Workbook application process flow diagram

Enrolled nurse (applicant) identifies point of contact with a senior registered nurse (SRN) as support through the application process.

Applicant completes the workbook, makes a copy of it for their own records, then submits it to their line manager.

Within 10 working days of receiving the workbook, the line manager convenes a classification review panel.

Within 10 working days of being convened the panel assesses the application against competencies in the workbook, records recommendation and forwards the workbook to the Director of Nursing/Midwifery (DON/M).

Within five working days of receiving workbook, DON/M endorses panel's recommendation and either forwards workbook to Area Chief Executive (ACE) or delegate, or refers unsuccessful applicants to the line manager or identified SRN for further development.

Successful applicants

The ACE or delegate reviews the recommendation and either endorses the request for reclassification or seeks further information. Written advice provided expeditiously to the applicant.

Unsuccessful applicants

At time of referring the applicant for further development, DON/M provides written advice to applicant giving reasons for application not succeeding.

Dispute resolution at local level

Applicant arranges appointment with line manager for feedback on unsuccessful application.