



**Australian
Nursing &
Midwifery
Federation**
Tasmania

Graduate Guide

Australian Nursing & Midwifery Federation
(Tasmanian Branch)

Membership offer for Graduates




ANMF
Tasmanian Branch

Don't trust your profession with anyone else!

The ANMF employ nurses, midwives and care workers who support our industrial legal team to ensure we understand your unique professional needs

Receive *\$185 off your ANMF membership to cover your AHPRA registration!

-  Access to FREE online CPD & discounted events
-  Protection through Professional Indemnity Insurance
-  Professional advocacy and representation
-  Savings with our member rewards
-  Collective bargaining and MORE!

* Discounted rate valid for 12 months from the date a new graduate joins. Discount to be deducted from payment option selected after 3 months membership is completed. Upon completion of the 12-month period the subscription will automatically revert to the full, non-discounted fee unless cancelled by the member.

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ANMF
Tasmanian Branch

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Authorised by the Australian Nursing and Midwifery Federation
Tasmanian Branch Secretary Emily Shepherd, March 2025.

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

The Australian Nursing and Midwifery Federation (ANMF) Tasmanian Branch extends a warm 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 trusted and accurate advice and support 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 Team, and congratulations on your achievement. Your dedication and compassion are the driving forces that will shape the future of nursing and midwifery.

Emily Shepherd

ANMF Tasmanian Branch Secretary

ANMF

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 320,000 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, universities, the armed forces, statutory authorities, local government, offshore territories and more.

ANMF membership includes the following benefits (and further information on each is set out in the following sections):

- Professional Indemnity/Public Liability Insurance
- Training and Professional Development
- Professional, Industrial Advice and Representation
- Legal Services
- Journals
- Everyday savings through Member Advantage

Assistant in Nursing (AIN)

Assistants in Nursing (AIN) support nurses in delivering patient care and will have appropriate qualifications.

AINs are eligible for ANMF Membership.

Established industrial provisions will protect our skill mix while supporting the inclusion of these valuable roles in our nursing teams.

Casual Loading

Casual employees are not entitled to paid annual leave or personal leave, instead being entitled to a casual loading on all hours worked. The loading may vary between employers.

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)

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.

Access to ANMF CPD is included as part of your membership. This CPD is one of ANMF's solutions for your continuing professional development needs to allow you to fulfill the The Nursing and Midwifery Board of Australia's (NMBA) requirements. Further information is available under 'Training and Professional Development'.

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: 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, many employers provide employees with access to the Employee Assistance Programme (EAP). The EAP allows you to discuss any workplace matter in confidence.

The procedure for accessing the EAP varies between employers. 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)

An enterprise agreement has terms and conditions for the employees it covers. It sets out what entitlements the employer agrees to provide for those employees in their business or organisation.

The process of negotiating an EA is called enterprise bargaining and an EA that applies will generally prevail over the terms of the relevant award.

For employers in the National System, EAs are lodged with the Fair Work Commission (FWC) for approval. An EA will commence operation 7 days from FWC approval. 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 Australia's workplace relations tribunal for employees in the National System. It makes modern awards, approves enterprise agreements and hears disputes, such as unfair dismissal applications. The FWC's website is fwc.gov.au

Fair Work Ombudsman (FWO)

The Fair Work Ombudsman is Australia's workplace watchdog for National System employers and employees. It provides information about rates of pay, monitors compliance, and can initiate proceedings in court if, for example, it identifies underpayments. The FWO's website is 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 Member Support Team can assist you with this. An investigation into your concerns/allegations may 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 these 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 & Wellbeing

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 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.

Nurse Midwife Health Program Australia

The Nurse Midwife Health Program Australia (NMHPA) is a specialist peer support counselling service for nurses, midwives and students. National, confidential and free. Telehealth and face-to-face services Monday to Friday 9am to 5pm AEST.

You can contact the NMHPA on 1800 001 060.

NO NURSE
NO
TRANSFER

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 ANMF Member Support Team for further advice.

International Nursing & Midwifery 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.

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

Employees, other than casuals, are entitled to 4-5 weeks of annual leave depending on the Industrial Instrument they are employed under.

Entitlements vary between employers. Shift workers generally qualify for an extra week of leave.

Bereavement and Compassionate 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 employees are generally entitled to paid Bereavement or Compassionate Leave. Entitlements vary from employer to employer and notice and evidence requirements apply.

Carer's Leave

Employees are generally entitled to take personal leave for the purpose of providing care or support to a member of the employee's immediate family or household.

You should notify your employer as soon as reasonably possible and may be required to provide a medical certificate or statutory declaration.

Entitlements vary between employers. Unpaid carer's leave is also generally available.

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 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.

Entitlements include periods of paid and unpaid leave, and depend on your employer. Notice and evidence requirements apply.

The Commonwealth Government also funds a Parental Leave Scheme that makes a certain amount of parental leave pay available to all employees in Australia. In enterprise agreements, the ANMF has sought to negotiate entitlements that are in addition to the Government Scheme.

Your employer must consider a formal request to return from parental leave on reduced shifts for a temporary period of time.

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.

The requirement for a medical certificate or statutory declaration depends on your employer. 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.

Professional Development Leave

Both public and private sector employers are committed to the provision of professional development for their staff. You may be entitled to attend professional development opportunities on paid time, depending on your award or enterprise agreement.

Study leave may also be available, along with assistance towards the cost of study.

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 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'

Member Extras

Your ANMF membership allows you to save on travel, accommodation, retail, dining, groceries, fuel and more.

We have partnered with our major sponsors, Australian businesses and Member Advantage to ensure our members are well taken care of. It's our way of saying thanks for all the hard work and dedication that you provide to your patients, profession, and the community.

Find out more through the ANMF Member Portal.

ANMF Member Support Team

ANMF members can access the ANMF 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.

The ANMF Member Support Team are qualified nurses and midwives with their range of expertise and experience. They 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 Delegate. If they are unable to fully resolve the query or require further information, either the ANMF Workplace Delegate or member should contact the ANMF Member Support Team via email: membersupport@anmf.org.au or phone (03) 6223 6777, 1800 001 241 (outside Hobart).

Member Portal

ANMF members can access their membership payment details, preferences and receipts, as well as contact details for their organiser, support services and general information about their membership from the ANMF Member Portal.

Your exclusive ANMF Member Extras can also be found on the ANMF Member Portal. ANMF Member Extras include free Online CPD, Member Advantage offers and discounts, savings from partnering Australian businesses and our sponsors!

HOW TO LOG IN TO YOUR ANMF MEMBER PORTAL:

Visit members.anmf.org.au

1. Enter your username, (your member number)
2. Select 'Forgot Password'
3. Follow the prompts to create your password
4. Log on and start exploring!

If you are having trouble logging on to your ANMF Member Portal, please get in touch with ANMF Reception via enquiries@anmf.org.au, or phone (03) 6223 6777 for further assistance.

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.

ANMF developed a model which is contained in the Public Sector EA. We have also rolled it out into some private sector EAs.

The ANMF are currently participating in developing a ratio model in Public Sector, this was won at the previous EA negotiations.

Overtime

If you are required to work additional hours, you may be entitled to be paid at overtime rates for those hours. All overtime must be approved prior to you working the hours.

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. Employees have the right to refuse to work unreasonable additional hours.

If you have difficulties claiming your overtime entitlement, contact the ANMF Member Support Team.

Part-Time Work

Part-time employees are engaged to work less than full time ordinary hours, which is generally 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 Delegate 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 the ANMF 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 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 Hours Day
- Good Friday
- Easter Monday
- Easter Tuesday (public sector and some private)
- Anzac Day
- King'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)

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 (NMBA)

The functions of the NMBA 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 NMBA 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.

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 Delegate or ANMF Organiser to attend that meeting with you.

Rostered Shifts

A roster specifies the commencing and finishing times of the ordinary hours of work for a shift worker.

A shift may be rostered for day, afternoon or night and there may be an expectation to work a rotation of morning, afternoons and nights.

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.

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 may be 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.

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 the ANMF 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 social media 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. At the time of print, this is 11.5%, increasing to 12% 1 July 2025. It is sensible to keep an eye on your account to make sure payments are being made. Also note, you can make extra contributions (sometimes 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

ANMF Tasmanian Branch members have access to over 200 modules of free online CPD through your ANMF membership portal, which provides professional development for all nurses and midwives in Australia. We also offer face-to-face practical sessions throughout the year.

Each year the ANMF develops a calendar of professional development sessions and conferences, which members may attend. A certificate of attendance is provided. These sessions may include clinical updates, legal and/or coronial information, as well as new topics suggested by members. Members have access to discounted rates for ANMF events.

Unions

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

The ANMF is it's members. Collectively, we ensure 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:

- Minimum 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:

- Increases to minimum wages for aged care workers on work value ground, along with the necessary Government funding
- During the COVID-19 pandemic, unions secured paid pandemic leave and the JobSeeker wage subsidy, despite initial Government resistance
- Criminalising wage theft
- 10 days paid Family and Domestic Violence Leave for all employees.
- A National Scheme through Centrelink of paid parental leave

Payment of Wages

There is a general legal principle that you are entitled to be paid for all time that you are required to work, including any preparation time or time spent performing a clinical handover.

An employer is only permitted to deduct amounts from your pay in limited circumstances.

It is important to familiarise yourself with your entitlements in your Award or EA or contact the ANMF Member Support Team for more information.

Workplace Delegates

Many members of the ANMF choose to become involved in the activities of the union by becoming an ANMF Workplace Delegate.

Workplace Delegates are the ANMF contact in the workplace and provide a conduit of information to members from the ANMF.

ANMF Workplace Delegates 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.

Websites

Nursing Tasmania

ANMF (Tasmanian Branch)
www.anmf.tas.org.au

Australian Health Practitioner Regulation Agency (AHPRA)
www.ahpra.gov.au

Australian Nursing & Midwifery Accreditation Council
www.anmac.org.au

Nursing and Midwifery Board of Australia
www.nursingmidwiferyboard.gov.au

Professional

Australian Indigenous Health Support
www.healthinonet.ecu.edu.au

Australian College of Mental Health Nurses
www.acmhn.org

ANMF Federal Office
www.anmf.org.au

National Enrolled Nurses Association
www.nena.org.au

Australian College of Nursing
www.acn.edu.au

Industrial Relations & Unions



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Australian Council of Trade Unions (ACTU)
www.actu.org.au

WorkSafe Tasmania
www.worksafe.tas.gov.au

ZZZ's

Sleep is extremely important for nurses and other healthcare workers. All adults require seven to eight hours of quality sleep each night. Sleeping during the day is not as restorative as night sleep. Night shift workers, especially those with unpredictable shifts rarely get the amount of sleep they need.

Tips for sound sleep, especially during shift work:

- Wear sunglasses on the way home from work. It signals to your brain that your shift is over
- Avoid interruptions. When sleeping, turn off your mobile phone, unplug your landline and set an alarm for the time you would like to wake
- Make sure your bedroom is dark and quiet. Use good white noise (such as from a fan) to block out other sounds
- Limit your caffeine and only consume it in the first four hours that you are awake.

Notes

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