## **CNC Reference & Recommendation**

This reference and recommendation for career advancement to Registered Nurse Level 2 is to be obtained from your Clinical Nurse Consultant

|  |  |  |
| --- | --- | --- |
| APPLICANT’S NAME |  | |
| Current Position & Designation |  | |
| Current Ward/Unit & Division |  | |
| Employer  *Please click & check the relevant box* | Canberra Health Services | Calvary Public Hospital  Bruce |
| Date commenced in position |  | |
| Clinical area applied for |  | |
|  | | |
| CNC’s NAME |  | |
| Ward/Unit & Division |  | |
| Contact Phone number |  | |
| Email |  | |
| *CNC’s signature* | *[An electronic signature is not accepted]* | |
| Date |  | |
|  | | |
| **Referees are asked to refer to the rating scale attached to rate each criterion** | | |

## **Reference: Selection Criteria**

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| 1. Extensive demonstrated competence in providing direct nursing care for patients of varying complexity while working within professional legislation and existing policies and procedures. |
| ***Rating:*** |

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| 1. Proven leadershipability. |
| ***Rating:*** |

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| 1. Demonstrated ability to communicate effectively and appropriately (orally, non-verbally and in writing), in a diverse range of situations including negotiation and consultation using consistent & transparent processes |
| ***Rating:*** |

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| 1. Supports education within the clinical area with evidence of a commitment to the fostering of a learning culture, through:    * Implementation of an individual professional development plan    * Active contribution to and participation in specialty area-specific education and training    * Facilitation of competency-based practice for students, and new or less experienced staff as outlined in the NMBA Registered Nurse Standards for Practice, the Code of Ethics for Nurses in Australia, and the Code of Conduct for Nurses in Australia. |
| ***Rating:*** |

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| --- |
| 1. Support safe and evidence-based practice within the clinical area through:  * Participation in policy, protocol and procedure development * Promotion of, and/or contribution to, research as a source of current evidence-based in the specialty area. |
| ***Rating:*** |

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| 1. Demonstrated commitment to work, health and safety (WH&S) and the positive patient experience and display of behaviour consistent with:  * ACT Health values of Respect, Integrity, Collaboration and Innovation.   or   * Calvary values of Hospitality, Healing, Stewardship and Respect**.** |
| ***Rating:*** |

## **Recommendation: Clinical Nurse consultant**

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| --- | --- | --- |
| ***As the CNC for the applicant above*:** | **Yes** | **No** |
| I fully support the applicant for advancement to Registered Nurse Level 2 |  |  |
| I confirm the applicant meets all selection criteria for advancement to Registered Nurse Level 2 |  |  |
| I confirm the applicant has completed all mandatory training requirements |  |  |
| Overall recommendation (required): | | |
| **Once completed, please forward this form to the DON for final endorsement** | | |

1. **Recommendation: Director of Nursing**

This recommendation for career advancement to Registered Nurse Level 2 is to be obtained from your Director of Nursing

I confirm that, I support the recommendation for career advancement for, (*insert name of applicant here*).

To the best of my knowledge, I agree that the applicant meets the requirements for advancement to Registered Nurse Level 2.

I can further confirm that the nominee is not subject to any notification, restriction/limitation to practice, under investigation, disciplinary process or undergoing performance management.

|  |  |
| --- | --- |
| Name |  |
| *Signature* | *[An electronic signature is not accepted]* |
| Date |  |
| Once completed, please return this form to the candidate | |

The assessment ratings as detailed below should be used by the Selection Advisory Committee to measure the performance of the applicant’s skills and abilities in respect of each of the selection criterion, as demonstrated in the job application, interview and Referee reports.

The alphabetical ratings may be adjusted (i.e. C-FC) in cases where the given rating does not best describe the assessment, and/or to assist in differentiating the performance of two or more applicants. (Assessments are to be recorded on the Selection Report Form)

This assessment rating scale is to be used for the entire process including short-listing, any assessment method including interviews, individuals and comparative assessments of applicants, and Referee reports.

**Assessment Against Selection Criteria**

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| --- | --- | --- |
| **Scale** | **Description** | **Indicators of Performance** |
| **E** | **Excellent**  On evidence available, the applicant has exceptionally well-developed and relevant skills and abilities, and the appropriate personal qualities in relation to this criterion, and his/her performance is outstanding i.e. above what would normally be expected of staff at this level. (To be used only in cases where exceptional skills have been demonstrated against this criterion.) | **Is able to perform above expectations for any of the following reasons**   * excellent job knowledge * exceptionally reliable * considerable demonstrated ability in problem solving and the application of change * appears to instinctively and effectively deal with all matters relating to their current position |
| **FC** | **Fully Competent**  On evidence available, the applicant has highly developed and relevant skills and abilities, and would perform consistently again this criterion. | **Would require little supervision to achieve good results, for any of the following reasons**;   * is reliable and responsible * has well developed (sound) job knowledge * is able to suggest and initiate improvement * is well able to deal with all of the routine and most of the complex matters relating to their current position |
| **C** | **Competent**  On evidence available, the applicant has relevant skills, abilities and personal qualities and would be generally effective against this criterion. | **Would require routine supervision to perform at an acceptable level for any of the following reasons;**   * has reasonable/good job knowledge * makes few errors * is generally reliable * required guidance for more complex situations * can carry responsibility * can deal with all routine matters relating to their current position |
| **RD** | **Requires Development**  On the evidence available, the applicant has some skills, abilities and personal qualities relevant to the criteria, but is limited on others.  S/he would be able to temporarily perform the duties of the position with close supervision, but would require further training and development to meet the standard required against this criterion. | **Would require close supervision to perform at an acceptable level for any of the following reasons**   * has only basic/general job knowledge * can follow directions but requires frequent checking etc * deals with some routine matters relating to their current position * inconsistent work performance |
| **U** | **Unsuitable**  On the evidence available, the applicant is unable to demonstrate that s/he has adequate skills, abilities and personal qualities in relation to the criteria. S/he does not meet the requirements of the criteria. OR  Does not meet the criteria. | **Would be unable to perform the duties and would require constant supervision for any of the following reasons;**   * has limited job knowledge * makes frequent errors * poor work output * has difficulty carrying responsibility or solving problems * has difficulty dealing with routine matters relating to their current position |