Registered Nurse, Midwife and Mental Health Nurses – Post Graduate Qualification Allowance Approval Flowchart

ANF Agreement 2013 (clause 19) for Qualification Allowance for RN/ Midwife/ Mental Health Nurses commences as of 16 October 2014 subject to achievement of an additional approved qualification relevant to the Applicant's current position at the time. Alternatively, the relevant date is the date of receipt of qualification or date of appointment/ transfer to a relevant practice, position or role, whichever is the later. NOTE: TAFE qualifications do not qualify.

Complete in 3-weeks

Complete in 3-4-weeks

Applicant: prepare relevant documentation i.e. <u>K5 Form 'ANF Qualification Allowance</u>, copy of highest qualification applicable to claim; original registration certification and send to Line Manager for approval by the Regional Director Nursing & Midwifery (RDNM).

RDNM: will assess the claim and make a determination in accordance with the list of 'Approved Qualifications'.

If Applicant's qualification is not on Approved Qualification list, RDNM can make an individual assessment and approve. If further review required RDNM to forward to Executive Director of Nursing and Midwifery (EDONM) for assessment.

The **RDNM** is to progress the approved claim: sign and forward the K5 Form and the documentation to HSS PayrollQ@health.wa.gov.au for processing and cc to the line manager and the Applicant.

EDONM is to review the claim and if approved, sign and forward the K5 Form and documentation to HSS PayrollQ@health.wa.gov.au for processing and cc to RND to inform the line manager and Applicant.

If the claim requires further review, the EDONM is to forward to the CNMO chiefNursingOffice@health.wa.gov.au for determination by the lndependent Review Panel (IRP). The IRP decision is final.

If the IRP approves the claim, the CNMO is to forward the K5 Form and documentation to HSS PayrollQ@health.wa.gov.au for processing. HSS will inform the RND and the Applicant of the outcome i.e. claim approved or not approved.

HSS: Payroll is to liaise with the manager who authorised the K5 Form if further information / clarification is required.

For payment inquiries - email HSS direct PayrollQ@health.wa.gov.au

Q: How long will Qualification Allowance approval/ payment process take? **A**: Approximately 6 to 7 weeks. For more see: Information Circular IC 0204/14 October 2014

Printed or saved electronic copies of this policy document are considered uncontrolled.

Always source the current version from WACHS HealthPoint Policies.

Date of Last Review: November 2018 **Version:** 4.00

Contact: WACHS Coordinator of Nursing (E.Storey)

Page 1 of 1

Date Next Review: November 2023 EDRMS Record No: ED-CO-15-2109 Published: 22 November 2018

Effective: 22 November 2018