwife Support confidentially by calling 1800 667 877.

Incident Reports

If an incident happens at work, even if minor or a near miss, you should complete an incident form. This form should include as much detail as possible (including names of witnesses) so that the employer can make more enquiries if necessary. Procedures and the lodging of incident forms varies between employers.

Insurance

Professional Indemnity Insurance (PII) is part of your ANMF membership fee. This satisfies the requirements for PII, required to practice nursing within Australia. Your ANMF PII covers you for professional malpractice and public liability (negligence for injury to third party, persons or property) up to \$10,000,000 for any one claim and \$50,000,000 in the aggregate for 1 year.

In addition, in certain circumstances, legal costs for representation before the Coroner or disciplinary hearings will be covered. ANMF members need to notify the ANMF immediately of any incident in their workplace that might lead to a claim being made.

There are some exclusions – if you are working in independent practice (other than midwifery) cover can be arranged but please discuss your situation with the ANMF. If you have any questions please contact the Member Support Team for further advice.

International Nurses & Midwives Days

Florence Nightingale was born on 12 May 1820. In recognition of her contribution to nursing, International Nurses Day is held annually on her birthday. International Midwives Day is also held annually on 5 May.

Florence was born in Florence, Italy, to a wealthy English family. As part of her privileged upbringing she was given a broad education including languages, mathematics and history. While it was expected that she would marry and spend her life as a wife, Florence had what she felt to be a 'calling' to work as a nurse. Nursing at this time was not regarded as a suitable occupation. Her mother was horrified and tried to dissuade her!

As is now known Florence changed the face of nursing and was instrumental in implementing the role of the modern nurse. She actively used research and statistics to prove her arguments.

Leave

Annual leave

Workers (excluding those in receipt of a loading) are entitled to 4-5 weeks of annual leave depending on the Industrial Instrument they are employed under.

Shift workers in the public sector will be required to work twenty (20) weekend shifts in any combination. Shift workers are to qualify for an extra week of leave, in accordance with the Industrial Instrument you are employed under.

In the THS, annual leave may be taken as single days or any combination of days in accordance

with the needs of the service and the Leave Management Policy. Leave loading will be paid on each day of annual leave taken. This might be different for other employers.

Should you become sick while on annual leave, upon the provision of a medical certificate, your annual leave is to be extended or re-credited by the amount of sick leave taken, subject to the provisions of your Industrial Instrument.

Application for Annual leave

Your employer will require a period of notice from the date you wish to take your annual leave. Annual leave is subject to approval by your employer. It is important that you know how the allocation of annual leave is implemented in your workplace.

A worker in receipt of a 'casual loading' is not entitled to paid holidays but is usually able to take a period of unpaid leave from the workplace. This needs to be negotiated with your employer.

Bereavement and Compassionate Leave

While the conditions vary between different employers in addition to sick leave, on the death of a member of your immediate family or household within Australia or when they have a life threatening illness or injury you may be entitled to paid Bereavement or Compassionate Leave. Entitlements vary from employer to employer, with between 2-10 days being available.

You should advise your employer of the need to take leave as soon as you can. Proof of death or life threatening illness or injury must be provided if requested.



Carer's Leave

If you are entitled to personal leave and responsible for members of your immediate family or household who need your care and support the following applies.

- Some employers will allow you to use an unrestricted amount of your accrued sick leave to provide care and support when they are ill.
- If required you must provide either a medical certificate or statutory declaration as proof of illness.
- You must, where practicable, advise your employer in advance of your intention to take carer's leave, provide the name of the person requiring your care and their relationship to you, the reasons for taking the leave and the estimated length of your absence.
- If it is not practicable to give prior notice, you must notify your employer at the first opportunity on the day of absence.

Unpaid carers leave

Any employee may take unpaid carer's leave by agreement of the employer. In addition an employee, with agreement of the employer, can use annual leave, time off in lieu or overtime and make up time as follows:

- Annual leave in single days not exceeding five (5) days in a calendar year
- Time off in lieu of overtime, which shall be taken at the ordinary time rate, e.g. two hour ordinary time for one hour of overtime
- Make up times that the employee makes up at a later date.

Long Service Leave

Once you complete ten (10) years continuous service, you are entitled to Long Service Leave (LSL). Leave is calculated differently in the public and private sectors due to coming under two different Acts, the Long Service Act 1976 and the Long Service Leave (State Employment) Act 1994. Pro-rata LSL may be payable after seven (7) years where an employee ceases employment under certain circumstances.

Parental/Adoption Leave (Maternity Leave)

Parental leave is a period of leave that an employer must grant you if you or your partner are having or adopting a child.

After 12 months of continuous service, under the Nurses (Tasmanian Public Sector) Award, the primary carer is entitled to a total of 52 weeks parental leave in connection with the birth or adoption of a child, with 16 weeks as paid leave. If you work in the private sector please check your EA for your entitlement.

Leave is available to only one parent at a time in a single unbroken period, but both parents may take 1 week's leave together at the time of birth or 3 weeks leave together at the time of placement for adoption.

Partner leave is available to partners in conjunction with parental leave. Check your Award or EA for specific details.

Public Sector and many Private Sector employers may require the employee to commence maternity leave any time after 34 weeks of pregnancy, unless medically approved otherwise.

Provisions under the Commonwealth funded Paid Parental Leave Scheme also exist, refer to your Award and EA for how parental leave is impacted.

Application for Parental/Adoption leave

For maternity leave, you must notify your employer at least ten (10) weeks prior to the anticipated commencement of leave.

You must notify your employer of the exact commencement date at least four (4) weeks prior to commencing the leave.

You can take the leave at any time in the last six (6) weeks of pregnancy. An employer can require a medical certificate stating fitness to work in the last six (6) weeks of pregnancy or if you return to work within six (6) weeks after the birth of the child. You must advise your employer of any proposed change in the duration of parental leave or if you intend to return to work on reduced shifts. You must also notify your employer of any change of address or contact details. You must also confirm with your employer your intention to return to work at least four (4) weeks prior to finishing your leave.

Payment

You will receive paid leave only if your workplace Agreement says so. Check your Award and EA as this varies by employer. Many employers allow the paid leave component to be taken at half pay.

Returning to work on reduced shifts

Your employer must consider a formal request to return from parental leave on reduced shifts for a temporary period of time. The request should be made as soon as possible. Check your Award or EA for specific details.

ANMF Membership

It is advisable to maintain your financial status with your ANMF membership while on any paid leave. Members are encouraged to contact an ANMF (Tas) Membership Officer to discuss the options available for your circumstances. It is important that as soon as you return to work you contact us to adjust your membership details appropriately and will receive the appropriate services as part of your membership.

Personal Leave (Sick Leave)

Personal leave entitlements for all staff are found within the current Award or EA in your workplace.

Entitlement in the public sector are for 20 days per year for a full time employee. This may be less in the private sector. Any portion of personal leave unused in a year will accumulate (without limit).

Under the National Employment Standards you are entitled to no less than 10 days of personal leave per year.

Personal leave used to be called 'sick leave'.

An employee who receives a 'loading' on each hour worked does not accrue personal leave, e.g. a casual.

The requirement for a medical certificate or statutory declaration is specific to your facility's Award and/or EA. Some workplaces require a medical certificate for any day that is attached to rostered days off or adjacent to a weekend. It is important to find out what you need to do to comply with requirements in your workplace.

Legal Statements

The ANMF often receives calls from members who have been requested to provide a statement for hospital lawyers or management, the Coroner's Court or the police. There are some important facts you should consider before submitting a statement to anyone:

- There is no legal obligation to provide a statement unless subpoenaed to do so
- You do have a duty to obey reasonable directions, such as answering questions relating to your work, but you are not obliged to incriminate yourself
- Before you prepare a statement, you are entitled to have access to any relevant documentation, such as patient records, to refresh your memory
- You are not obliged to try and 'recall' any more than is already recorded in the notes. This can be especially difficult if the statement is required for events of several years ago. You should not provide additional information unless you are certain it is correct
- Your statement should be objective, i.e... based only on facts, not emotions, feelings, suppositions, etc.
- Remember that the person reading your statement may not understand nursing shorthand. Don't abbreviate unless you first write the abbreviation out in full
- It is *your* statement but, once signed by you, can be used as evidence without further permission from you
- To check if a legal referral is required, please contact the ANMF Member Support Team. The ANMF will not cover your legal costs without a referral from us to our solicitors

- Before submitting any statement, it is recommended that you contact the ANMF and email in your 'Draft' statement. This allows us to proof and read the document prior to submission
- Always keep a copy for your own file
- This is a service available without charge to all ANMF members who were financial at the time of the 'event'

National Health Practitioner Ombudsman

The National Health Practitioner Ombudsman is able to receive complaints from people who believe they may have been treated unfairly by AHPRA, National Boards, AHPRA's Agency Management Committee or the Australian Health Workforce Advisory Council.

You may contact the Office of the National Health Practitioner Ombudsman by calling 1300 795 265 or visiting www.nhpopc.gov.au

Nursing Hours per Patient Day (NHpPD)

Nursing Hours per Patient Day (NHpPD) is a method of determining staffing requirements on a particular ward/area. The NHpPD model is a systematic nursing workload monitoring and measuring system that provides a guide to the number of direct care nurses required at a minimum to provide nursing care. As the model is found within the Public Sector EA this means that, once certain steps have been followed, a refusal to rectify a situation where nursing workloads are unsustainable may be reviewed by the Tasmanian Industrial Commission (TIC). Over time there have been challenges in ensuring that the NHpPD model is applied consistently to adequately meet the needs of members and

their workloads. ANMF were successful in gaining a commitment from Government to review and modify the model for consistency and safe staffing. This will ensure that quality and safe nursing care can continue to be delivered in the Tasmanian public sector.

Overtime

The ANMF strongly advises all nurses and midwives to claim the overtime they work and only accept to do overtime when you feel safe to do so. All overtime must be approved prior to you working the hours. If you have difficulties claiming your overtime entitlement, contact our Member Support Team.

Part-time Work

Part-time employees work less than the full time equivalent of 38 hours per week. All paid leave entitlements and some allowances are accrued at a pro rata amount.

Pay Slips

It is very important to be aware of the shifts that you have worked and to learn to 'read' your pay slip. This is especially important when you are a shift-working nurse as it is easy to be paid the incorrect penalties (either being paid too much or too little). If you identify an error in your pay, first contact the pay office and discuss the matter with them. If this does not resolve the problem your manager may be able to help. Alternatively, contact the ANMF for advice.

If you have been overpaid it is sensible to advise the pay office, as any overpayment detected later will need to be repaid to your employer.

If you are uncertain how to read your pay slip

then your ANMF Workplace Representative should be able to explain this to you. If you don't have a colleague you can ask for assistance don't hesitate to contact our Member Support Team.

Your pay slip may also include other information such as personal leave, annual leave and long service leave entitlements. It is good practice to keep copies of your pay slips. They can be useful if questioning leave accruals.

Post Graduate/Qualification Allowance

You will need to check your Award or EA to determine your qualification allowance. Any nurse or midwife applying for a postgraduate allowance must produce evidence of the qualification for which the allowance is being claimed. Only one allowance is payable per employee and should be for the highest qualification applicable. Often employers will also require an application form. If you have a higher qualification then you should check your EA to see if you are entitled to additional payment.

Practitioner Audit

The Nursing and Midwifery Board of Australia (NMBA) in conjunction with Australian Health Practitioner Regulation Agency (AHPRA) undertake practitioner audits periodically throughout the year. Random sample groups will be chosen and asked to provide evidence to support their claims in meeting the mandatory registration standards. ANMF members will be provided with a Certificate of Currency which ensures you are able to meet the PII standard. Access to training and development will ensure you are able to meet the standard for CPD. The ANMF gives you protection, advice and assistance whenever you need it.

Public Holidays

The Tasmanian public holidays are legislated by the State Government. These include:

- New Year's Day
- Australia Day
- Cup Day - regional
- Hobart Regatta day (south of Oatlands), or Recreation Day (north of Oatlands)
- Eight Hour Day
- Good Friday
- Easter Monday
- Easter Tuesday (public sector and some private)
- Anzac Day
- Queen's Birthday
- Regional Show Day
- Christmas Day
- Boxing Day

Private Sector

Check your Award or EA for your specific entitlements regarding public holidays or call the ANMF Member Support Team for advice.

Registration

Australian Health Practitioner Regulation Agency (AHPRA)

The Australian Health Practitioner Regulation Agency (AHPRA) is the organisation responsible for registration and the administration of the National Boards of health professions across Australia, including nurses and midwives.

AHPRA's operations are governed by the Health Practitioner Regulation National Law Act 2009, which came into effect on 1 July 2010. This law means that for the first time in Australia, nurses and midwives are regulated by nationally consistent legislation. AHPRA has offices in each State and Territory where the notifications can be made about a registered health practitioner or student.

Key features of national registration:

- Mandatory reporting obligations
- Uniform national approaches to handling of notifications and complaints (health, performance and conduct matters)
- National registration fee for each profession
- Student registration
- Independent accreditation functions

Obligations for nurses and midwives under national registration:

- Professional Indemnity Insurance
- 20 hours CPD per year. Nurses and midwives with dual Registration; Nurse Practitioners and those with medicine endorsement require more hours of CPD (check AHPRA website for specific hours)

- Provision of information in relation to the nature, extent, period and recency of previous practice
- English language skills
- Criminal history check

You can contact AHPRA on 1300 419 495 or www.ahpra.gov.au for general enquiries and registrant queries

Nursing & Midwifery Board of Australia

The functions of the Nursing and Midwifery Board of Australia include:

- Registering nursing and midwifery practitioners and students
- Developing standards, codes and guidelines for the nursing and midwifery profession
- Deciding on notifications, complaints, investigations and disciplinary hearings
- Assessing overseas trained practitioners who wish to practice in Australia
- Approving accreditation standards and accredited courses of study

The Nursing and Midwifery Board of Australia has established State and Territory Boards to support the work of the National Board in the national scheme.

Representation

The ANMF is the only union that specialises in providing the nursing team with full professional and industrial representation, as well as Professional Indemnity Insurance and a wide range of special member benefits.

As most of our ANMF Organisers are nurses or come from a nursing background, we understand

nursing and can assist you in meetings with employers to discuss concerns that the employer may have about your nursing practice or professional issues.

If you are asked to attend a meeting with Management to discuss an incident or in response to a patient complaint you are entitled to ask an ANMF Workplace Representative or ANMF Organiser to attend that meeting with you.

Rosters

If you are employed as a shift worker you are expected to work a rotation of morning, afternoons and nights. In some areas 12 hour shifts are worked. It is important to note your roster and keep a copy in a diary or on a calendar. It is your responsibility to turn up for your rostered shift. Most workplaces are required to give 28 days notice of a roster.

If you need a day off, or a particular shift, to meet personal obligations then you can put in a 'roster request'. The mechanism for doing this varies between facilities and between wards so find out how to make your request. Bear in mind that the roster is published in advance. It may be necessary to give at least two months notice of a request.

You are also entitled to ask another staff member to 'swap' a shift with you. Generally a swap will only be granted if the skill mix of the area remains safe.

Usually it is best to seek a swap with an employee of the same level – e.g., EN with EN/Junior RN with Junior RN etc. Most roster swaps will be evidenced in writing by way of a signed page so there is no confusion about who is going to work.



Shifts

Many members have contacted the ANMF Member Support Team asking what their rights are when management wish to redeploy them to other Wards/Units or cancel shifts. If you're put in any of these situations and are unsure of your rights, contact our Member Support Team.

Redeployment to another ward or unit

Permanent full-time employees are entitled to work, and be paid for, all shifts for which they have been rostered. However, basic considerations should include skill set, contractual requirements, and the specifics of your Award or EA. If you are redeployed you would not be expected to be an expert in an area, you would be expected to be able to function as a competent general nurse.

Employer leave request

If you are approached by management to take a rostered shift as leave without pay or annual leave, you are not obliged to do so, aside from in certain circumstances such as closure of a GP clinic. Please remember annual leave is for your rest and relaxation.

Cancellation of shifts

Adequate notice has to be provided for casual employees or additional shifts for part time staff if your employer wants to cancel a shift.

In the public sector, 24 hours notice is required. If no such notice is given, then payment for minimum hours has to be paid, even if it is not worked.

Costs incurred for registered commercial childcare may be reimbursed by the employer. Please check your EA for your entitlement.

Social Media

The popularity of Instagram, Tik Tok and other social media networking sites can sometimes blur the line between professional and personal domains. There have been instances where information lodged on Facebook has led to termination of an employment relationship. If the information breaches professional or ethical codes of conduct then the entry may also have consequences for your ongoing registration. It does not matter if your profile is private or public.

Instances of unprofessional usage include but are not limited to:

- Posting pictures of identified patients
- An employee making negative comments about a workplace (although even making positive comments can get you into trouble and could be a breach of workplace policy)
- An employee having a 'rant' about another staff member
- Disclosing information related to individual patients/clients

The THS has a Social Networking Usage Guideline as well as policies on the use of emails generally. In addition the Nursing and Midwifery Board of Australia has an information sheet on social media.

Private sector employers are likely to have similar policies. It is important to be aware of local policies and adhere to them. As a general rule of thumb: if it happened at work don't include it on your social networks.

For further guidance consult the Nursing and Midwifery Board Policy for registered health practitioners Social Media Policy on the AHPRA website: <https://www.nursingmidwiferyboard.gov.au/codes-guidelines-statements/policies/social-media-policy.aspx>

Superannuation

As an employee your employer is required to put a set amount of money into your nominated superannuation account. Currently this is at 11% (increasing to 11.5%, 1 July 2024). It is sensible to keep an eye on your account to make sure payments are being made. Also note, you can make extra contributions (some times as salary sacrifice which might lower your tax burden) and, in the early times of your career any extra benefits will have long term impacts on your balance at retirement - because of the power of compound interest. To see what difference extra contributions can make, we recommend you either visit ASIC Moneysmart Super contribution optimiser tool at: <https://moneysmart.gov.au/grow-your-super/super-contributions-optimiser> - or contact your superannuation fund. Retirement might seem a distant possibility but it will come round more quickly than you might expect. (This is general advice and please take financial advice if specific information is required).

Termination of Employment

In certain circumstances it is possible for an employer to terminate the employment of an employee. This might occur if an employee fails to satisfy a probation period.

There are certain actions that, if proven, may see your employment terminated on the spot. This is called 'summary dismissal'. Events that may result in immediate dismissal include assaulting staff, family member or patient; fraud (such as working elsewhere when claiming sick leave with another employer) and theft.

If allegations are made against you, you should be advised of the nature of the complaint in sufficient detail to enable you to respond. You should also be advised if the matter is being treated seriously and possible

disciplinary outcomes. You should be given time to consider the complaint and prepare a response. You should not be called to a meeting and 'asked to explain' on the spot.

If you are called to such a meeting, calmly ask that they put the allegations in writing to enable you a reasonable opportunity to respond.

If the matter has potential disciplinary outcomes, you should be advised that you have the right to a support person (including an ANMF Representative) present at any meeting.

If your employment is terminated there may be, in limited circumstances, action that you can take to challenge that decision either through the Tasmanian Industrial Commission or Fair Work Commission. You should seek advice from the ANMF if your employment is terminated.

You should also contact the ANMF immediately if you are suspended or terminated from work if you are a nurse or midwife, as you must notify AHPRA within 7 days.

Training and Professional Development

In order to maintain registration as a nurse it is necessary to complete 20 hours of CPD each year. Nurses and midwives with dual registration, nurse practitioners, and those with endorsements require more hours. This CPD must be relevant to your practice.

Learn more about CPD under Continuing Professional Development in this booklet.

ANMF Education

Each year the ANMF develops a calendar of locally run educational sessions and holds half/full day study days and conferences, which members may attend. A certificate of attendance is provided. These sessions may include clinical



T-U

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updates, legal and/or coronial information, as well as new topics suggested by members. Members have access to discounted rates for ANMF events.

Professional Development Leave

Both public and private sector employers are committed to the provision of professional development for their staff.

Check your Award, EA or workplace policy for specific details. It must be evident that the course will provide employees with skills/knowledge which will enable them to better undertake their work, enhance career prospects or enable them to undertake a broader range of tasks. In the Public Sector, if the Department agrees, then they may assist with some costs. This may include:

- Any associated fees e.g., text books materials
- Course registration fees
- Travel and accommodation costs

Unions

Unions are about working people coming together for a common purpose – to make workplaces fairer and our lives better.

They make sure workers are respected, get decent pay and conditions, and that our workplaces are healthy and safe.

Through collective bargaining and union campaigns, Australian workers have achieved a great deal:

- Award wages and conditions
- Annual leave and sick leave
- Overtime pay and penalty rates
- Protection from unfair dismissal
- Workers' compensation
- Equal pay for women
- Paid parental leave
- Superannuation
- Medicare

All of these are in place because working Australians, through their unions won them and keep on defending and improving them.

How unions can help you

Many of the things we take for granted today have been won for us by the efforts of union members in the past.

Working Australians didn't get these rights because employers gave them to us or because governments just decided to make laws to help working people. These rights exist because workers acting together in unions have campaigned and struggled hard for them.

In recent years there are many important examples of how unions have defended and extended the rights of workers. New, fairer industrial relations laws that started in July 2009 meant that:

- All workers have protection from being unfairly dismissed after WorkChoices took away this right for more than four million Australians
- Workers' pay and conditions, including penalty rates, overtime pay, public holidays and allowances are guaranteed by a 10 point safety net and modern awards that cannot be undermined
- Workers have a clear and democratic right to bargain for a collective agreement – and employers must be committed to getting a result
- There is a new independent umpire with authority to assist workers with bargaining, to settle disputes, and to oversee the safety net and set minimum wages
- AWAs (Australian Workplace Agreements) have been banned and individual contracts must be above the industry award
- Basic rights to belong to or be represented by a union cannot be eroded by threats of dismissal, pressure, or victimisation
- A National Scheme through Centrelink of paid parental leave that currently gives all eligible income tested working families 18 weeks of financial support when they have a baby

Wages/Worksites

It is important to familiarise yourself with information about wages and conditions at your worksite. Check your Award, EA or contact our Member Support Team.

Workplace Representatives

Many members of the ANMF choose to become involved in the activities of the union by becoming an ANMF Workplace Representative. Workplace Representatives are the ANMF contact in the workplace and provide a conduit of information to members from the ANMF. ANMF Workplace Representatives can assist you if you are having issues and can provide you with basic information about your conditions of work, or get you in touch with ANMF officials to assist you if required.

Robynne,
Nurses & Midwives
Health member



The type
of care
nurses and
midwives
want

- Nurses & Midwives Health is health insurance for nurses, midwives and their families
- We're for members, not for profit
- Open to members of the ANMF

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No one knows your team **like our team**

Don't trust your profession with anyone else! The ANMF employ nurses, midwives and care workers who support our legal team, to ensure we understand all your professional needs. We are the largest Union in the country, having branches in each state working together to influence the change you need at work. Join the team of professionals who have your back.



Protection through Professional Indemnity Insurance



Professional advocacy and representation

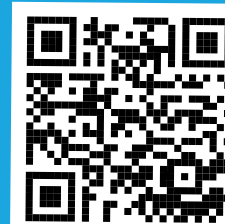


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