



***BRINGING NURSES BACK INTO
WORKFORCE***
**REGISTERED/ ENROLLED
NURSE
REFRESHER PROGRAM**

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Introduction

The Registered/Enrolled Nurse Refresher Program targets Registered and Enrolled Nurses who have not practiced in an acute care setting for a period of less than five years. To be eligible for application the Registered/ Enrolled Nurse will need to hold current Queensland nursing registration with the Queensland Nursing Council.

St Andrew's Toowoomba Hospital is a participant in the Federal Government initiative *Bringing Nurses Back into the Workforce (BNBW)*. Registered and Enrolled Nurses who have not worked as a Registered Nurse in the last 12 month period may be eligible for the *Bringing Nurses Back into Workforce (BNBW)* \$6000 bonus from the Federal Government (See Appendix I - IV).

Registered/ Enrolled Nurse Refresher Program Summary

The Refresher program is conducted as a 20 week Program which is facilitated by the Staff Development Training Coordinator and the Clinical Nurse Educator. The program is competency based and the BNBW's will have the opportunity to alternate between two clinical areas. The areas to host this program will be General Surgical, General Medical/Oncology, and Orthopaedics. The program will have two stages comprising hospital orientation and ward orientation in the first 2 weeks(Stage 1), followed by two 9 week rotations (Stage 2). The BNBW participants will be able to elect preferences for the 2 rotations prior to commencement and requests will be considered as much as possible when developing rotations. The BNBW participants may also elect to complete the entire 18 weeks of the program in the one area

Stage 1 – Hospital Orientation, Clinical Orientation & Supervised Practice

Week One

Stage 1 - Week 1

The BNBW will have 1 day of hospital orientation and 1 day of clinical orientation and education applicable to nursing techniques, patient care in a team nursing environment and documentation. Day 3 and 4 of the first week will be supervised practice in a supernumerary capacity as illustrated in Table 1, page 4.

The BNBW's will be directly supervised by either the Staff Development Coordinator or Clinical Nurse Educator during their supervised practice period. Supervised practice will include the following:

- Total patient care in a team setting refreshing all aspects of ADL's and using clinical pathways in the interdependent planning of patient care
- Admission and discharge of patients
- Medications – parenteral and non-parenteral (competency assessment)
- Basic Life Support and MET Response (competency assessment)
- Intravenous therapy (competency assessed)
- Oxygen therapy
- Wound Care
- Documentation and reporting

Stage 1, Week 2-

Week 2 will see the BNBW being rostered as part of the staff establishment. For these remaining shifts the BNBW's are to be 'teamed' with an experienced RN and not with a Graduate Nurse, new staff member or an Agency RN. The BNBW's will be rostered on day shifts only for the first two weeks.

Table 1

	Mon	Tues	Wed	Thur	Friday	Sat	Sun
Stage 1 Week 1 *	Hospital Orientation Super-numerary (Cost centre 520)	Clinical Induction Super-numerary (Cost centre 520)	Supervised Practice Super-numerary (Cost centre 520)	Supervised Practice Super-numerary (cost centre 520)	DAY OFF	DAY OFF	DAY OFF
Stage 1 Week 2 **	Supervised Practice Super-numerary (Cost centre 520)	Supervised Practice Super-numerary (Cost centre 520)	Clinical Area with support RN (Ward cost centre)	Clinical Area with support RN (Ward cost centre)	DAY OFF	DAY OFF	DAY OFF
Stage 2 Week 3	<i>The Registered/ Enrolled Nurse will be able to negotiate the days that best suit their needs. To be rostered AM, PM. – NO NIGHT DUTY UNTIL WEEK 5</i>						
Stage 2 Week 4	<i>The Registered/ Enrolled Nurse will be able to negotiate the days that best suit their needs. To be rostered AM, PM. AND WEEKENDS – NO NIGHT DUTY UNTIL WEEK 5</i>						
Stage 2 Week 5 To Week 12 inclusive	<i>May be rostered any of the shifts, including through shifts, weekends and night duty</i>						

The BNBW will be expected to achieve competency in medication administration (parenteral and non-parenteral) and basic life support during the first two weeks.

Stage 2

Clinical Rotation 1 – Commencing Week 3 -12 (inclusive)

The duration of the each clinical rotation will be 9 weeks. The BNBW will be part of the ward staff establishment at a minimum of 0.5 FTE. During this time the BNBW will have the clinical support of the Clinical Nurse Educator/Staff Development & Training Coordinator, and a support RN who will be an experienced RN on staff. During each clinical rotation the BNBW will be incorporated into the roster of the ward and may be rostered on a rotating roster as deemed able and necessary by the Clinical Nurse Manager.

During the 9 week clinical rotation the BNBW will be required to achieve competency in the generic nursing competencies applicable to each of the clinical areas. The BNBW's support person, the Clinical Nurse Educator and/or the Staff Development & Training Coordinator, may conduct competency assessment.

Prior to progressing to the 2nd clinical rotation, the BNBW's will be given the opportunity to evaluate their program to date. The BNBW's will be assessed in relation to their professional competence and behaviour in the delivery of nursing care. At this point each BNBW will move to their second clinical rotation.

Clinical Rotation 2 – commencing Week 13 – 20 (inclusive)

Day 1 of Clinical Rotation 2, the BNBW's will have 1 supernumerary day in their allocated area.

Program Time Line

The program is available for commencement at any time deemed appropriate by the hospital. Individual BNBW applicants may complete the program at any time.

Program Evaluation

Program evaluation will comprise both formative and summative appraisal.

- Orientation evaluation
- Supervised practice evaluation by both the BNBW and CNM
- Clinical Competency Achievement
- Clinical rotation evaluations
- Performance review

Employment upon completion of the Program

All BNBW participants that satisfactorily complete the Refresher Program will be offered ongoing employment at St Andrew's Toowoomba Hospital. BNBW participants will be asked to elect their area of preference for ongoing employment prior to completion of the course.

ANNEXURE I (From Federal Government)

BRINGING NURSES BACK INTO THE WORKFORCE PROGRAM

Policy Implementation Principles

Program Overview

The Bringing Nurses Back into the Workforce (BNBW) Program aims to bring an extra 1,550 full time equivalent (FTE) nurses/midwives back into private hospitals.

Eligibility

Nurses/midwives will be eligible for the private hospital component of the Bringing Nurses Back into the Workforce Program provided they:

- have previously been employed as a registered nurse/midwife (Division 1 in Victoria) or enrolled nurse (Division 2 in Victoria) in the Australian nursing workforce;
- have not been employed as a registered nurse/midwife (Division 1 in Victoria) or enrolled nurse (Division 2 in Victoria) in Australia within the past 12 months from date of employment;
- are registered or enrolled with the relevant State or Territory regulatory authority or have qualifications that make them eligible for such registration or enrolment;
- return to work as a registered nurse/midwife (Division 1 in Victoria) or enrolled nurse (Division 2 in Victoria) as an employee of a private hospital which has an allocated place under this program;
- returned to work on or after the 15 January 2008;
- confirm that the hospital that is employing them has an allocated place available under this Program; and
- meet any additional registration/enrolment requirements of their relevant State or Territory.

Nurses/midwives will not be eligible for the private hospital component of this Program if any of the following applies:

- they returned to work as a registered nurse/midwife or enrolled nurse in Australia before the announcement of this policy. That is, prior to 15 January 2008;
- they are unable to gain registration or enrolment with the relevant State or Territory regulatory authority;
- they have been employed as a registered nurse/midwife or enrolled nurse in Australia within the past 12 months at the time intended to return to work;
- they are a registered nurse/midwife or enrolled nurse, or have qualifications that make them eligible for registration or enrolment, but have never been employed as a registered nurse/midwife or enrolled nurse in Australia, i.e. are a new graduate, or a nurse/midwife entering Australia and seeking employment as a nurse/midwife for the first time;
- they are currently under investigation or sanctioned under the relevant State or Territory regulatory body;
- they are employed as a registered nurse/midwife or enrolled nurse to provide services to a hospital or residential aged care home by an external body, e.g. nursing agency;
- they are or have been in receipt of a Bringing Nurses Back into the Workforce bonus payments at a previous employment.

An organisation will be an Eligible Private Hospital for the private hospital component of the Bringing Nurses Back into the Workforce Program if they are a:

- Declared private hospital, where it provides hospital treatment that includes part of an overnight stay.

'Declared' means a facility that has been declared a hospital under subsection 121-5 of the Private Health Insurance Act 2007.

An organisation will not be an Eligible Private Hospital under the private hospital component of this Program if they are:

- an agency that employs nurses/midwives to provide nursing services to a hospital;
- any private hospital which only provides hospital treatment that does not include part of an overnight stay (i.e. day hospital facilities);
- any other organisation that is not a licensed private hospital .

How will the Program work?

This Program includes a target of bringing 200 FTE nurses/midwives back into the private hospital workforce in 2008 and to continue to return nurses/midwives to the workforce up to 14 January 2013.

As the bonus payments are for nurses/midwives to return to the workforce, an individual can only receive bonus payments that are a part of this Program once within the five year period from 2008 to 2013; this is inclusive of the six month and eighteen month payments. An Eligible Nurse/Midwife is required to work in the private hospital sector for a period of 18 months in order to receive the two bonus payments.

An Eligible Private Hospital can only claim a Hospital Bonus for an individual employee once in the five year period and should ensure that an individual has not previously attracted a payment under this Program.

The bonus payments are based on a nurse/midwife returning full time (as defined at Item 1 of the Funding Agreement) to a private hospital – a pro rata rate will apply to nurses/midwives and to the relevant hospital for Eligible Nurses/Midwives who return part time. Priority may be given to full time nurse/midwives as determined by the employers. This program is also able to target nurses/midwives who have completed a State/Territory refresher or re-entry program.

For nurses/midwives:

- To ensure eligibility for the Nurse/Midwife Bonus, a nurse/midwife should check that the hospital where they are returning to work has an allocated place available under this Program.
- A nurse/midwife will need to submit an application through their employing hospital.
- A nurse/midwife can only apply to return to work within the private hospital sector under the private hospital component of the Program and the average hours worked in the participating Eligible Private Hospital within the sector are the only hours that will be attributed to the bonus payments.
- If a nurse/midwife chooses to change employment sectors prior to receiving the Nurse/Midwife bonuses they will forego all entitlements under the Bringing Nurses Back into the Workforce program.
- The first Nurse/Midwife Bonus of \$3000 (or pro rata equivalent) will be due for payment by the funding body 6 months after an Eligible Nurse/Midwife commences employment and can only be paid if employment is continuous during this period. Approved leave (paid) will contribute towards the employment period.
- After 18 months continuous employment with the employer an Eligible Nurse/Midwife will be entitled to a final Nurse/Midwife Bonus of \$3000 (or pro rata equivalent).
- Payment will be pro rata based on the average number of hours worked with that employer over the first six months and then

subsequent twelve month period and will include periods of leave that are approved by the employer.

For the participating private hospital:

- The hospital is responsible for determining the recruitment and selection of nursing/midwifery staff for the Bringing Nurses Back into the Workforce program.
- The hospital is responsible for gaining information from the registered nurse/midwife or enrolled nurse returning to work to determine if the individual nurse/midwife is eligible to be considered for a place under the Bringing Nurses Back into the Workforce program.
- A nurse/midwife must fill in the relevant forms and a statutory declaration for a hospital to register and claim a bonus payment.
- Applications should be based on a nurse/midwife being employed full-time or the pro rata equivalent. A hospital may give priority to a nurse/midwife returning to work in a full-time capacity.

ANNEXURE II

APPLICATION FORM FOR NURSES AND MIDWIVES

This form should be completed by nurses/midwives who consider themselves eligible for bonus payments under the Bringing Nurses Back into the Workforce (BNBW) Program and submitted to their employer (public hospital, private hospital or residential aged care home).

Note: Eligibility for the BNBW Program is subject to registration/enrolment, hours of employment and merit selection processes.

ELIGIBILITY

(Please circle one answer for each question)

1. Are you currently registered or enrolled to practice in your state/territory? (please circle one)	YES	NO
1a. Please tick relevant boxes to indicate your registration status		
Registered Nurse (Div1 in Victoria <input type="checkbox"/>)	Registered Midwife (Div1 in Victoria) <input type="checkbox"/>	Enrolled nurse (Division 2 in Victoria <input type="checkbox"/>)
If you answered <u>no</u> to 1 then you are not eligible under the BNBW program.		
2. Have you worked as a registered nurse/midwife or enrolled nurse in the past 12 months?	YES	NO
If <u>yes</u> , you are not eligible for the BNBW Program.		
If <u>no</u> , please complete the Statutory Declaration attached and provide it to your employer to determine if you are eligible to receive a cash bonus under the BNBW program.		
3. How long has it been since you last worked as a registered nurse/midwife or enrolled nurse?		Years
Please ensure you have completed and signed the attached Statutory Declaration.		

PERSONAL DETAILS (PLEASE PRINT)

Full name

Title (please circle one): Ms Miss Mrs Mr Other (please specify): _____

First Name: _____ Surname: _____

Postal address

State: _____ Postcode: _____ Date of _____



Birth: ____/____/____

Preferred Contact phone number:

(____) _____

E-mail
address: _____

Are you of Aboriginal or Torres Strait Islander origin? (please circle one)	YES	NO
Was your decision to return to the nursing/midwifery workforce influenced by the BNBW Program?	YES	NO

APPENDIX III
Bringing Nurses Back into the Workforce
DATA COLLECTION FORM FOR PRIVATE HOSPITALS

SECTION 1: APPLICATION OF ELIGIBILITY

This form should be completed by employers each time they employ an eligible nurse/midwife into an allocated public hospital place under the Bringing Nurses Back into the Workforce (BNBW) program and submitted to the relevant state or territory health department. In submitting this form, the employer declares that, to the best of its knowledge, the nurse/midwife has not been employed as a registered nurse/midwife or enrolled nurse/midwife in Australia in the previous twelve months or longer (note, there is an application form for a nurse/midwife to complete and submit to their employer, which includes a Statutory Declaration).

1. Details of employer				
1.1 Name (stamp acceptable)				
1.2 Facility address in which the nurse is to be employed (Please include postcode)				
1.4 Is this employer an eligible declared private hospital?*(Please tick)	<input type="checkbox"/> YES		<input type="checkbox"/> NO	
2. BNBW place identification number				
3. Registration category (Please tick)	<input type="checkbox"/> Registered Nurse (Div1 in Vic)	<input type="checkbox"/> Registered Midwife (Div 1 in Vic)	<input type="checkbox"/> Enrolled Nurse (Div2 in Vic)	<input type="checkbox"/> Div 3 Nurse (Vic only)
4. Employment commencement date				
5. Completion date (for nurses/midwives offered fixed-term contracts)				
6. Total weekly hours employed				
7. The nurse/midwife will predominately be employed in what clinical area? (Please select only <u>one</u>)	<input type="checkbox"/> Critical care/emergency <input type="checkbox"/> Mixed medical/surgical <input type="checkbox"/> Medical nursing <input type="checkbox"/> Surgical nursing <input type="checkbox"/> Perioperative <input type="checkbox"/> Midwifery			

	<input type="checkbox"/> Aged care <input type="checkbox"/> Rehabilitation-disability <input type="checkbox"/> Mental health <input type="checkbox"/> Family and child health <input type="checkbox"/> Other (please specify)	
8. Age of nurse/midwife (years at last birthday)		
9. Is the nurse/midwife of Aboriginal or Torres Strait Islander origin? (Please tick)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

* A private hospital is eligible for the Bringing Nurses Back into the Workforce Payment if it is a declared private hospital, where it provides hospital treatment that includes part of an overnight stay. 'Declared' means a facility that has been declared a hospital under subsection 121-5 of the *Private Health Insurance Act 2007*.

SECTION 2: DETAILS OF BONUS PAYMENTS

This form should be completed by employers that have employed an eligible nurse/midwife under the Bringing Nurses Back into the Workforce (BNBW) program and received a cash payment for doing so.

1. Employer payment details

1.1 Employer payment amount: \$ _____

1.2 This employer payment contributed to:

	YES	NO
Advertising		
Supernumerary costs		
Nurse/midwifery-training, re-skilling		
Administration		
Other (please specify)		

1.3 Did the nurse/midwife recently complete a refresher/re-entry program?
 YES NO

2. Nurse/midwife payment details

2.1 BNBW program nurse/midwife place identification number
 (to be assigned by the employer): _____

2.2 Payment of bonus to nurse/midwife:

6 months Average Weekly Hours: _____
 Amount: \$ _____



Amount: \$ _____

3. Cessation of employment

3.1 If the nurse/midwife ceased employment before 18 months continuous employment, please indicate the predominant reason why (select one):

Personal reasons	
Leaving nursing workforce	
Leaving workforce overall	
Unpaid leave	
Other (please specify):	
Not applicable (nurse/midwife remained in continuous employment for 18 months)	

**APPENDIX IV
APPLICATION FORM FOR NURSES AND MIDWIVES**

This form should be completed by nurses/midwives who consider themselves eligible for bonus payments under the Bringing Nurses Back into the Workforce (BNBW) Program and submitted to their employer (public hospital, private hospital or residential aged care home).

Note: Eligibility for the BNBW Program is subject to registration/enrolment, hours of employment and merit selection processes.

ELIGIBILITY

(Please circle one answer for each question)

1. Are you currently registered or enrolled to practice in your state/territory? (please circle one) YES NO

1a. Please tick relevant boxes to indicate your registration status

Registered Nurse (Div1 in Victoria) Registered Midwife (Div1 in Victoria) Enrolled nurse (Division 2 in Victoria)

If you answered no to 1 then you are not eligible under the BNBW program.

2. Have you worked as a registered nurse/midwife or enrolled nurse in the past 12 months? YES NO

If yes, you are not eligible for the BNBW Program.

If no, please complete the Statutory Declaration attached and provide it to your employer to determine if you are eligible to receive a cash bonus under the BNBW program.

3. How long has it been since you last worked as a registered nurse/midwife or enrolled nurse? Years

Please ensure you have completed and signed the attached Statutory Declaration.

PERSONAL DETAILS (PLEASE PRINT)

Full name

Title (please circle one): Ms Miss Mrs Mr Other (please specify): _____

First Name: _____ Surname: _____

Postal address

State: _____

Postcode: _____

Date of

Birth: ____/____/____

Preferred Contact phone number:

(____) _____

E-mail

address: _____

Are you of Aboriginal or Torres Strait Islander origin? (please circle one) YES NO

Was your decision to return to the nursing/midwifery workforce influenced by the BNBW Program? YES NO

Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declarations Act 1959

1 Insert the name, address and occupation of person making the declaration

I,¹

make the following declaration under the *Statutory Declarations Act 1959*:

2 Set out matter declared to in numbered paragraphs

2.1 I have not worked as a registered nurse/midwife (Division 1 in Victoria) or enrolled nurse (Division 2 in Victoria) in Australia for the past twelve months or more, as at 15 January 2008

2.2. I have not been employed by any other employer under the Bringing Nurses Back into the Workforce program.

2.3. I have not received any cash bonuses under the Bringing Nurses Back into the Workforce program from 15 January 2008 to 15 January 2013.

2.4 I have familiarised myself with the eligibility requirements in the *Fact Sheet for Nurses and Midwives*.

2.5 I consent to information from this form being provided by my employer to the relevant funding body and/or state or territory government and/or the Commonwealth to assist with its management and accountability provisions for the Bringing Nurses Back into the Workforce Program.

2.6 I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 Signature of person making the declaration

³

n
4 Place
5 Day
6 Month
and year

Declared at ⁴ _____ on ⁵ _____
of ⁶ _____

Before me,

7 Signature
of person
before
whom the
declaratio
n is made
(see
over)

⁷

8 Full
name,
qualificati
on and
address
of person
before
whom the
declaratio
n is made
(in
printed
letters)

⁸

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

Note 2 Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Employee of the Commonwealth who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

(a) an officer; or

(b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or

(c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

(a) the Parliament of the Commonwealth; or

(b) the Parliament of a State; or

(c) a Territory legislature; or

(d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority; or

(c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the

declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

- (a) the Commonwealth or a Commonwealth authority; or
- (b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution