Registered Nurse/Midwife
Grade 4
Formal Capability Assessment

Handbook

To be read in conjunction with
1. The revised Formal Capability Assessment Guideline and
2. The Nurses and Midwives (Tasmanian State Service) Interim Agreement 2013

Revised
December 2013
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1. **Introduction**

This Handbook outlines the Grade 4 Formal Capability Application and Assessment Process for registered nurses and midwives.

The *Nurses and Midwives Heads of Agreement 2010* defines the new Tasmanian Nursing and Midwifery Career Structure. The career structure supports and encourages all nurses and midwives to attain clinical expertise and remain in the clinical setting, and provides an opportunity for registered nurses/midwives to apply for advancement from Grade 3 to Grade 4.

To advance to Grade 4 the registered nurse/midwife must undertake a Formal Capability Assessment and must demonstrate that they meet the required criteria specified in the *Nurses and Midwives Heads of Agreement 2010* and in the *Registered Nurse/Midwife Grade 4 Formal Capability Assessment and Review Guideline*.

The Grade 4 nurse/midwife is a registered nurse/midwife who demonstrates competence in advanced nursing or midwifery practice and is experienced in their chosen area of clinical practice. They contribute to workplace activities beyond their immediate responsibilities of delivering clinical care to their patients or clients. This may include active involvement in clinical education, clinical leadership and management, safety and quality and practice development. For further information refer to Appendix 1 – Grade 4 Classification Standard.

It is expected that registered nurses/midwives applying for advancement to Grade 4 will have demonstrated sustained ability and commitment to clinical leadership over a period of time and consistently contribute to the development and maintenance of clinical practice within clinical settings.

Application for advancement from Grade 3 to Grade 4 is a voluntary decision by the registered nurse/midwife after they have determined they have the necessary skills and attributes required of this Grade, meet the eligibility criteria, and are committed to providing clinical leadership and excellence in the practice setting.

To be eligible for advancement to Grade 4 the registered nurse/midwife must:

- have completed Grade 3 Year 8 or eight years after their initial qualification

  **Please note:**

  **For a three month period only, 2 January to 31 March 2013, DHHS nurses and midwives who are classified as Grade 3 Year 8, 7 and 6 will be eligible to apply for advancement to Grade 4 as per Clause 14 (i) of the Nurses and Midwives (Tasmanian State Service) Interim Agreement 2013.**

- meet all of the assessment criteria outlined in the *Grade 4 Formal Capability Assessment Guidelines*:
  - Clinical knowledge and skills
  - Education of self and others
  - Clinical leadership and management

- submit the required documentation.
2. **OVERVIEW OF GRADE 4 ASSESSMENT PROCESS**

   *Please refer to the revised Guideline for the process that will apply between 2 January and 31 March 2014 as per the Nurses and Midwives (Tasmanian State Service) Interim Agreement 2013*

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1. **Applicant meets with Nurse Unit Manager**

   Discuss their application and the process.

   Clinical portfolio discussed and agreed upon.

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2. **Prepare Application**

   Complete Application Form (Appendix 2) including:

   - reason for applying and written statements providing evidence of meeting the criteria;
   - written statement about how the applicant will take a lead role to assist in the development of students and less experienced staff, key deliverables and measures of success;
   - provide a reflection on a clinical scenario;
   - prepare a plan for the agreed clinical portfolio; and
   - nomination of two referees.

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3. **Submit Application**

   Completed Application Form and attach any supporting documents.

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4. **Application Assessed**

   *Please refer to the revised Guideline for the process that will apply between 2 January and 31 March 2014 as per the Nurses and Midwives (Tasmanian State Service) Interim Agreement 2013.

   Application reviewed by panel members.

   Application scored against the assessment criteria by panel members.

   Panel members determine recommendation.

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5. **Note:** where the decision of the panel is not unanimous the panel may choose to meet with the applicant to give the applicant the opportunity to provide additional information to support their application. **Application Outcome**

   Panel’s recommendation submitted to delegates.

   Applicant advised about the outcome of their application in writing.
*Please refer to the revised Guideline for the process that will apply between 2 January and 31 March 2014 as per the Nurses and Midwives Interim Agreement 2013.*
3. INFORMATION FOR APPLICANTS

*Please refer to the revised Guideline for the process that will apply between 2 January and 31 March 2014 as per the Nurses and Midwives (Tasmanian State Service) Interim Agreement 2013

3.1 Meeting with the Nurse Unit Manager

Prior to applying for advancement to Grade 4 the applicant is required to make an appointment with their Nurse Unit Manager to discuss their application.

- The Nurse Unit Manager and the applicant will discuss and agree on a clinical portfolio (see below).

3.2 Preparing the Application

Applicants are required to complete all sections of the Application Form available on the DHHS Nursing and Midwifery Unit intranet page.

Where applicable, applicants should provide supporting evidence (supporting evidence should be recent ie within previous five (5) years).

3.3 Addressing the Assessment Criteria

Applicants are required to address each of the assessment criteria:

a) clinical knowledge and skills;

b) education of self and others; and

c) clinical leadership and management.

Where appropriate dot points should be used.

When responding to the assessment criteria applicants need to:

- demonstrate their capability by providing evidence of how they meet the criteria;

- provide specific details/examples and where possible provide an indicator of success or a result; and

- demonstrate how their personal/professional attributes, previous experience, skills, knowledge, education and training enable them to perform the Grade 4 role effectively.

3.4 Providing a Clinical Scenario

Applicants are required to choose a recent clinical situation (clinical scenario) they were involved in and reflect on their practice. The applicant is required to outline:

- the clinical scenario and their role

- their decisions and actions taken

- how they could have improved the situation for the patient, others and themselves

- the knowledge, theory and policy that could be applied to the situation

- any broader issues, for example ethical and legal arising from the situation

Responses are to be recorded in the relevant section on the Application Form and should be no more than two (2) A4 typed pages.
3.5 Preparing a Plan for the Clinical Portfolio
Applicants are required to prepare a plan for managing the mutually agreed clinical portfolio.

Responses are to be recorded in the relevant section on the Application Form and should generally be no more than two (2) A4 typed pages.

Applicants are required to:
- describe the clinical portfolio they agree to undertake;
- explain why the clinical portfolio is chosen;
- explain the steps to be taken to manage the clinical portfolio; and
- describe the key objectives, goals and measures of success that will be achieved in years one and two of the role.

3.6 Submitting the Application
*Please refer to the revised Guideline for the process that will apply between 2 January and 31 March 2014 as per the Nurses and Midwives (Tasmanian State Service) Interim Agreement 2013*

The completed Application Form and the applicant's supporting documentation is to be emailed to the applicant's Nurse Unit Manager within three (3) months of the initial meeting with the Nurse Unit Manager to discuss the application.

Assessment of the Application
The application will be assessed against the Grade 4 criteria by the assessment panel (panel) of three (3) members.

If required, applicants may be asked to provide additional information to support their claim for advancement to Grade 4.

Where the decision of the panel is not unanimous the panel may choose to meet with the applicant to give the applicant the opportunity to provide additional information to support their application.

The panel's recommendation will be submitted to the delegate for endorsement.

3.7 Assessment Outcome
Applicants will receive written advice on the outcome of the panel's decision.

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4. INFORMATION FOR NURSE UNIT MANAGERS

4.1 Preparation Prior to Meeting with Applicants
- Nurse Unit Managers are required to determine appropriate Grade 4 clinical portfolios (see below) that will provide outcomes to benefit patient care delivery within the practice setting.

4.2 Determining Clinical Portfolios
A clinical portfolio is an area of responsibility that involves key activities that are fundamental to the role and function of the practice setting.

The Nurse Unit Manager and the applicant will discuss and mutually agree upon the clinical portfolio the applicant will undertake if successful in their application to advance to Grade 4.
The clinical portfolio must be relevant to the clinical setting, provide outcomes that will benefit patient care delivery and may reflect the applicant’s future career direction, eg clinical, education, research or clinical management.

Some examples of clinical portfolios include:

- Clinical:
  - Undertake clinical audits; lead change to improve clinical outcomes for patient care; monitor clinical risks and reporting of incidents; review of clinical policies/procedures.

- Education:
  - Work closely with the Clinical Nurse Educator to provide education; coordinate annual competency assessments eg CPR, fire training, manual handling, hand hygiene.

- Research:
  - Lead a journal review group; participate in research within the clinical area.

- Clinical Management:
  - Management of a key quality activity eg infection control, occupational health and safety.

4.3 Meeting with Applicants

Prior to submitting an application, the registered nurse/midwife is required to make an appointment with their Nurse Unit Manager to discuss their application.

- At this meeting the Nurse Unit Manager is required to discuss and agree on a clinical portfolio.

4.4 Receiving Applications

*Please refer to the revised Guideline for the process that will apply between 2 January and 31 March 2014 as per the Nurses and Midwives Interim Agreement 2013.

Applicants are required to submit their completed Application Form (by email) within three (3) months of the initial meeting.

Upon receipt of the application the Nurse Unit Manager is required to:

- note the date the application was received;
- forward the Referee Report template (Appendix 3) to the applicant’s two (2) nominated referee’s.
- The return date for the Referee Report must be prior to the assessment panel meeting in order for the panel to make a full assessment of the application with Referee Reports to inform/support the assessment outcome.

4.5 Convening the Assessment Panel

*Please refer to the revised Guideline for the process that will apply between 2 January and 31 March 2014 as per the Nurses and Midwives (Tasmanian State Service) Interim Agreement 2013
The Nurse Unit Manager is required to convene and chair an assessment panel (panel). The panel consists of two (2) other members who have knowledge of the clinical area.

Panel members may include the Clinical Nurse Educator, Clinical Coordinator, Clinical Nurse Consultant, Grade 4 registered nurse/midwife from the applicant’s clinical area, Nurse Unit Manager from a similar area, or if the applicant holds more than one position the Nurse Unit Manager for that position.

As Chair of the panel, the Nurse Unit Manager is responsible for arranging the panel assessment meeting and forwarding the applicant’s application and Referee Reports to panel members via email for review.

4.6 Assessing Applications

*Please refer to the revised Guideline for the process that will apply between 2 January and 31 March 2014 as per the Nurses and Midwives Interim Agreement 2013.

The panel is required to complete their assessment within 28 days of receipt of the written application.

The Nurse Unit Manager as chair of the panel is responsible for ensuring:
- panel members have a clear understanding of the assessment process;
- the assessment process is managed in accordance with the State Service Act 2000, and State Service Principles 2001;
- the process is equitable, transparent and all available evidence is considered;
- feedback is available for all applicants; and
- the assessment outcome and rationale is documented accurately.

Panel members are required to assess the application against the assessment criteria (refer to Appendix 4) prior to convening to discuss the application.

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

Where the decision of the panel is not unanimous the panel may choose to meet with the applicant to give the applicant the opportunity to provide additional information to support their application.

To be recommended for Grade 4 applicants need to score $\geq 43$ out of 48 (90%) on the assessment criteria and have satisfactory Referee Reports.

4.7 Assessment Outcome

*Please refer to the revised Guideline for the process that will apply between 2 January and 31 March 2014 as per the Nurses and Midwives Interim Agreement 2013.

Once the outcome has been determined, the Nurse Unit Manager is responsible for:
- finalising the Assessment Recommendation Report (refer to Appendix 5) by gaining the signatures of the panel members and forwarding it to their direct line manager prior to forwarding (electronically using PageUp) to the Chief Executive Officer (CEO) for endorsement.

The Nurse Unit Manager will forward the endorsed Assessment Recommendation, the applicants Application Form, the Referee Reports, and the completed Assessment Criteria
Form to Human Resources electronically using PageUp (28 days from application date) and advise the applicant of the assessment outcome:

- if successful: using the Standard Letter template for Successful Applicant (refer to Appendix 6); or
- if unsuccessful: using the Standard Letter template for Unsuccessful Applicant (refer to Appendix 7) and provision of feedback outlining reasons for non-advancement.

The Nurse Unit Manager will retain the application securely for future performance and development requirements.

5. INFORMATION FOR PANEL MEMBERS

*Please refer to the revised Guideline for the process that will apply between 2 January and 31 March 2014 as per the Nurses and Midwives (Tasmanian State Service) Interim Agreement 2013

5.1 Panel Members Responsibilities

- declaring any conflict of interest;
- reviewing the applicant’s application prior to the panel convening;
- scoring the applicant’s application against the criteria as per the Assessment Criteria Form template (refer to Appendix 4);
- forwarding the completed Assessment Criteria Form to the panel chair via email;
- maintaining strict confidentiality at all times during and after the assessment process;
- contributing to panel discussions in order to reach agreement on the assessment outcome;
- signing the Assessment Recommendation Report (refer to Appendix 5); and
- ensuring the process is equitable and transparent.

6. FORMAL CAPABILITY REVIEW

Grade 4 registered nurses/midwives must undertake a Formal Capability Review every two (2) years in accordance with the Nurses and Midwives Heads of Agreement 2010.

Those registered nurses/midwives who translated to Grade 4 on 1 December 2010 will be exempt from this requirement for the life of the Agreement.

Refer to the Registered Nurse/Midwife Grade 4 Formal Capability Assessment and Review Guideline for further information about the process.

7. RELINQUISHING GRADE 4

A Grade 4 registered nurse/midwife may voluntarily withdraw from the Formal Capability Assessment framework process at any time and choose to maintain their employment arrangements as a Grade 3 Year 8 registered nurse/midwife.

The registered nurse/midwife must notify their Nurse Unit Manager of this decision in writing.

Refer to the Registered Nurse/Midwife Grade 4 Formal Capability Assessment and Review Guideline for further information about the process.
8. GRIEVANCE PROCEDURE

Where the registered nurse/midwife is not successful in their application for advancement to Grade 4 they have the right of appeal in accordance with the Grievance and Dispute Resolution consistent with the Award.

If the appeal is successful, the registered nurse/midwife will progress to Grade 4 effective from the first full pay period 28 days after submission of the application.

If the appeal is unsuccessful, the registered nurse/midwife may reapply no sooner than 28 days after notification of the appeal outcome.

9. APPENDICES

Appendix 1 – Grade 4 Classification Standard
Appendix 2 – Revised Application Form
Appendix 3 – Referee Report
Appendix 4 – Assessment Criteria Form
Appendix 5 – Assessment Recommendation Report
Appendix 6 – Standard Letter Template for Successful Applicant
Appendix 7 – Standard Letter Template for Unsuccessful Applicant
Appendix 8 – Request for Reconsideration Form
Formal Capability Assessment
Grade 3 to Grade 4

GRADE 4 CLASSIFICATION STANDARD

The following is an extract from the DHHS Nursing and Midwifery Classification Standards

Focus and Context

- Work in a facility or community practice setting to provide clinical care for an allocated patient/client group with diverse and/or complex care requirements in a defined practice area. This work requires the application of well developed general and specialist nursing/midwifery knowledge and skills to provide effective practical solutions.

- Provide clinical care management support to the Clinical Coordinator and/or Nurse Unit Manager in the coordination of patient/client care delivery on a shift by shift basis in an area of practice through the effective allocation and prioritisation of nursing/midwifery resources.

- Contributes to workplace activities beyond their immediate responsibilities of delivering clinical care to their patients/clients by providing nursing leadership. This shall include but not limited to include active involvement in clinical education, assist in management, safety and quality practice development and clinical leadership activities.

- Established decision-making and operational frameworks may require considerable interpretation and initiative. Guidance and instruction may on occasion be received on the implementation of highly technically complex modifications of care consistent with policy, regulatory and/or technological requirements and developments.

Expertise

- High level specialised expertise in the relevant area of nursing/midwifery and associated field of activity gained through extensive experience and/or post graduate qualifications in clinical care.

- Developing expertise in controlling and managing allocated resources, and assists with the assessment of the competence of staff, and in determining priorities and approach to managing the clinical care of clients within the defined practice area.

- Participate and contribute to research, with the ability to understand and apply evidence to practice to improve standards of contemporary health care.
**Interpersonal Skills**

- Promote co-operation, teamwork and understanding in undertaking specialist nursing practices in a complex operational environment for effective health care outcomes.
- Lead, support and promote a learning culture by encouraging reflection and professional development and assisting others to maintain professional portfolios.
- Contribute and participate in the preceptorship program to assist in the achievement of unit and organisational goals.
- Communicate, organise, and facilitate the responsibilities pertaining to a particular clinical portfolio.
- Provides specialised advice and clearly articulate complex and difficult issues to staff, patients and public in terms which are understandable.
- Maintain productive working relationships, effectively deal with challenging behaviours and the resolution of conflicts.
- Assists and provides feedback to the Clinical Coordinator and/or Nurse Unit Manager, relating to performance development of less qualified or experienced members of the team.

**Judgement**

- Exercises initiative, flexibility and creativity to Identify, define and develop options and recommendations to improve the delivery of complex specialised service delivery to an allocated group of patients within a defined practice area.
- Utilise evidence based practice and available research, to develop, plan and implement improvements to the delivery of complex specialist service delivery.
- Well developed conceptual, analytical and reasoning skills to research investigate and propose recommendations of alternative approaches for improved health care outcomes.
- Identifies, assesses and responds to change, that may require the modification of clinical practices, and which may be due to emerging developments. May make recommendations to improve outcomes for patients or clients, or improve efficiencies in clinical care delivery.

**Accountability and Responsibility**

- In the absence of the Clinical Coordinator and/or Nurse Unit Manager, shall be responsible for the coordination of patient/client care delivery in a practice area through the effective allocation and prioritisation of nursing resources for a rostered shift/period for day and shift workers.
- Responsible for demonstrating the full range of registered nurse competencies, and for ongoing self development to maintain own knowledge required to carry out role.
- Responsible for contributing and participating in preceptorship program to assist in the achievement of unit and organisational goals.
• Responsible for the appropriate delivery of agreed outcomes pertaining to a particular clinical portfolio.

• Accountable for own actions, professional and quality controls and maintaining nursing practice standards and service delivery outcomes, including activities delegated to others.

• Responsible for supporting the performance development of less qualified or experienced members of the team and contributing to the learning of the work area.

**Influence**

• Considerable influence in the determination of priorities and approach to the clinical care of an allocated group of patients/clients. This includes:

  1. specialised advice and expertise regarding planning, evaluation and integration of clinical practices; and

  2. education, instruction, guidance to support the development of less qualified or experienced staff

• The role will also influence the management of activities and clinical portfolios, the support of the development of others and contribution to the learning in the work area.

• Activities have a significant effect on patient care and the maintaining of service and standards within a defined practice area.
Grade 4 Formal Capability Assessment
REVISED APPLICATION FORM

For assistance in completing this application, refer to the Grade 4 Formal Capability Assessment Guideline and Handbook. This application must be completed AFTER meeting with your Nurse Unit Manager as outlined on page 8 of the Guideline and page 5 of the Handbook. You are encouraged to complete this form electronically.

APPLICANT NAME

NAME: ____________________________________________

ADDRESS: _______________________________________

PHONE: ___________________ MOBILE: ____________________

EMAIL: ____________________________________________

CURRENT EMPLOYMENT - IF MORE THAN 2 POSITIONS, PLEASE ATTACH AN ADDITIONAL PAGE

• POSITION 1
  
  POSITION TITLE: _______________________________________
  
  POSITION NUMBER: _______________________________________
  
  CURRENT NUM: __________________________________________
  
  CONTACT DETAILS: _______________________________________
  
  HOURS PER FORTNIGHT: ____________ CURRENT GRADE/YEAR: _______
  
  DATE COMMENCED: _______________ ANNIVERSARY DATE: __________

• POSITION 2
  
  POSITION TITLE: _______________________________________
  
  POSITION NUMBER: _______________________________________
  
  CURRENT NUM: __________________________________________
  
  CONTACT DETAILS: _______________________________________
  
  HOURS PER FORTNIGHT: ____________ CURRENT GRADE/YEAR: _______
  
  DATE COMMENCED: _______________ ANNIVERSARY DATE: __________

TO BE COMPLETED BY NUM

Date Application Received: _______________

Assessment Completion Due Date: (within 28 days of receiving application): _______________

Applicants who are able to demonstrate competency through the revised Formal Capability Process will be appointed to Grade 4 from the date of approval of assessment or no later than 4 weeks from the date of lodgement.
### 1. Applicant Statement
- as discussed with your NUM
- you may attach supporting documentation to your application (optional)

<table>
<thead>
<tr>
<th>Why are you applying to progress to Grade 4? (Maximum 100 words)</th>
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### 2. Clinical Scenario (Maximum 200 words)
- Consider a complex clinical scenario that you were involved in and reflect on your practice.
- What knowledge, theory and/or policy applied to the situation?
- Did you identify any broader issues, for example ethical and legal, arising from the situation?

Please note, if you have completed a Performance Development Agreement with your NUM in the last 6 months that clearly demonstrates the knowledge and skills appropriate to the Grade 4 role, please attach it to your application in lieu of completing this section.

If not, you are required to complete this section.

<table>
<thead>
<tr>
<th>Briefly describe the clinical scenario, your key decision and actions.</th>
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<tr>
<th>Could you have improved the situation for the patient, others and yourself? If so, how?</th>
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</table>
### 3. **Clinical Portfolio** (Maximum 200 words)
- You will have already discussed this with your NUM

Briefly describe the clinical portfolio that you agree to undertake.

What are the key objectives/goals/timeframes that you will achieve and how will you measure/evaluate this?

How will you take a lead role to assist in the development of students and less experienced staff both within the team and in relation to your portfolio?

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<td><strong>Referee Name:</strong></td>
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**4. Referees**
- The Nurse Unit Manager may require more information about your application.
- Please nominate two (2) referees who can be contacted by the NUM if required.

Please email your completed application to your Nurse Unit Manager including:

- **Your CPD Activities for the Previous 12 Months** (To be provided if a Performance Development has not been completed in the last 6 months)
- **Your Curriculum Vitae** (optional)
Formal Capability Assessment  
Grade 3 to Grade 4

**REFEREE REPORT**

The applicant has nominated you as a referee for their application to Grade 4. It would be appreciated if you could complete the Referee Report below for this applicant.

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<th><strong>NAME OF APPLICANT:</strong></th>
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<tr>
<td><strong>DATE REPORT COMPLETED:</strong></td>
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<td><strong>NAME OF REFEREE:</strong></td>
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The Grade 4 nurse or midwife demonstrates competence in advanced nursing or midwifery practice, is experienced in their chosen area of clinical practice, and contributes to workplace activities beyond their immediate responsibilities of delivering clinical care to their patients or clients. This may include active involvement in clinical education, clinical leadership and management, safety and quality and practice development.

It is expected that registered nurses/midwives applying for advancement to Grade 4 will have demonstrated sustained ability and commitment to clinical leadership over a period of time and consistently contribute to the development and maintenance of clinical practice within clinical settings.

It is an expectation of the role, that the Grade 4 nurse or midwife will commit to providing the clinical team with excellence in practice and professional clinical leadership.

**IN WHAT CAPACITY DO YOU KNOW THE APPLICANT?**

**HOW LONG HAVE YOU KNOWN THE APPLICANT?**
<table>
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<tr>
<th><strong>CLINICAL KNOWLEDGE AND SKILLS</strong></th>
<th>NOT</th>
<th>LIMITED</th>
<th>DEMONSTRATED</th>
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<tr>
<td><strong>Mandatory Criteria</strong></td>
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<tr>
<td>The applicant demonstrates advanced/specialised nursing knowledge and skills in their current position</td>
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<td>The applicant demonstrates evidence of advanced clinical practice and manages complex patients/clients</td>
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<td>The applicant demonstrates advanced knowledge and application of legal requirements, relevant policies and procedures specific to the clinical area</td>
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<td>The applicant demonstrates critical thinking and reflective practice</td>
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<td><strong>EDUCATION OF SELF AND OTHERS</strong></td>
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<td>The applicant provides support and assistance in the development of learners and less experienced staff</td>
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<td>The applicant demonstrates the ability to provide education and instruction to learners and less experienced or qualified staff</td>
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<td>The applicant assists with assessment of competence of less experienced staff</td>
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<td>The applicant is actively involved in clinical education</td>
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<td>The applicant demonstrates commitment to own professional development and maintenance of contemporary knowledge and skills</td>
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<td><strong>CLINICAL LEADERSHIP AND MANAGEMENT</strong></td>
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<td>The applicant provides support to the nursing team through effective coordination, allocation and prioritisation of nursing/midwifery resources on a shift by shift basis</td>
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<td>The applicant demonstrates leadership and demonstrated ability to lead on a shift by shift basis</td>
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<td>The applicant demonstrates effective decision making, problem solving and conflict resolution skills on a shift by shift basis</td>
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<td>The applicant demonstrates active involvement in workplace activities including safety and/or quality improvement projects</td>
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<td>The applicant utilises evidence-based practice and available research in practice</td>
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<td>The applicant demonstrates advanced written and verbal communication skills</td>
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</table>

* UTA = unable to assess

1 UTA = unable to assess
<table>
<thead>
<tr>
<th><strong>Do you consider the applicant has the knowledge and skills to perform the duties of the Grade 4 role? Please provide comments</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Do you have any other comments you would like to make?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Referee Signature:**  

**Date:**
# Formal Capability Assessment

## Grade 3 to Grade 4

### ASSESSMENT CRITERIA FORM

<table>
<thead>
<tr>
<th>APPLICANT NAME</th>
<th>PANEL MEMBER NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Not Demonstrated 0</th>
<th>Limited Demonstration 1</th>
<th>Demonstrated 2</th>
</tr>
</thead>
</table>

## 1. Clinical Knowledge and Skills

<table>
<thead>
<tr>
<th>Mandatory Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence of advanced/specialised nursing knowledge and skills within the specific clinical area</td>
</tr>
<tr>
<td>Evidence of advanced clinical practice and management of complex patients/clients</td>
</tr>
<tr>
<td>Evidence of advanced knowledge and application of legal requirements, relevant policies and procedures specific to the clinical area</td>
</tr>
<tr>
<td>Evidence of critical thinking and reflective practice</td>
</tr>
</tbody>
</table>

## 2. Education of Self and Others

| Evidence of provision of support and assistance in the development of learners and less experienced staff |
| Evidence of ability to provide education and instruction to learners and less experienced or qualified staff |
| Evidence of assistance with assessment of competence of less experienced staff          |
| Evidence of active involvement in clinical education                                     |
| Evidence of commitment to own professional development and maintenance of contemporary knowledge and skills |

## 3. Clinical Leadership and Management

| Evidence of providing support to the nursing team through effective coordination, allocation and prioritisation of nursing/midwifery resources on a shift by shift basis |
| Evidence of leadership and demonstrated ability to lead on a shift by shift basis       |
| Evidence of effective decision making, problem solving and conflict resolution skills on a shift by shift basis |
| Evidence of active involvement in workplace activities including safety and/or quality improvement projects |
| Evidence of utilising evidence-based practice and available research in practice | Not Demonstrated 0 | Limited Demonstration 1 | Demonstrated 2 |
| Evidence of advanced level of written and verbal communication skills | |

**CLINICAL SCENARIO**

Outline of the decisions and actions taken

Outline of how the situation could have been improved for the patient, others and themselves

Outline of the knowledge, theory and policy that could be applied to the situation

Outline of any broader issues, for example ethical and legal arising from the situation

**CLINICAL PORTFOLIO**

Explanation of why the clinical portfolio was nominated

Outline of the steps to be taken to manage the portfolio

Outline of the key objectives, goals and measures of success that will be achieved in years one and two of the role

**DEVELOPMENT OF STUDENTS AND LESS EXPERIENCED STAFF**

Outline of how the applicant will take a lead role to assist in the development of others

Documented key deliverables and measures of success

**SUBTOTALS**

**TOTAL SCORE**

**To be recommended for Grade 4 applicants need to score ≥ 43 out of 48 (90%) and have satisfactory Referee Reports**

**PANEL DISCUSSION WITH APPLICANT (ONLY IF REQUIRED)**

*Please refer to the revised Guideline for the process that will apply between 2 January and 31 March 2014 as per the Nurses and Midwives Interim Agreement 2013.*

Note: where the decision of the panel is not unanimous the panel may choose to meet with the applicant and give the opportunity to provide additional information to support their application.

**SIGNATURES PANEL MEMBERS:**

**Date:**
Formal Capability Assessment
Grade 3 to Grade 4

ASSESSMENT RECOMMENDATION REPORT
*Please refer to the revised Guideline for the process that will apply between 2 January and 31 March 2014 as per the Nurses and Midwives (Tasmanian State Service) Interim Agreement 2013

<table>
<thead>
<tr>
<th>Applicant Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Number/s:</td>
</tr>
<tr>
<td>Date Application Received:</td>
</tr>
<tr>
<td>Date to be completed by: (within 28 days of receiving application)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment Date:</th>
<th>Time:</th>
<th>Venue:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Panel Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Panel Assessment - Summary - To be completed by the NUM**
**Panel - Recommendation**

<table>
<thead>
<tr>
<th>Recommended for Grade 4</th>
<th>Yes ☐</th>
<th>No ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If not recommended for Grade 4 please outline the reasons:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
<th>Signature:</th>
</tr>
</thead>
</table>

**Manager – Support Recommendation**

*Please refer to the revised Guideline for the process that will apply between 2 January and 31 March 2014 as per the Nurses and Midwives Interim Agreement 2013.*

<table>
<thead>
<tr>
<th>Manager: (however titled)</th>
<th>Name:</th>
<th>Title:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Support Recommendation</strong></td>
<td>Yes ☐</td>
<td>No ☐</td>
<td></td>
</tr>
<tr>
<td><strong>If not supported please outline the reasons:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
<th>Signature:</th>
</tr>
</thead>
</table>

**CEO – Endorsement**

<table>
<thead>
<tr>
<th>CEO:</th>
<th>Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Recommendation endorsed</strong></td>
<td>Yes ☐</td>
<td>No ☐</td>
</tr>
<tr>
<td><strong>If not endorsed please outline the reasons:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Dear APPLICANTTITLE APPLICANTLNAME,

Re: REGISTERED NURSE/MIDWIFE GRADE 4 - FORMAL CAPABILITY ASSESSMENT

Congratulations, your application to advance to Grade 4 has been successful.

Your advancement to Grade 4 will commence from the first full pay period, 28 days after the date your application was received. Human Resources and Pay Personnel have been notified of your advancement.

In accordance with the Nurses and Midwives Heads of Agreement 2010: Clause 5.2.6, nurses at Grade 4 are required to undertake a Formal Capability Review after two years and every two years thereafter. It is a requirement of the Agency, however that you continue to meet with your Manager on an annual basis to discuss your Professional Development Agreement (PDA). It is your responsibility to ensure these requirements are met.

At your PDA, you will receive feedback and guidance relating to your career progression, and it is an expectation that you will provide evidence to your Manager that you are continuing to meet the Grade 4 criteria, agreed key deliverables and showcase your successes.

Once again, on behalf of the panel members we congratulate you on your achievement, your level of commitment to excellence in patient care and wish you every success for your career in nursing. Should you have any queries or wish to discuss, please don’t hesitate to contact me on the number above.

Yours sincerely

PANELCHAIRNAME
PANELCHAIRTITLE

DATE
Dear APPLICANTTITLE APPLICANTLNAME

Re: REGISTERED NURSE/MIDWIFE GRADE 4 - FORMAL CAPABILITY ASSESSMENT

Thank you for your application to advance to Grade 4. The Panel has assessed your submission against the Formal Capability Assessment criteria and advise that on this occasion, your application has been unsuccessful.

The Panel is required to assess the evidence provided for each criterion and has determined that your submission does not provide the necessary evidence to support your advancement to Grade 4.

The assessment panel is appreciative of the time and effort taken in the preparation of your application and encourage you to take the opportunity for feedback on the assessment findings and outcome. Please contact RECRUITERFNAME RECRUITERLNAME on the above telephone number to arrange a mutually convenient time to meet and discuss the outcome of your application.

If you are aggrieved by the decision of the formal capability assessment panel you may, in accordance with the Registered Nurse/Midwife Grade 4 Formal Capability Assessment and Review Guideline, appeal the decision of the panel by notifying the Executive Director of Nursing /Director of Nursing responsible for the operational area in which you are employed.

To make an application for review you must submit a ‘Formal Capability Assessment Request for Reconsideration Form’ (available on the Department’s Nursing and Midwifery Unit intranet page). You are required to include: a) a statement or dot-point summary outlining reasons why you believe the assessment outcome reached by the panel was inaccurate; and b) a copy of your original application.

You are encouraged to take the opportunity for feedback on the assessment findings and outcome prior to any consideration of formal review.

Yours sincerely

PANELCHAIRNAME
PANELCHAIRTITLE
Department of Health and Human Services
NURSING AND MIDWIFERY UNIT

APPENDIX 8

Formal Capability Assessment
Grade 3 Year 8 to Grade 4

REQUEST FOR RECONSIDERATION FORM

**Personal Details**

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Title (Mr/Mrs/Ms):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FAMILY NAME/SURNAME:</td>
</tr>
<tr>
<td></td>
<td>GIVEN NAME:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Details</th>
<th>Home Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Work Phone:</td>
</tr>
<tr>
<td></td>
<td>Mobile:</td>
</tr>
<tr>
<td></td>
<td>EMAIL:</td>
</tr>
</tbody>
</table>

**Employment Profile**

<table>
<thead>
<tr>
<th>Current Position Title</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Departmental or Operational Unit</th>
</tr>
</thead>
</table>

**Grade 4 Application**

<table>
<thead>
<tr>
<th>Date Original Application Submitted</th>
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</table>

Where the registered nurse/midwife is not successful in their application for advancement to Grade 4 they have the right of appeal in accordance with the Grievance and Dispute Resolution consistent with the Award.