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| 2020 Victorian Nurse Practitioner Program Candidate Support Packages |
| Application Template |

Instructions

For details regarding the policy and funding framework, eligibility, selection criteria, and funding deliverables and conditions, applicants should first refer to the 2020 Victorian Nurse Practitioner Program Candidate Support Package Guidelines at: <https://www2.health.vic.gov.au/health-workforce/nursing-and-midwifery/furthering-your-nursing-and-midwifery-career/nurse-practitioner>

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| Name of health service |  | | |
| Key Contact for submission - Name |  | | |
| Position/Title |  | | |
| Postal Address |  | | |
| Telephone Number *(Work)* |  | *(Mobile)* |  |
| Preferred E-mail ***(Please print)*** |  | | |

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| Name of Candidate (***If already employed***) |  |
| NP Area of Practice (***Mandatory***) |  |
| NMBA Registration Number |  |
| Date Appointed (as Candidate) | ..…/….../2020 |
| Master of NP commencement (or planned commencement) Date | ..…/….../2020 |
| Anticipated date of Endorsement as a NP | ..…/….../2020 |
| Telephone Number *(Work)* |  |
| Preferred E-mail ***(Please print)*** |  |

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| **SECTION 1: Proposed Model of Care** |
| Briefly describe the model of care in which your Nurse Practitioner Candidate will be supported (max 500 words)  ***Competitive applications will include elements such as:***   * which part of the care continuum the model will service and a description of the service parameters: i.e. hours of operation, site/settings, client groups or exclusions and referral pathways * Impact/benefits of NP role on current model of care * the specific service gaps it is anticipated that the proposed model and NP role will address * how the organisation will manage for service continuity when the NP model is fully implemented |
| **SECTION 2: Specific DHHS key selection criteria (KSC) (maximum of three A4 pages)** |
| **KSC 1:** Provide **brief** information about your organisational commitment to develop and expand NP services, appoint NP candidates into targeted areas of practice and allocate scholarships to registered nurses commencing a master’s level course of study leading to endorsement as an NP. |
| **KSC 2:** Alignment of proposed NP model of care with key organisational, state or national service/policy framework for the targeted clinical area. |
| **KSC 3:** Provide **summary** information that demonstrates your organisation’s capacity to successfully manage workforce initiatives of this size and type. |
| **KSC 4:** Provide thenames, position titles and roles of the clinical and professional supervisors and mentors your organisation has identified to support the nominated candidate. |
| **KSC 5:** Briefly describe the processes that were or will be used to fully develop the proposed model of care (existing, new or emulating model implemented elsewhere). |
| **KSC 6:** Describe how you will support the appointed candidate or endorsed NP to manage any barriers to practice, to ensure the model remains responsive to the needs of the organisation and its clients. ***If your organisation uses a Steering Committee for this purpose, a copy of the Terms of Reference describing membership and frequency of meetings would be a valuable attachment.*** |
| **KSC 7:** Describe the proposed governance arrangements, including project management roles and governance structures.  ***If a collaborative model is proposed, the details of all collaborating sites and evidence of the agreement for all sites must be provided.*** |
| **KSC 8:** The organisation’sbusiness case for the recruitment of a candidate through to their employment as an endorsed NP. (**Attach to application**).  *While provision of a business case is mandatory, use of the Department of Health and Human Service’s template is not (if your organisation has an alternative preferred template)*.  A competitive business case will include:   * Clear identification of funding sources for the NPC and NP position(s) for the first three years post endorsement, specifying that NPs are supernumerary * Salary and salary on-costs * Arrangements for continuity of care when NPC is on leave * Costs associated with backfill of the NPC * Estimates of costs for clinical supervision and mentoring * Arrangements for professional indemnity insurance * Cost of infrastructure and consumables required for delivering services specified under the model of care. |

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| **ANY OTHER INFORMATION IN SUPPORT OF THIS APPLICATION.** |
| Please consider listing any attachments and the title of those documents, to ensure your application package remains intact. |

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| ***Declaration by CEO*** | |
| *In submitting this application, the signatory to the application confirms they have read the  2020 Victorian Nurse Practitioner Program Candidate Support Packages Guidelines and declares that the information contained in the application, including all attachments, is to the best of their knowledge, true, accurate and complete in all material particulars.* | |
| Chief Executive Officer  Name & Title |  |
| Signature  ***(An authorised electronic signature is acceptable)*** | If you are unable to insert an authorised electronic CEO signature, emailing a scanned copy is acceptable, providing that it is of reasonable quality. |
| Preferred email  ***(Please print)*** |  |
| Date | ……./…..../2020 |

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| ***Submitting your Application*** |
| Applications using the 2020 Victorian Nurse Practitioner Program Candidate Support Packages Application Template and supporting Business case should be sent electronically to: [nmw@dhhs.vic.gov.au](mailto:nmw@dhhs.vic.gov.au) with the **Subject**: 2020 Victorian Nurse Practitioner Program Candidate Support Packages, no later than 5.00 pm **Thursday 29 October 2020**.  Incomplete, unsigned or late applications will not be considered. |