COMMENTS by past midwifery students.......... 

“The world of a student midwife is one of acquiring knowledge and hard-work; it is scary, sad, happy and hopeful… it is everything I wanted". Danielle  

“The university course has a very heavy workload. Be organised and take it one step at a time. Take time out for yourself”. Cheryl 

“It is difficult juggling work, study & a family; frustrating at times but it gets easier as you go along and if it is your passion, you will make it through”. Alison, Jodie & Belinda
Dear Applicant

The Graduate Diploma in Midwifery commenced at ACU National McAuley Campus in January 1998. To date, over two hundred and fifty students have graduated and are endorsed midwives practicing in a variety of settings.

This application package provides course information, instructions for submitting your application and details surrounding the consortium hospitals involved in providing employment and clinical education. Key Selection Criteria are also included as these form the basis for interview questions (there is no need to address this criteria in your application).

**Applications close at 4pm on Monday 31st October, 2011.** Please ensure you indicate your preference for employment as there is a selection process to fill the limited positions available.

Good luck with your application

Gail Baker  
(Midwifery Courses Coordinator)
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AIM OF THE COURSE:
The course aims to prepare students for registration as midwives by the Australian Health Practitioner Regulation Agency. This course provides the opportunity to conceptualise new and creative approaches to midwifery care, congruent with societal and professional trends.

ACADEMIC COURSE STRUCTURE: Full time

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Code</td>
<td>Unit Title</td>
</tr>
<tr>
<td>MIDW 515</td>
<td>Midwifery Foundations</td>
</tr>
<tr>
<td>MIDW 516</td>
<td>Childbearing Foundations</td>
</tr>
<tr>
<td>MIDW 517</td>
<td>Midwifery Practice 1</td>
</tr>
<tr>
<td>MIDW 518</td>
<td>Practice Partnerships</td>
</tr>
</tbody>
</table>

COURSE DETAILS:

The course will commence on the 30.1.2012 with a two week intensive block. It is compulsory that all students attend this intensive. The students can expect to be at university on the following dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>30.1.12 – 2.2.12</td>
<td>8:00 – 16:00</td>
</tr>
<tr>
<td>Monday - Thursday</td>
<td>6.2.12 – 9.2.12</td>
<td>8:00 – 16:00</td>
</tr>
<tr>
<td>Wednesday</td>
<td>22.2.12</td>
<td>8:00 – 16:00</td>
</tr>
<tr>
<td>Wednesday</td>
<td>29.2.12</td>
<td>8:00 – 16:00</td>
</tr>
<tr>
<td>Monday</td>
<td>5.3.12</td>
<td></td>
</tr>
<tr>
<td>Every following Wednesday for the semester</td>
<td></td>
<td>8:00 – 16:00</td>
</tr>
</tbody>
</table>

CLINICAL PLACEMENT DETAILS:

- A 12 month employment contract as a student midwife is undertaken between the student and a health care organisation (see position description page 5).
- A minimum of three shifts are completed each week and may include early shifts, late shifts and night duty (Mater, Ipswich, Redcliffe and Caboolture). Shift details for North West Private will be advised at interview.
- Midwifery students are paid as a Nursing Officer Grade 5 according to year of experience.
- Details pertaining to each of the health care organisations are included in this document (see pages 9 – 16).
The health care organisations and relevant contact persons:

<table>
<thead>
<tr>
<th>ORGANISATION</th>
<th>CONTACT PERSON</th>
<th>CONTACT DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caboolture Hospital</td>
<td>Joclyn Neal</td>
<td><a href="mailto:Joclyn_Neal@health.qld.gov.au">Joclyn_Neal@health.qld.gov.au</a></td>
</tr>
<tr>
<td>Redcliffe Hospital</td>
<td>Joclyn Neal</td>
<td><a href="mailto:Joclyn_Neal@health.qld.gov.au">Joclyn_Neal@health.qld.gov.au</a></td>
</tr>
<tr>
<td>Ipswich Hospital</td>
<td>Lynne Dunne</td>
<td><a href="mailto:Lynne_Dunne@health.qld.gov.au">Lynne_Dunne@health.qld.gov.au</a></td>
</tr>
<tr>
<td>Mater Hospital</td>
<td>Teoni McHale</td>
<td><a href="mailto:Teoni.mchale@mater.org.au">Teoni.mchale@mater.org.au</a></td>
</tr>
</tbody>
</table>

**POSITION DESCRIPTION OF STUDENT MIDWIFE**

**PURPOSE OF POSITION**

The Student Midwife (with the supervision of a Midwife) is responsible for the provision of direct midwifery care in a safe, effective and efficient manner whilst developing competence in midwifery practice.

**PRIMARY DUTIES AND RESPONSIBILITIES**

Accountable and responsible for the development of knowledge and skills in their midwifery practice.

In conjunction with a Midwife is accountable and responsible for the delivery of safe midwifery care to women and their families.

Provides quality care for women and their families using a problem-solving framework.

Complies with infection control principles and practices including universal precautions.

 Maintains effective interpersonal and communication skills with members of the health care team, women and their families and visitors to the hospital.

Carries out midwifery care in accordance with legislation, common law and codes of ethics and conduct which effect midwifery practice.

Protects the values and rights of individuals and groups.

Participates in Performance Development and Review to determine and ensure competent practice and to guide professional development.

Participates in quality improvement activities.

Identifies areas for clinical research and recognises its value in contributing to developments in midwifery knowledge and practice.

Complies with Human Resource Management issues, including Workplace Health and Safety, Equal Employment Opportunity and Anti-discrimination as applied in the working environment.

Promotes a safe and harmonious working environment.
PRIMARY DELEGATIONS AND KEY ACCOUNTABILITIES:

- Provide midwifery care under the supervision of a registered Midwife.
- Communicate and collaborate with women and their families and member of the multi-disciplinary team
- Development of comprehensive knowledge and skills commensurate with a beginning midwife.

SPECIFICATIONS:

Qualifications:

**Mandatory**
- Registered Nurse with the Australian Health Practitioner Regulation Agency with current registration.

**Desirable**
- Degree in Nursing or related discipline.
- Minimum twelve months post-registration acute nursing experience.

Personal Qualities:

- Ability to work within a multi-disciplinary team.
- Ability to effectively communicate with patients/clients and their support persons, hospital visitors and staff.

Ongoing Education:

- Participates in relevant activities, which enhance personal knowledge regarding the delivery of quality maternity care.

Professional:

- Complies with the code of ethics and conduct.
- Functions in accordance with legislation and common law affecting midwifery and nursing practice.
- Promotes a safe environment for clients, other staff members and visitors.
- Effectively uses interpersonal and communication skills.
- Acts as a professional role model.
- Acts as an advocate to assist individuals to make informed decisions.
- Maintains current professional knowledge and skills for competent midwifery practice.
- Acts to enhance the professional development of self and others.
- Promotes the profession of midwifery within the community.
INTERVIEW QUESTIONS WILL ADDRESS THESE SELECTION CRITERIA

SC1 Demonstrated competence in client focused care and problem solving skills using an evidence based approach.

SC2 Ability to contribute towards the efficient functioning of the clinical unit through teamwork.

SC3 Demonstrated commitment to professional development and ability to relate relevance of this course to career goals.

SC4 A commitment to the mission and values of the participating organisations

- Qld Health
- Mater Mothers’
- Ramsay Health
SUBMISSION OF APPLICATION PACKAGE

Applications will be accepted by the University up to and including 31.10.2011. Prior to submission of your application please check that you have completed and included the following:

1. Form M – Postgraduate Midwifery Additional Information
2. Nominated preferred health care facility for employment
3. Provided 2 copies of your current Curriculum Vitae
4. Two professional references, using the form on pages 18 – 19 of this pack, faxed from referees to Julie Barr on 3623 7242 (for Queensland Health applicants only)
5. Results from previous courses studied
6. Proof of Current Annual Licence to Practise as a Registered Nurse in Queensland (please provide a certified copy or relevant documentation).

Your completed application package should be returned to:
ACU National Admission Office
PO Box 456
VIRGINIA  QLD  4014

PROCESS FOLLOWING SUBMISSION OF APPLICATION

All applications received will be reviewed. Applicants who meet the entry criteria for the Graduate Diploma in Midwifery are interviewed as part of the selection process.

Preferably, interviews will be conducted by representatives from the organisation you have placed as your first and second preference.

Interviews will be structured in accordance with the selection criteria.

Interviews will be conducted:
- at Australian Catholic University, 1100 Nudgee Road, Banyo
- on either the 23rd or 24th November 2011

Applicants who are invited to be interviewed will be notified by mail of a date and time. Following interviews, successful applicants will be notified by mail i.e. receive an offer of a placement, within three to four weeks of interviews.

A 'reserve list' is created should an applicant not accept the offer of a placement in the Graduate Diploma in Midwifery.
MATER MOTHERS’ HOSPITALS

Mater Health Services holds a unique position in the Queensland health care system, caring for more than 500,000 patients each year. The organisation has three public and four private collocated hospitals including:

- Mater Mothers’ Hospitals
- Mater Children’s Public and Private Hospitals
- Mater Adult Hospital
- Mater Private Hospital Brisbane
- Mater Private Hospital Redland.

The new Mater Mothers’ Hospitals were opened on 4 June 2008 and incorporates both public and private hospitals. They are located just minutes from Brisbane’s city centre and South Bank Parklands. Together they form the largest and busiest maternity and women’s hospital complex in Australia, with approximately 8,400 babies born per year. Mater Mothers’ Hospitals have a total of 178 beds and act as a tertiary referral centre for public and private women and newborn patients from southeast Queensland, northern New South Wales and the Pacific region. Many women accessing this service require complex high risk care and intervention.

Mater Mothers’ Hospitals provide care for mothers and babies during the antenatal, labour, birth and postnatal periods. In response to changing community needs and expectations, the hospital offers a range of maternity options including:

- traditional hospital-based clinic care and antenatal education
- shared care with General Practitioners
- community based midwifery outreach clinics
- Midwifery group practice
- postnatal home care
- special programs for young parents
- CHAMP clinic for substance-dependent women.

Mater Mothers’ Private Hospital also offers antenatal education classes and postnatal home care, in collaboration with the private obstetrician. Mater Mothers’ Hospitals is recognised for its ability to manage complicated, high-risk obstetric cases in both the private and public sector. Midwifery students currently enjoy a clinical rotation to the private antenatal/postnatal ward.

Many of the women and families who access Mater Mothers’ Hospital require specialist care through Mater’s Centre for Maternal Fetal Medicine. The centre is managed by fully-accredited maternal fetal medicine specialists. It is at the forefront of developing innovative techniques such as ultrasound via telemedicine, first trimester ultrasound screening and laser therapy. A 79 bed neonatal service incorporates special care and intensive care nursery which provide tertiary newborn care and a retrieval service.
Our Mission

In the spirit of the Sisters of Mercy, Mater Health Services offers compassionate service to the sick and needy; promotes an holistic approach to health care in response to changing community needs and fosters high standards in health-related education and research. Following the example of Christ the Healer, we commit ourselves to offering these services to all without discrimination.

Our Values

Mater staff members are dedicated to providing the highest quality health care services, through a sincere commitment to Mater's core values of Mercy, Dignity, Care, Commitment and Quality. Using these values as a guide for our interactions with our women and their families, each other and our business partners, Mater staff members promote the professionalism and care that has been a part of Mater since its inception.

Mercy: the spirit of responding to one another.

Dignity: the spirit of humanity, respecting the worth of each person.

Care: the spirit of compassion.

Commitment: the spirit of integrity.

Quality: the spirit of professionalism.

Philosophy of the health care services under the care of the Sisters of Mercy:

The Sisters of Mercy and Mater Health Services are committed to the Christian Ministry of healing as part of God’s merciful love for each human being.

Mater Hospitals exists to be a channel of God’s mercy to others and bear witness to the Kingdom of God on earth.

It is the spirit of love and mercy which guides the Sisters and is shared with patients and staff. Mercy incorporates justice, response to need, sharing compassion & reciprocal love

The dignity of the individual from the moment of conception through to death is the overriding principal. Mater's patients have the right to:

- be given high quality care
- privacy and confidentiality
- be given adequate knowledge of their illness
- take part in the decisions regarding modes of treatment.

We also acknowledge our responsibility in providing basic and ongoing educational programs in midwifery and postgraduate medical and allied health education programs. Research programs are encouraged, bearing in mind autonomy of the patient.
It is essential that staff working in the hospital demonstrate not only their professional competence within a particular field, but also show their concern for the dignity and well being of others. We believe that each staff member has a responsibility to patients and other staff to participate fully and accountably in our mission.

We believe it is possible for each staff member to derive personal satisfaction from making their own individual contribution as a member of a team working together in a spirit of friendliness and co-operation.

We require all those who accept staff appointments to respect and abide by the current code of ethics adopted by Mater Health Services.

**NORTHSIDE DISTRICT HEALTH SERVICE**

Northside Health Service District provides hospital and public health community services to the northern suburbs of Brisbane, the Pine Rivers Shire and the Redcliffe, Caboolture and Kilcoy region.

The Prince Charles Hospital is the major tertiary level cardiothoracic referral hospital for Queensland, the largest such unit in Australia and one of the largest services of its type in the world. The Hospital provides general medical and surgical services, emergency specialist services in psychiatry, geriatric medicine, aged care and orthopaedics, together with outreach specialist services throughout Queensland.

Redcliffe, Caboolture and Kilcoy Hospitals provide a wide range of services, including: medical; surgical; orthopaedics; emergency; obstetrics; paediatrics; rehabilitation; palliative care; psychiatry; specialised outpatients clinics and clinical support services. Oral Health Services are provided in the Redcliffe, Caboolture, and Kilcoy area.

A range of community health services extending from the northern Brisbane suburbs and Pine Rivers Shire to the Redcliffe, Caboolture and Kilcoy area are provided through the Health Service District's Community Services. Services provided include: alcohol and drug, sexual health and AIDS; home and community care; community health; indigenous health; health promotion; medical aids subsidy scheme; aged care and child and youth health.

Aged and extended care facilities are located at Ashworth House (Zillmere), Eventide (Brighton) and Cooinda (Redcliffe). The Jacana Unit at Bracken Ridge and Brighton cares for residents with acquired brain injury.

Northside Health Service District provides maternity services at the Redcliffe and Caboolture Hospitals. A comprehensive range of maternity services including antenatal, birthing and postnatal care; childbirth education classes and a home visiting service is provided at both hospitals (approximately 3200 births per year for the two hospitals.) The services are closely linked to Child Health Programs in the Community.

There is a Level 2 Special Care Nursery at each hospital for babies with higher needs. Redcliffe and Caboolture Hospitals are closely linked to the tertiary hospitals and provides a transfer and support service for babies that need intensive care.
The services are also supported by a range of other programs to assist with issues in pregnancy, including mental health, physiotherapy, drug and alcohol, social work and parent support.

Alternative models of care, including team midwifery and GP- midwife Shared Care are currently being trialled and evaluated in the District as part of the innovative, wellness based Northlake’s Project.

Philosophy of Service

Quality patient care

We believe in the provision of competent and compassionate nursing care, which is responsive to individual needs of the patient.

Nursing is based on a holistic approach that recognises and respects the individual response of patients as influenced by culture, religion and life style.

- All nurses are responsible for contributing to the development and implementation of a multidisciplinary plan of care, which reflects patient and family choices.
- All nurses provide comprehensive patient care through the use of interpersonal, cognitive and technical skills.
- All nurses support the patient rights and responsibilities and act as patient advocates.
- All nurses collaborate to support and enhance professional, cost effective nursing practice.

Leadership

We believe that staff are the organisation’s greatest assets. We support a culture of trust, caring, mutual respect and enthusiasm.

- Nurses provide vision and direction for the advancement of nursing practice to meet patient care needs.
- All nurses are encouraged to develop their own personal talents.
- All nurses are empowered to participate actively in the development and achievement of nursing and organisational goals.
- All nurses accept responsibility and demonstrate accountability.

Professional Growth

We believe that a learning environment which provides educational opportunities, research and quality improvement activities facilitates improved patient outcomes and the professional growth of staff.

- All nurses are committed to the development and maintenance of competency in nursing practice and strive to achieve excellence in performance.
- All nurses have a right to opportunities for personal and professional growth.
- Nurses will create knowledge and skill when provided with a supportive learning environment.
- Nurses facilitate and support research that advances patient care and nursing practice.
IPSWICH HOSPITAL

West Moreton Health Service District

ORGANISATIONAL ENVIRONMENT

About the Health Service District/Division/Branch/Unit
The West Moreton Health Service District comprises of five local government areas of Scenic Rim Regional Council, including Boonah, Lockyer Valley Regional Council, covering Laidley and Gatton, Somerset Regional Council, including Esk and Ipswich City Council. The Health Service District services a population of approximately 227,000 people. The district's demographics are diverse and include metropolitan and small rural community settings.

The Health Service District has a major teaching role, providing both undergraduate and postgraduate clinical experience for members of the multidisciplinary healthcare team. The district currently employs over 2,600 staff.

The West Moreton Health Service District is home to one medium sized hospital, 4 rural facilities, a mental health facility (including the State’s major forensic mental health centre), Community and Oral Health Services and a population that is expected to grow to over half a million in the next 20 years.

Additional information on the District is available on QHEPS site via www.health.qld.gov.au

The Maternity Unit
The Maternity Unit includes a 30 bed ward for antenatal and postnatal women and gynaecological patients, 6 Birth Suites, 10 cot Level 2 Special Care Nursery, and Women & Children’s Clinics. The clinic provides for a range of antenatal care options including a Midwives Clinic at the hospital and Community Health Centres at Ipswich and Goodna. Midwives also provide a Young Peoples Clinic at the Community Health Centre and participate in the Young Parents Classes run by Young Peoples Health. Midwives from the hospital also conduct antenatal clinics in the rural towns of Boonah, Esk and Laidley. Outreach Midwifery services are provided to women in their homes and to women in the Brisbane Women’s Correctional Centre. Antenatal education classes are conducted by the midwives and are available for the women and families. A growing midwifery continuity of care model is in place.

The current birth rate is approximately 2500 births per annum with the majority of the births considered ‘normal’. The spontaneous vaginal birth rate is approximately 70%. The midwives in the Unit are expected to work in most areas including midwives’ clinic and early discharge program. Educational opportunities facilitated by members of the multidisciplinary team are available to all staff within the Unit.
QUEENSLAND HEALTH’S MISSION, VISION, VALUES AND STRATEGIC INTENTS

Ipswich Hospital, Redcliffe Hospital and Caboolture Hospital comply with the Mission, vision, values and strategic intent of Queensland Health.

**Our Mission**
Promoting a healthier Queensland

**Our Vision**
Leaders in health – partners for life

**Our Values**
We recognise that Queenslanders trust us to act in their interest at all times. To fulfil our mission and sustain this trust we share four core values:
- Professionalism
- Teamwork
- Performance accountability
- Quality and recognition

**Our Strategic Intents**
We will be successful in promoting a healthier Queensland through five strategic intents:
- Healthier staff
- Healthier partnerships
- Healthier people and communities
- Healthier hospitals
- Healthier resources

NORTH WEST PRIVATE HOSPITAL

North West Private Hospital provides health services to a large catchment area encompassing the northern suburbs of Brisbane, parts of the Sunshine Coast and pockets of rural Queensland. The hospital is continually implementing improvements due to a steadily growing population, increased numbers of privately insured individuals and more young professional families.

North West Private Hospital has been established for 23 years and is a member of the Ramsay Health Care group, the largest private health organisation in Australia. Ramsay Health Care group has been part of the Private Health Industry for 41 years. Ramsay Health operates under a philosophy of care called the “Ramsay Way” which endeavours to create a family atmosphere where people are valued and supported in an environment of mutual respect.

The “Ramsay Way” is designed to demonstrate that:
- We are caring, progressive, enjoy our work and use a positive spirit to get things done.
- We take pride in our work and actively seek new ways of doing things better.
• We value integrity, credibility and respect for the individual.
• We build constructive relationships to achieve positive outcomes for all.
• We believe that success comes through recognising the value of people and encouraging that value through professional and personal development.
• We aim to grow our business while maintaining sustainable levels of profitability, providing a basis for shareholder loyalty.

Description of Service
North West Private hospital is currently undergoing a major redevelopment comprising of 2 new theatres, a new Day Surgery/Endoscopy Unit, 30 additional beds in the Maternity unit, 13 Special Care Nursery cots and 8 level 1 nursery cots as well as extra (free) car parking and extensions to the medical consulting suites. Presently the maternity department has services that are provided to parents and babies prior to admission and post discharge, these services include:
• Antenatal classes
• Pre-admission clinic
• Well Baby clinic for up to 12 months post discharge
• Parenting classes (including post-natal depression)
• Lactation consultants

In 2007 – 2008 there were 1800 births at North West Private Hospital. The maternity unit operates as a collaborative multidisciplinary team with core clinical teams to ensure the skills of staff are maintained to offer the best level of care. Core teams exist in:
- Birth Suite
- Special Care Nursery
- Antenatal
- Post natal care (in patient and post discharge)

Nursing Philosophy and Guiding Principles

North West Private Hospital Nursing Vision and Mission
Outstanding People
Outstanding Service
Outstanding Health Care

The Nursing Division aims to lead and outstanding health care team that strives continuously to exceed the expectations of its customers by providing holistic customer centred nursing care and quality services, in line with business goals and health care developments.

The Maternity unit vision facilitates the recognition of North West Brisbane Private Hospital as a centre of excellence in nursing and HealthCare. The Maternity unit vision is that:

“Childbirth is our Passion”
B  Best clinical Practice
I  Improving performance commitment
R  Realistic goals and strategies
T  Terrific doctors and staff
Holistic caring environment

North West Private Hospital employs a clinical facilitator to support staff and the development of clinical skills through a clinical competency system. North West Private would like to invite you to join their team of enthusiastic staff in providing Maternity services to meet the needs of individuals today and in the future.
Applicants for all postgraduate Midwifery courses (Graduate Diploma in Midwifery and Master of Midwifery) are to complete and submit this additional information.

Please submit this form with your supporting documentation to ACU National Admissions Section:
Postal Address: PO Box 456, VIRGINIA Qld 4014
Inquiry Telephone: (07) 3623 7139
Facsimile: (07) 3623 7466

### PERSONAL DETAILS

<table>
<thead>
<tr>
<th>Name of Applicant</th>
<th>ACU Student Number (if known)</th>
</tr>
</thead>
</table>

Please advise your requested course/s of study:

<table>
<thead>
<tr>
<th>Campus</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Brisbane (Qld) McAuley At Banyo</td>
<td></td>
</tr>
<tr>
<td>Ballarat (Vic) (Endorsed Midwives Only)</td>
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<tr>
<td>Melbourne (Vic) St Patrick’s</td>
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</table>

### HOSPITAL PLACEMENTS FOR GRADUATE DIPLOMA IN MIDWIFERY STUDENTS ONLY:

Applicants must attach certified documentary evidence of current nurse registration

Select Preference:

**QUEENSLAND**

- Indicate by order of preference (1→5 )
  - Caboolture
  - Redcliffe
  - Mater
  - Ipswich
  - North West Private


**VICTORIA**

- Indicate by order of preference (1→6 )
  - Werribee Mercy
  - Freemasons
  - Angliss
  - Mercy Women’s
  - Francis Perry House
  - St Vincent’s Mercy Private

Other (Specify) _______________ ___________ ___________

Please access Graduate Diploma in Midwifery Applications Kit (Victoria) at: [http://my.acu.edu.au/studentadmin/forms/](http://my.acu.edu.au/studentadmin/forms/)

### Applicant’s Signature

Date __ __ / __ __ / __ __

### CHECKLIST:

Please ensure that you also provide certified copies of:

- ACADEMIC TRANSCRIPTS
  - Yes
  - No
- CURRENT PRACTISING CERTIFICATE (CURRENT NURSE REGISTRATION)
  - Yes
  - No
- CURRICULUM VITAE (X 2 for QLD only)
  - Yes
  - No
- REFEREE REPORTS X 2 (QLD HEALTH only) faxed to Julie Barr on 3623 7242
  - Yes
  - No

For Victorian applicants only:

- EVIDENCE OF EMPLOYMENT IN THE SELECTED HOSPITAL FOR THE DURATION OF THE COURSE
  - Yes
  - No
You have been nominated as a referee for the applicant mentioned above. Please comment regarding the applicant's ability in relation to the following questions including key skill requirements for the role in question. Queensland Health recognises and appreciates your assistance in this process.

Please note: When a referee provides an adverse comment in a referee report the panel has an obligation to disclose those comments to the applicant.

<table>
<thead>
<tr>
<th>In what capacity is the applicant known to you?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>For what period of time have you worked with the applicant and how recent is your knowledge of the applicants work performance?</td>
<td></td>
</tr>
<tr>
<td>What position was held by the applicant?</td>
<td></td>
</tr>
</tbody>
</table>

**Job performance**

- How would you summarise the applicant’s performance in general?
- To what extent does the applicant meet specific objectives (work quality, deadlines, etc.)?
- What degree of supervision does the applicant need to achieve their work outcomes?
- Have there been poor performance issues that needed to be managed? If so, what were the performance issues and what was the outcome?
- What are the applicant’s strengths and weakness in relation to the knowledge, skills and abilities that form the basis for assessment? (you may want to include the Key Skill Requirements here)
- Based on your knowledge of the applicant’s performance would you re-employ this person?

**Workplace behaviour**

- Does the applicant contribute positively to the workplace environment for their colleagues, managers, clients? In what ways? How does the applicant respond to feedback?
- Do they contribute positively to team objectives? How?
**Disciplinary history**

- Has the applicant ever been disciplined in relation to their performance or workplace behaviour?
- What was the reason for the disciplinary action and how long ago did it happen?
- Did the applicant respond to the disciplinary process by satisfactorily resolving the performance or behaviour?
- Has that change been sustained over time?

**Attendance**

- Would you say that the applicant’s attendance has been average for employees, better than average or not as good as average?
- Has the applicant ever needed to be counselled about excessive sick leave or particular patterns of absence?
- Have there been any issues of the applicant taking sick leave at critical times, for example during peak workloads or in the midst of difficult work situations?

**Ability to operate in a specific work environment**

- The role may require an ability to deal with clients whose expectations of service are higher than the work area is resourced to deliver. What indications are there that the applicant could operate in the demands of this environment?
- What strategies have you seen the applicant put into place to deal with similar circumstances?

**Validation**

- Did the applicant lead a particular project?
- Were they responsible for suggestions that led to major changes in the way certain work was performed?
- Are they clients’ most preferred source of advice?

**Clarification**

- Has the applicant needed to deal with conflict situations in their present role or a previous role, and how well have they managed these situations in “real life”?

---

**Referee certification**

Signature:  
Date:  
Name:  

**Panel member**

Signature:  
Date:  
Name:  

Thank you for your assistance.
## ADDITIONAL INFORMATION
**PLEASE BRING THIS INFORMATION TO INTERVIEW**

<table>
<thead>
<tr>
<th>Two forms of identification</th>
<th>Photo ID for example drivers licence and current passport</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proof of Hepatitis B vaccination QH applicants only</td>
<td>You are required to provide evidence of your Hepatitis B immunisation. This is a mandatory requirement for employment. Successful Mater applicants will be required to submit this as part of their pre-employment paperwork.</td>
</tr>
<tr>
<td>Criminal History Check QH applicants only</td>
<td>It is a mandatory requirement for QH to arrange for a criminal history check to be undertaken before any appointment can be made if you are a successful applicant. Consent form is in the package (see below) Mater applicants will be sent this form in their pre-employment paperwork.</td>
</tr>
<tr>
<td>Proof of Australian Citizenship / Residency of Applicable VISA</td>
<td>You must provide this proof if you are an international student.</td>
</tr>
<tr>
<td>Are you an existing QH/Mater employee</td>
<td>Please provide employee number. No preference or bias is given to QH/Mater employees. The information assists with processing the paperwork.</td>
</tr>
<tr>
<td>Available to work all 3 shifts over the 24 hour period</td>
<td>It is a requirement of this temporary, part-time position that staff work on a continuous shift basis. This means you will be required to work all 3 shifts, including night duty on a roster across a 24 hour period, seven days a week, Monday to Sunday. (Students are not rostered to work on Wednesday).</td>
</tr>
</tbody>
</table>
Queensland Health
Information About General Criminal History Checks

Not to be used for employees engaged in services provided in accordance with the Aged Care Act 1997

The Director-General of Queensland Health requires all persons recommended for appointment to Queensland Health, either permanently or for periods in excess of three months to be subject to a pre-appointment criminal history check. This policy does not apply to existing permanent employees who were permanent employees as at 1 August 2000 and who have maintained continuous permanent employment with Queensland Health.

The attached consent form is to be completed and returned with legible photocopies of proof of identity documentation. If under 18 years of age, written consent from a parent/guardian will be required. Proof of identity documentation is to provide satisfactory proof of:

✓ your name
✓ your date of birth
✓ your signature.

The preferred form of proof of identity includes your photograph and signature. Suitable proof of identity documents are:

- Current driver's licence
- Current passport
- Birth Certificate (or extract)
- Marriage Certificate
- Australian Naturalisation, Citizenship or Immigration Documentation
- Government financial benefit card
- Credit card, account card or passbook from a bank, building society or credit union (showing name and signature)
- Australian student identification card
- Recent Income Tax assessment.

Appointment to Queensland Health is subject to a satisfactory criminal history assessment. However, having a criminal history may not necessarily result in disqualification for appointment. Note, spent convictions are not disclosed. Queensland convictions are not disclosed after 5 years when the matter was heard in a Magistrates Court exercising summary jurisdiction or after 10 years for other cases, provided the person is not again convicted of an offence and/or was not ordered to serve more than 30 months in custody.

If, after obtaining a criminal history report, the Director-General or delegate considers a recommended person may be unsuitable for appointment, the person will be provided with an opportunity to make written or oral representations before any further decision is made.

You are not required under any circumstances to tell any person in your employing area about your criminal history. No criminal history information is provided to staff in your employing area.

Please be aware that any statement in an application which is found to be deliberately misleading will result in disqualification from further consideration. If you are employed in the Queensland Public Service, it may result in disciplinary action.

Failure to provide the appropriate proof of identity documentation and the completed consent form without reasonable explanation within seven (7) days of being requested will result in disqualification from further consideration for appointment.

Please retain this page and complete and return the attached form and legible photocopies of proof of identity documentation within 7 days to:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Fax:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td>Postal Address:</td>
</tr>
</tbody>
</table>