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1. **Introduction**

The *Nurses and Midwives Heads of Agreement 2010 (HoA)* defines the new Nursing and Midwifery Career Structure. Grade 3/4 is the entry grade for registered nurses/midwives in the career structure. There are eight increments in Grade 3, year 1 to year 8 and a further 4 increments for those successful in an application for Grade 4 through the Formal Capability Assessment process. The HoA includes:

- a Formal Capability Assessment process for Grade 3 nurses/midwives to progress from year 4 to year 5; and
- an Advanced Progression process for Grade 3 nurses/midwives to progress from year 4 to year 6.

The HoA states all Grade 3 nurses/midwives will have a Formal Capability Assessment prior to the completion of Grade 3 year 4 to determine advancement through to year 5. Progression from year 4 to year 5 will depend on successful completion of the Formal Capability Assessment. The Parties to the HoA have agreed that the Grade 3, year 4 to year 5 Formal Capability Assessment (hereafter called Performance Development Agreement) will be an annual Performance Development Agreement and the DHHS Performance Management Framework\(^1\) will be used.

The HoA states Advanced Progression is available for Grade 3 nurses/midwives to progress from year 4 to year 6. Nurses/midwives need to apply and demonstrate that they meet the required criteria. The assessment of the application shall be through a process which includes peer review.

The purpose of this Guideline is to outline the process for Grade 3 nurses/midwives progressing from:

1. year 4 to year 5; and/or
2. year 4 to year 6.

2. **Guideline Statement**

- This Guideline applies to employees covered by *Nurses and Midwives Heads of Agreement 2010* and *Nurses (Tasmanian Public Sector) Award 2005*.
- The Nurse Unit Manager (or delegate) must provide the opportunity for Grade 3 nurses/midwives to engage in formal professional feedback, guidance and career development through the annual Performance Development Agreement process.
- Any issue relating to the performance of a nurse/midwife must be addressed as soon as practicable and not held over until the annual Performance Development Agreement process.
- This is a state-wide Guideline and must not be re-interpreted so that subordinate policies exist. Should discreet operational differences exist, these should be expressed in the form of an operating procedure or protocol that must be approved at the same level as this Guideline.

**Progression from year 4 to year 5**

- Permanent and fixed term Grade 3 nurses/midwives are required to complete an annual Performance Development Agreement to progress from Grade 3, year 4 to year 5.

• The Nurse Unit Manager (or delegate) is responsible for scheduling the annual Performance Development Agreement process with nurse/midwives.

**Advanced Progression from year 4 to year 6**

• Grade 3 nurses/midwives seeking Advanced Progression from year 4 to year 6 are required to apply for advancement and need to demonstrate that they meet the criteria specified to advance to Grade 3, year 6.

• An Advanced Progression application received on or by the Nurse Unit Manager prior to 30 November 2012 and which results in advancement to Grade 3, year 6, that advancement will take place from either:
  
  o 13 May 2012; or
  
  o If the nurse/midwife’s anniversary for incremental progression is after 13 May 2012 that advancement will take effect from the nurse/midwife’s anniversary date. In this instance that nurse/midwife’s anniversary for incremental progression will be the date of advancement.

• The parties have agreed that nurses/midwives who are at Grade 3, year 5 as of 13 May 2012 are also eligible to apply for advanced progression to Grade 3, year 6.
  
  o An application received by the employer on or prior to 30 November 2012 and which results in advancement to Grade 3, year 6, that advancement will take effect from either:
    
    − 13 May 2012; or
    
    − If the nurse/midwife’s anniversary for incremental progression is after 13 May 2012 advancement will take effect from the nurse/midwife’s anniversary date. In this instance the nurse/midwife’s anniversary for incremental progression will be the date of advancement.

• In the event the Nurse Unit Manager does not complete the PDA by the end of the fourth year of service, the nurse/midwife will be eligible to apply for advanced progression.

3. **Definitions**

• **Grade 3/4** – is the entry grade for registered nurses/midwives in the career structure as detailed in the Nurses and Midwives Heads of Agreement 2010.

• **Grade 3 year 4 Formal Capability Assessment** – whilst it is a requirement of the Nurses and Midwives Heads of Agreement 2010 that Grade 3, year 4 nurses/midwives undertake a Formal Capability Assessment prior to advancing to year 5, the Parties to the HoA have agreed that the Formal Capability Assessment will be in the form of the annual Performance Development Agreement process.

• **Performance and Development Agreement** – is developed or reviewed on an annual basis and includes agreeing on key responsibilities and objectives, ongoing feedback, formal assessment of performance and culminating in a final review of performance for that period. Key goals and objectives will be set according to the nurse’s/midwife’s Statement of Duties and ward/unit requirements. The Performance and Development Agreement includes discussions related to development to assist the nurse/midwife to achieve their short and long term objectives. This may also include elements related to the nurse’s/midwife’s ongoing professional competency requirements.
• **Capability Assessment** – relates to matters of job performance where the individual is unable to meet the standards required. This may relate to matters of competence or general capability due to ill health or disability.

• **Advanced Progression Grade 3, year 4 to year 6** – in accordance with the *Nurses and Midwives Heads of Agreement 2010* a Grade 3 nurse/midwife who has completed year 4 is able to apply for Advanced Progression to year 6 providing they demonstrate that they meet specified criteria. Advanced Progression from Grade 3, year 4 to year 6 recognises nurses/midwives who:
  
  o make a positive contribution to nursing/midwifery and patient care in a clinical setting;
  
  o demonstrate accelerated acquisition of clinical knowledge and skills;
  
  o demonstrate commitment to clinical care which exceeds what is expected at the Grade 3, year 4 level;
  
  o demonstrate potential for clinical leadership; and
  
  o elect to advance their career within the clinical setting.

4. **PRINCIPLES**

• The Heads of Agreement 2010 nurses and midwives career structure is designed to create a professional career pathway for nurses/midwives from novice to expert with a commensurate wage progression along a single spine. It places greater emphasis on acquisition and maintenance of clinical knowledge and skills.

• The Performance Development Agreement process includes agreeing key responsibilities and objectives, ongoing feedback, formal assessment of performance and culminating in a final review of performance for that period. Key goals and objectives are set according to the employee’s SoD and business unit requirements.

• Undertaking an annual Performance Development Agreement ensures nurses/midwives receive feedback, support and guidance from more experienced nurses/midwives and have the opportunity to request support as they progress from a beginning level practitioner to a more experienced nurse/midwife.

• A Performance Development Agreement provides the opportunity for the Nurse Unit Manager (or delegate) to ensure the development of the nurse/midwife is supported as required.

• Performance management is an on-going process of review and feedback and must not be left to a once a year meeting. When a manager becomes aware of capability concerns remedial action must be taken as soon as practicable.

**Advanced Progression Year 4 to year 6**

• Nurses/midwives should be recognised for accelerated acquisition of clinical knowledge and skills, sustained excellence in clinical practice and contribution to their clinical work unit.

• Nurses/midwives applying for Advanced Progression are expected to demonstrate clinical leadership ability and consistently contribute to the development and maintenance of key clinical practices and procedures within the clinical setting.
The assessment criteria for Advanced Progression from Grade 3, year 4 to year 6 are stringent to ensure that this process genuinely supports nurses/midwives who consistently demonstrate excellence in clinical practice in nursing and midwifery.

It is important to ensure the integrity of the assessment process is maintained so only those nurses/midwives who meet the specified criteria are rewarded by Advanced Progression.

### 5. Progression from Grade 3, Year 4 to Year 5

- The Nurse Unit Manager (or delegate) will schedule for all nurses/midwives an annual Performance Development Agreement process.
- The Nurse Unit Manager (or delegate) will ensure that the Performance Development Agreement is completed prior to the nurse/midwife’s anniversary date.
  - The Nurse Unit Manager (or delegate) can complete the PDA at any time in year 4.
  - Nurse/midwives’ anniversary dates can be obtained from Human Resources.
- Any issue relating to the performance of a nurse/midwife must be addressed as soon as practicable and not held over until the annual Performance Development Agreement process.
- A nurse/midwife whose overall performance is assessed as satisfactory will progress to the Grade 3, year 5 increment on their anniversary date.
  - Satisfactory means the nurse/midwife’s overall performance was rated as: Outstanding, Exceeds Expectations, Meets Job Requirements or Development Needed as per the Performance Development Agreement rating scale.
  - A nurse/midwife whose overall performance is assessed as unsatisfactory will be managed in accordance with the Nurses and Midwives Heads of Agreement 2010 and the DHHS Capability Procedure and the Ministerial Direction.
- Where the Nurse Unit Manager does not provide the opportunity for a Grade 3, year 4 nurse/midwife to complete a Performance Development Agreement prior to the nurse/midwife’s 5th anniversary date nurse/midwife will automatically progress to the Grade 3 year 5 pay increment.

### Other

- For nurses and midwives on leave the PDA should be completed prior to taking leave in order for the nurse/midwife to progress to the Grade 3, Year 5 increment on their Grade 5 anniversary date. Where this is not possible the PDA should be completed as soon as practicable after the nurse/midwife returns from leave.

### 6. Advanced Progression from Grade 3, Year 4 to Year 6

- Application for Advanced Progression from Grade 3, year 4 to year 6 is available to a nurse/midwife who has completed Grade 3, year 4 and who has satisfactorily completed their annual Performance Development Agreement for Grade 3, year 4.
- It is the responsibility of the individual nurse/midwife to apply for Advanced Progression.

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3 Refer to clause 5.2.6 and Schedule 3
• The nurse/midwife is required to demonstrate they meet the required criteria.

Application Process

• The nurse/midwife is required to submit (preferably via email) to their Nurse Unit Manager:
  - Professional Portfolio, Continuing Professional Development activities for at least the previous 12 months; and
  - Written responses to the three criteria (approximately 250 words per criteria) using the Application Form (appendix 1).

• The nurse/midwife is to nominate a referee and arrange for the nominated referee to complete the Referee Report (appendix) and send to the Nurse Unit Manager. The referee nominated must be able to validate claims against the criteria.

• Note: where the Nurse Unit Manager does not provide the opportunity for a Grade 3, year 4 nurse/midwife to complete a Performance Development Agreement the nurse/midwife is to note this on their Application Form.

• The nurse/midwife may also be required to provide additional information to support his/her claim for Advanced Progression.

Advanced Progression Criteria

• The nurse/midwife is required to provide evidence that they meet the following three criteria:
  
  o **Criteria 1 - Clinical Knowledge and Skills**
    - Demonstrated ability to effectively apply clinical knowledge and skills in the assessment and management of patients/clients with a range of complex needs.

  o **Criteria 2 - Potential for Clinical Leadership**
    - Demonstrated willingness and ability to accept increasing levels of responsibility.
    - Demonstrated developing ability in leading day to day clinical activities.

  o **Criteria 3 - Education of Self and Others**
    - Demonstrated ability to support and assist undergraduate and post graduate students transitioning to clinical practice.
    - Demonstrated commitment to own professional development and application of contemporary knowledge in the clinical setting.

Outcome

• The Nurse Unit Manager (or delegate) is required to ensure that applications for Advanced Progression are completed within 28 days of receipt of the Advanced Progression Application Form.

• The assessment will be through a process which includes peer review and is based on the quality of the evidence and supporting documentation provided by the applicant.

• The Nurse Unit Manager (or delegated Grade 4, 5 or 6 nurse or midwife from the same unit/ward) will be responsible for convening a panel to undertake the assessment.
The panel should be a minimum of two (2) people one of whom should be a Grade 3/4 nurse/midwife (other suggested panel members could be the Nurse Unit Manager, Clinical Nurse Educator, Clinical Coordinator).

The panel members are required to assess the application against the assessment criteria (refer to appendix 3) prior to convening to discuss the application.

The panel will convene to discuss, assess and determine the outcome of the application.

Where the panel is unable to agree on the outcome of the assessment the panel may choose to meet with the applicant to enable the applicant to provide additional information to support their application and to assist the panel in making a decision.

To be recommended for Grade 3, year 6 applicants need to demonstrate they meet all of the assessment criteria and have a satisfactory Referee Report.

- The Nurse Unit Manager (or delegate) will complete an Assessment Recommendation Report (appendix 4) advising the panel’s decision in relation to the application; including the reason for the decision.

- The Nurse Unit Manager is to forward the panel’s recommendation (Assessment Recommendation Report) to their direct line Manager (eg Nursing Co-Director/Assistant Director of Nursing, Director of Nursing) for review.

- The Nurse Unit Manager’s line Manager (ADON however titled) is responsible for reviewing the panel’s decision and forwarding to the Chief Executive Officer (or their delegate).

  - The Chief Executive Officer (or their delegate) is responsible for endorsing the panel’s decision.

  - Once approved by the Chief Executive Officer (or their delegate):

    - The Nurse Unit Manager will advise the applicant of the outcome in person and in writing (via email) using the template provided.

    - Successful applications are to be forwarded to Payroll Services (via email or an electronic notification).

- If successful, the progression to Grade 3, year 6 will commence from the first full pay period (FFPP) 28 days after receipt of the application.

- Where an applicant is unsuccessful in their application, the Performance Development Agreement should be utilised to record any additional objectives that may be identified as a result of the application process.

- The applicant may reapply for Advanced Progression no sooner than 28 days after notification of the outcome.

**Appealing the Decision**

- The nurse/midwife may appeal the decision (in accordance with the DHHS Grievance Management Procedure) by notifying the Executive Director of Nursing/Director of Nursing responsible for the operational area in which the applicant is employed.

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4 Where there is not an Executive Director of Nursing in an area the appeal can be made to the Director of Nursing providing the Director of Nursing was not involved in the application process.
The appeal to the relevant Executive Director of Nursing/Director of Nursing must be in writing (using the Grievance Form).

If the appeal is successful, progression to Grade 3 year 6 will be backdated to the first full pay period (FFPP) 28 days after receipt of the application for Advanced Progression.

If the appeal is successful Payroll Services will be notified and the appropriate documentation entered in the personnel record.

Other

Nurses/midwives on leave will not be able to apply for Advanced Progression from Grade 3 year 4 to year 6 until they return from leave and have completed the PDA requirements and the Advanced Progression Application.

- In the event the PDA has not been completed within 3 months from the time they return from leave, the nurse/midwife will be eligible to apply for advanced progression.

Nurses/midwives in fixed-term positions can apply for Advanced Progression from Grade 3, year 4 to year 6 once they have completed the PDA requirements.

7. **Outcomes**

- Nurses/midwives will be supported throughout their careers from beginning level practitioner to experienced nurses.
- Nurses/midwives requiring additional support shall receive this in a timely manner in order to successfully progress their career.
- Nurses/midwives will be retained in clinical areas.
- Nurses/midwives will be encouraged to contribute to the professional development of self and others.
- Nurses/midwives should be provided with the opportunity to receive career guidance and regular feedback on performance.
- Nurses/midwives who are recognised and valued in their roles are more likely to seek continuous employment in the clinical setting.

8. **Responsibilities/Delegations**

- The Nursing and Midwifery Unit is responsible for reviewing the Guideline and for reporting Agency performance and issues that arise in respect to the implementation of the Guideline.
- The Executive Directors of Nursing/Directors of Nursing are responsible for;
  - promoting the Guidelines and overseeing their implementation;
  - ensuring staff adhere to the Guideline and associated processes; and
  - managing appeals and grievances lodged by applicants in respect to their Advanced Progression application.
- The Nurse Unit Manager’s line Manager (ADON however titled) is responsible for reviewing the panel’s decision and forwarding to the Chief Executive Officer (or their delegate) for endorsing.
• The Chief Executive Officers (or their delegate) is responsible for endorsing the panel’s decision.

Progressions from Grade 3, year 4 to year 5

• The Nurse Unit Manager (or delegate) is responsible for:

  o ensuring all nursing/midwifery staff have a Performance Development Agreement completed and updated at least annually;

  o notifying the Grade 3, year 4 nurse/midwife prior to their anniversary date, that the Performance Development process is due and organising a mutually agreeable time for the Performance and Development Agreement meeting; and

  o ensuring nurses/midwives are provided with adequate support to assist their professional development.

• The nurse/midwife is responsible for:

  o preparing for the performance development meeting in accordance with the DHHS Performance and Development Agreement User Guide.

Advanced Progression from Grade 3, year 4 to year 6

• The Nurse Unit Manager (or delegate) is responsible for:

  o convening the panel, completing the assessment within 28 days of receiving the application and associated documentation;

  o ensuring the applicant meets the Advanced Progression criteria in accordance with the Policy;

  o providing written notification (can be by electronic means/email) of the outcome to the nurse/midwife and Pay and Personnel; and

  o providing feedback to the applicant.

• Pay and Personnel is responsible for:

  o ensuring that the nurse or midwife receives remuneration at Grade 3 Year 6 from the first full pay period 28 days from the date the application was submitted to the Nurse Unit Manager by the nurse/midwife.

  o ensuring applications received by the Nurse Unit Manager on or prior to 30 November 2012 and which results in advancement to Grade 3, year 6, that advancement will take effect from either:

  − 13 May 2012; or

  − If the nurse/midwife’s anniversary for incremental progression is after 13 May 2012 advancement will take effect from the nurse/midwife’s anniversary date. In this instance the nurse/midwife’s anniversary for incremental progression will be the date of advancement.

• Applicants are responsible for:

  - applying to their Nurse Unit Manager for Advanced Progression; and
submitting a complete application package, attaching any evidence that relates to the selection criteria.

9. **AUDIT AND COMPLIANCE**

- EDONS (or their delegate) will undertake random audits of this Guideline in relation to effectiveness of processes and adherence to timeframes.

10. **RELATED DOCUMENTS/USEFUL RESOURCES**

- *Nurses and Midwives Heads of Agreement 2010*

11. **APPENDICES**

Appendix 1 – Application Form
Appendix 2 – Referee Report
Appendix 3 – Assessment Criteria Form
Appendix 4 – Assessment Recommendation Report
## ADVANCED PROGRESSION
Grade 3, year 4 to year 6

### APPLICATION FORM

### PERSONAL DETAILS

<table>
<thead>
<tr>
<th>APPLICANT NAME</th>
<th>TITLE (Mr/Mrs/Ms):</th>
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<tbody>
<tr>
<td></td>
<td>FAMILY NAME/SURNAME:</td>
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<td>GIVEN NAME:</td>
</tr>
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<table>
<thead>
<tr>
<th>ADDRESS</th>
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<tbody>
<tr>
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<td>SUBURB/CITY/TOWN:</td>
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<td>STATE &amp; POSTCODE:</td>
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<table>
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<td></td>
<td>MOBILE:</td>
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<td>EMAIL ADDRESS:</td>
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### CURRENT EMPLOYMENT PROFILE

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<td>POSITION NUMBER</td>
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<td>CURRENT NUM</td>
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<td>NUM'S CONTACT DETAILS</td>
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<td>HOURS PER FORTNIGHT</td>
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<td>DATE COMMENCED</td>
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<td>CURRENT GRADE/YEAR</td>
<td>GRADE:</td>
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<td>YEAR:</td>
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<td>ANNIVERSARY DATE</td>
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**TO BE COMPLETED BY NUM**

Date Application Received: 
Assessment Completion Due Date: (within 28 days after application received):
**APPLICANT STATEMENT**

Provide evidence of how you meet the following criteria:

<table>
<thead>
<tr>
<th>Criteria 1</th>
<th>Criteria 2</th>
<th>Criteria 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Clinical Knowledge and Skills</strong></td>
<td><strong>Potential for Clinical Leadership</strong></td>
<td><strong>Education of Self and Others</strong></td>
</tr>
</tbody>
</table>
| - Demonstrated ability to effectively apply clinical knowledge and skills in the assessment and management of patients/clients with a range of complex needs. | - Demonstrated willingness and ability to accept increasing levels of responsibility.  
  - Demonstrated developing ability in leading day to day clinical activities. | - Demonstrated ability to support and assist undergraduate and post graduate students transitioning to clinical practice.  
  - Demonstrated commitment to own professional development and application of contemporary knowledge in the clinical setting. |

*Use the space provided below (approximately 250 words per criteria)*
DO YOU HAVE A CURRENT PERFORMANCE DEVELOPMENT AGREEMENT?

YES □  (PLEASE INCLUDE WITH YOUR APPLICATION)  NO □

REFEREE

Provide details of a referee who has agreed to support your Advanced Progression Application.

<table>
<thead>
<tr>
<th>REFEREE NAME</th>
<th>NAME:</th>
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<td>EMAIL:</td>
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PLEASE EMAIL YOUR COMPLETED APPLICATION TO YOUR NURSE UNIT MANAGER INCLUDING ANY ATTACHMENTS (e.g. PROFESSIONAL PORTFOLIO, CPD ACTIVITIES FOR AT LEAST THE LAST 12 MONTHS)
The applicant has nominated you as a referee for their application for Advanced Progression from Grade 3, year 4 to year 6. It would be appreciated if you could complete the Referee Report below for this applicant.

<table>
<thead>
<tr>
<th>Name of Applicant:</th>
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<tbody>
<tr>
<td>Date Report Completed:</td>
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<tr>
<td>Name of Referee:</td>
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<tr>
<td>Position:</td>
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Advanced Progression from Grade 3, year 4 to year 6 recognises nurses and midwives who: a) have accelerated acquisition of clinical knowledge and skills; b) demonstrate sustained excellence in clinical practice; and c) make a contribution to their clinical work unit. It is expected that nurses and midwives applying for Advanced Progression will demonstrate clinical leadership ability and consistently contribute to the development and maintenance of key clinical practices and procedures within the clinical setting.

The assessment criteria for Advanced Progression from Grade 3, year 4 to year 6 are stringent to ensure that this process genuinely supports nurses and midwives who consistently demonstrate excellence in clinical practice in nursing and midwifery.

<table>
<thead>
<tr>
<th>In What Capacity Do You Know the Applicant?</th>
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<tr>
<td>How Long Have You Known the Applicant?</td>
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</table>
### Clinical Knowledge and Skills

Demonstrated ability to effectively apply clinical knowledge and skills in the assessment and management of patients/clients with a range of complex needs.

<table>
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<th>NOT DEMONSTRATED</th>
<th>LIMITED DEMONSTRATION</th>
<th>DEMONSTRATED</th>
<th>UTA</th>
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</table>

### Potential for Clinical Leadership

- Demonstrated willingness and ability to accept increasing levels of responsibility
- Demonstrated developing ability in leading day to day clinical activities.

### Education of Self and Others

- Demonstrated ability to support and assist undergraduate and post graduate students transitioning to clinical practice
- Demonstrated commitment to own professional development and application of contemporary knowledge in the clinical setting

### Do you support this application for Advanced Progression? Please provide comments

### Do you have any other comments you would like to make?

### Referee Signature:

### Date:

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\(^5\) UTA = unable to assess
## ADVANCED PROGRESSION
Grade 3, year 4 to year 6

### ASSESSMENT CRITERIA FORM

<table>
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<th>APPLICANT NAME:</th>
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<td>PANEL MEMBER NAME/S AND TITLES:</td>
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(Insert a tick in the appropriate box ✓)

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<th>LIMITED Demonstration</th>
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</thead>
<tbody>
<tr>
<td>Demonstrated ability to effectively apply clinical knowledge and skills in the assessment and management of patients/clients with a range of complex needs.</td>
<td>✓✓✓✓</td>
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<tr>
<td>Demonstrated willingness and ability to accept increasing levels of responsibility</td>
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<td>Demonstrated developing ability in leading day to day clinical activities.</td>
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<tr>
<td>Demonstrated ability to support and assist undergraduate and post graduate students transitioning to clinical practice</td>
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<td>Demonstrated commitment to own professional development and application of contemporary knowledge in the clinical setting</td>
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### ADDITIONAL COMMENTS (IF REQUIRED)

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<th>SIGNATURES PANEL MEMBERS:</th>
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* UTA = unable to assess
## ADVANCED PROGRESSION
Grade 3, year 4 to year 6

### ASSESSMENT RECOMMENDATION REPORT

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<th>Applicant Name:</th>
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<tr>
<td>Date Application Received:</td>
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<tr>
<td>Date to be completed by:</td>
<td>(28 days after submission)</td>
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<td>Assessment Date:</td>
<td>Time:</td>
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<td>Venue:</td>
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### Panel Members

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</tbody>
</table>

### Panel Assessment - Summary

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### Panel - Recommendation

Recommended for Advanced Progression  | Yes ☐  | No ☐

If not supported please outline the reasons:

---

Date:  
Chair Signature:  

---
<table>
<thead>
<tr>
<th>Manager – Supports Recommendation</th>
<th>Supports Recommendation</th>
<th>Yes □</th>
<th>No □</th>
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<td>Manager: (however titled)</td>
<td>Name:</td>
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<tr>
<td></td>
<td>Title:</td>
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<td>Date:</td>
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<tr>
<td>If not supported please outline the reasons:</td>
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</table>

<table>
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<tr>
<th>CEO – Endorsement</th>
<th>Recommendations Endorsed</th>
<th>Yes □</th>
<th>No □</th>
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<tr>
<td>CEO:</td>
<td>Name:</td>
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<tr>
<td>If not endorsed please outline the reasons:</td>
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