**Memorandum of Understanding**

**BETWEEN**

Australian Nursing and Midwifery Federation (Victoria Branch) of 535 Elizabeth Street, Melbourne Victoria (**ANMF**)

And

>>><<< insert other party

1. **Title**

The title of this MoU is the ANMF and <<<>>> (insert name of Council) Victorian Maternal and Child Health Nurse Student (VMCHNS) Employment Model

1. **Definitions**

**“ANMF”** means the Australian Nursing and Midwifery Federation (Victoria Branch)

**“Council”** means a municipal Council

**“DH”** means the Department of Health, Victoria

**“FWC”** means Fair Work Commission

**“LG”** means Local Government

**“MAV”** means Municipal Association of Victoria

**“MCH Nurse”** means a person who holds current registration with Ahpra as:

* a Registered Nurse (Division 1)
* a Registered Midwife, and
* in addition to the above registrations, holds an accredited postgraduate degree/diploma (or equivalent) in maternal and child health nursing.

**“MCH Nurse Student”** means a person who holds current registration with Ahpra as:

* a Registered Nurse (Division 1)
* a Registered Midwife, and
  + in addition, is currently enrolled in accredited post graduate diploma (or equivalent) of child and family health nursing MCH Program of Study ,in a Victorian University, and has satisfactorily completed 150 hours of clinical experience in the MCH program of study, and the theoretical content to support Universal MCH nursing practice.

**“SCV”** means Safer Care Victoria

1. **Background**
   1. The ANMF is a registered organisation under the Fair Work (Registered Organisations) Act 2009 and represents the industrial and professional interests of Maternal and Child Health Nurses who are employed by Local Government in the State of Victoria.
   2. DH is a department of the Victorian Government. DH comprises several portfolios, each representing a key function of the work to serve Victoria. The Primary, Community and Dental Health portfolio is responsible for funding, monitoring and planning the provision of community health care services (including counselling, allied health and nursing), dental services, and maternal and child health and early parenting services.
   3. The MAV is the peak membership association and legislated peak body for local government in Victoria.
   4. Due to the impact of the COVID-19 pandemic, and other pressures including continued increases in staff leave and unexpected increases in birth notifications and enrolments, some MCH services in Victoria have experienced significant workforce challenges and shortages that have impacted service delivery.
   5. The parties in 3.1 to 3.3 have agreed on a Memorandum of Understanding for a time limited workforce model, the VMCHN employment model, which permits a Local Government to employ MCH Nurse Students in a local council/shire however described.

3.6 The Victorian Maternal and Child Health Nurse Student (VMCHNS) Employment Model is one of several time limited alternate workforce models that can be implemented to increase workforce capacity and MCH service delivery for those with extreme workforce shortages. The Model has been prepared by the Department of Health, MAV and SCV in consultation with the ANMF, Victorian Association of Maternal and Child Health Nurses (VAMCHN), Victorian Maternal & Child Health Coordinators Group, Inc (VMCHCG) and Latrobe University, RMIT and Federation universities. This short-term workforce model is a value add to the local government MCH ongoing recruitment and retention strategies.

1. **Agreed matters**

The parties have agreed to the matters set out below.

**5. Principles**

The key principles which underpin VMCHNS Employment Model will be in accordance with the employment arrangements of the Victorian Maternal and Child Health Nurse Student (VMCHNS) employment model set out in Appendix A of this MOU.

1. **Duration**

This Memorandum of Understanding is made on the date of the last signature below and operates until the Agreement ceases to operate, whether by replacement or termination unless the parties agree in writing to a new end date for this memorandum of understanding or otherwise agree to its extension of operation. Such agreement will be appended to or replace (as relevant) this Memorandum of Understanding.

1. **Confidentiality**
   1. The parties acknowledge that information disclosed by one party to the other (the disclosing party) in the course of implementing the Agreed Matters may be confidential and, unless required by law, must not be disclosed to a third party except with the prior written consent of the disclosing party.
   2. This Memorandum of Understanding itself is not a confidential document and may be distributed by the parties to relevant MCH employees.
2. **Dispute Resolution**
   1. If a dispute or grievance arises between the parties out of or in connection with this Memorandum of Understanding, the parties to the dispute or grievance will follow the settlement of disputes procedures contained in Clause XX of the <<<>>> insert name of local EBA

**Signatures**

|  |  |
| --- | --- |
| **Signed for the Australian Nursing and Midwifery Federation by its authorised representative in the presence of:** |  |
| **Signature of witness** | **Signature of authorised representative** |
|  |  |
| **Name of witness** | **Name and title of authorised representative** |
|  |  |
| **Date:** | **Date:** |

|  |  |
| --- | --- |
| **Signed for the XXXX by its authorised representative in the presence of:** |  |
| **Signature of witness** | **Signature of authorised representative** |
|  |  |
| **Name of witness** | **Name and title of authorised representative** |
|  |  |
| **Date:** | **Date:** |

**Appendix A – Victorian Maternal and Child Health Nurse Student Employment Model**

1. **Employment**

The MCH Nurse Student employed under this model is required to hold current registration with Ahpra as:

1. Registered Nurse (Division 1)
2. Registered Midwife, and
3. in addition, is currently enrolled in accredited post graduate diploma (or equivalent) of child and family health nursing MCH Program of Study in a Victorian University and has satisfactorily completed 150 hours of clinical experience in the MCH program of study, and the theoretical content to support Universal MCH nursing practice.
4. The MCH Nurse Student will be employed by Council and will be paid by Council 95 percent of the MCH nurse Year 1 rate of pay.
5. Hours of employment per week will be a minimum of one day per week (7.6hours/8 hours).
6. Any additional hours that may be offered will be on the mutual agreement between the parties; Council and the MCH Nurse Student.
7. Spread of hours will be from 0830hrs – 1730hrs.
8. All other employment conditions will be in accordance with the *<<<>>>> insert name of Council EBA*
9. The principles underpinning the employment of a MCH nurse student will be strictly in accordance with:
10. the Victorian Maternal and Child Health Nurse Student (VMCHNS) employment model set out in **Attachment 1**
11. the Victorian Maternal and Child Health Nurse Student will be provided a letter of Offer of Employment Template, set out in **Attachment 2**
12. the Victorian Maternal and Child Health Nurse Student Position Description Template, set out in **Attachment 3**
13. The student will be supported by a MCH nurse who meets the qualifications requirements described in section 4.1 of the Maternal and Child Health Service Guidelines**[[1]](#footnote-1).** A designated MCH nurse will providementoring and clinical support to the student. Where practicable, this can be provided within the local government. The MCH nurse will be provided a minimum of 30 minutes per day to provide clinical support and mentoring to the student. Where required the local government can source this support from an external MCH nurse.
14. Clinical supervision will be provided in accordance with the principles and purposes described in the Clinical Supervision Guidelines - Enhanced Maternal and Child Health Program[[2]](#footnote-2) .
15. The employment period will continue until the student is qualified as a MCH nurse. Once qualified they may be employed as a MCH nurse with no restrictions on practice and be issued with a letter of offer of employment as a MCH nurse with accompanying Council job description, if mutually agreed by the employer and student.

**Attachments**

1. Victorian Maternal and Child Health Nurse Student (VMCHNS) employment model
2. Letter of Offer of Employment Template
3. Victorian Maternal and Child Health Nurse Student Position Description Template

1. *Maternal and Child Health Service Guidelines*, State of Victoria 2019 [↑](#footnote-ref-1)
2. Clinical Supervision Guidelines - Enhanced Maternal and Child Health Program (State of Victoria 2018, reissued 2019) [↑](#footnote-ref-2)