Registered Nurse/Midwife
Reclassification Process Guidelines

These guidelines are to assist nurses and midwives in the submission of an application for reclassification. The guidelines should be read in conjunction with the Work Level Definitions and Reclassification Indicators prescribed in Appendix 7 of the Nursing/Midwifery (South Australian Public Sector) Enterprise Agreement 2010 (the Agreement).

Principles and Procedures

These guidelines apply to permanent Registered Nurses/Midwives (RN/Ms) seeking reclassification consistent with the provisions of the Agreement.

For non-base grade classifications (excluding RN/M 6), the reclassification indicators specified in Appendix 7 of the Agreement are the only criteria to be addressed when submitting a reclassification application. Applicants should however ensure they are familiar with the Work Level Definitions in order to have a full understanding of the context of the criteria.

Unless otherwise specified below, the general principles and processes of reclassification are as provided in Part 5.1.3 of the SA Health (Health Care Act) Human Resources Manual (HR Manual).

Applications to Level 2 and Level 3

The following process applies for employees seeking reclassification to RN/M Level 2 or RN/M Level 3:

1. The RN/M will lodge the relevant Application for Reclassification form with his/her line manager. The RN/M seeking reclassification must ensure that all relevant parts of the application are completed before submission.
2. The RN/M's line manager will complete his/her relevant section of the application including a statement of support (or otherwise) of the application. The line manager is to provide a copy of the completed application to the applicant before forwarding it to the Human Resources department of their health unit/region.
3. On receipt of the application the HR department will establish a reclassification panel to assess the application. The Panel will be comprised of an RN/M at the level the applicant is seeking (preferably from a similar clinical environment), a HR representative and a senior nursing/midwifery representative.
4. The Panel will consider the merits of the application with or without discussion with the applicant and/or manager, and will make a recommendation to the appropriate delegate for consideration.
5. Following determination the Panel will provide a detailed summary of the merits of the application. The summary will be made available to both the applicant and his/her line manager.
6. Unsuccessful applicants may lodge a Personal Reclassification Appeal in accordance with Part 3 of the HR Manual.
Applications to Level 4 and above
The following process applies for employees seeking reclassification to RN/M Level 4 or above:

1. The RN/M will lodge the relevant Application for Reclassification form with his/her line manager. The RN/M seeking reclassification must ensure that all relevant parts of the application are completed before submission.
2. The RN/M’s line manager will complete his/her relevant section of the application including a statement of support (or otherwise) of the application. The line manager is to provide a copy of the completed application to the applicant before forwarding it to the appropriate HR department in the health unit/region/Department of Health.
3. The HR department will acknowledge the application and forward it to Workforce Division, Department of Health.
4. On receipt of the application Workforce Division will establish a Cross Regional Nursing and Midwifery Classification Review Panel to assess the application.
5. The Panel will consider the merits of the application and may invite the applicant and/or manager to discuss the application in more detail. The Panel will make a recommendation to the Executive Director, Workforce Division for consideration.
6. Following determination the Panel will provide a detailed summary of the merits of the application. The summary will be made available to both the applicant and his/her line manager.
7. Unsuccessful applicants may lodge a Personal Reclassification Appeal in accordance with Part 3 of the HR Manual.

Assessment against Reclassification Indicators RN/M 1 to RN/M 2
Applicants must ensure appropriate information and evidence is provided in his/her application which clearly illustrates how he/she meets each reclassification indicator. Evidence (e.g. professional portfolio, Performance Review and Development (PR&D) plan, records of formal education and course attendance etc) are to be referred to in the application, preferably in a dot point format, with a maximum of a half page per indicator.

The Panel may seek additional information or seek clarification regarding the submission.

Should a reclassification application from Level 1 to Level 2 not be successful, the Panel’s report will inform a review of the applicant’s PR&D plan in order to assist the applicant in meeting the criteria for a possible re-application. There are no time restrictions on future re-applications.

Assessment against Reclassification Indicators RN/M 3 and Above
RN/Ms seeking reclassification to Level 3, Level 4 or Level 5 are also required to respond only to the reclassification indicators provided in the Agreement. Applicants must ensure appropriate information and evidence is provided in his/her application which clearly illustrates how he/she meets each reclassification indicator. Written applications are also to be up to a maximum of a half page per indicator, however documentation illustrating relevant evidence is expected to be attached to the application.
Nurse Practitioner
Reclassification submissions are not required for RN/M 3s in approved Nurse Practitioner Candidate roles who subsequently address the required criteria to be endorsed as a Nurse Practitioner by the Nursing and Midwifery Board of Australia. For further information, please refer to the “Guiding Principles to support Terms of Reference for Nursing and Midwifery Classification/Reclassification Level 4 to Level 6”.

RN/M Level 6
Applicants seeking reclassification from RN/M 5 to RN/M 6, or current RN/M 6s seeking reclassification to a different grade within RN/M 6, are required to address the relevant descriptors within the Work Level Definitions contained within the Agreement.

A Cross Regional Nursing and Midwifery Classification Review Panel will be established to consider the merits of the application in accordance with the process outlined above.