

Guidelines for Maternal and Child Health nursing applicants

The Maternal and Child Health (MCH) nursing course is taught at two Victorian universities. These are Federation University and La Trobe University. Information for applicants is available from the Municipal Association of Victoria (MAV) MCH website. [MAV](#)

The website includes the following documents:

- Frequently Asked Questions (FAQs) for MCH nursing courses at Federation University and La Trobe University.
- The Expression of Interest (EOI) form for use when applying for a clinical place.
- A list of Local Government Areas (LGAs) offering clinical places. Please refer to the Clinical Place Availability Table for instructions on when and how to approach different LGAs, which may be via phone, email, or direct application on their websites.

You can apply online from early August. We encourage you to apply early to avoid disappointment.

Key University contacts

Dr Catina Adams Course coordinator, Child, Family & Community Nursing La Trobe University School of Nursing and Midwifery Bundoora 3086 Tel: 0403 550 935 catina.adams@latrobe.edu.au	Leola Moore-Coulson Course coordinator Child and Family Health Nursing Institute of Health and Wellbeing Federation University Berwick 3806 Tel: 8768 5527 l.moorecoulson@federation.edu.au
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Clinical placement information

To complete the Graduate Diploma and qualify as an MCH nurse, you must complete MCH nursing studies which includes 300+ hours of clinical placement. These studies include at least 220 hours in an MCH setting and the remainder in various community services.

Your university offer is conditional on your being able to secure a clinical place. Likewise, a clinical placement for MCH nursing is 'provisional' until you successfully enrol in an MCH university course.

How to apply for an MCH clinical place

- Step 1. Download the Expression of Interest (EOI) form from the Municipal Association of Victoria (MAV) website.
- Step 2. Follow the instructions on the [Clinical Place Availability Table](#).
- Step 3. Apply to no more than three LGAs, in the first instance.
- Step 4. Please submit your EOI form promptly, as places are limited. LGAs can receive numerous EOI and may review your application at two key times: approximately mid-September and late October. Local areas will determine their selection processes. Some will consider your application and CV; others may also speak with you on the phone or in an interview.
- Step 5. You will be advised if your EOI is successful or not shortly after the above review times (i.e. early October and mid-November). Please be patient as you wait for feedback.
- Step 6. If successful, you must accept the provisional clinical MCH place within 5 working days of it being sent. Please also promptly advise your preferred university of your acceptance of a clinical place. If you have applied to more than one LGA, please advise them if you have accepted a place elsewhere.
- Step 7. If you don't obtain a provisional clinical MCH place initially, you can submit applications to other LGAs (maximum of 3).
- Step 8. Most University places will be finalised in late November. Depending on your application and available places, you may receive offers from more than one university. If you receive multiple offers, please confirm your acceptance to the university of your choice and notify/withdraw from the other university.
- Step 9. We aim to finalise most university enrolments and clinical placement confirmation by early December. Late applications will be considered up to mid-February.

Please note: Maternal and Child Health services have heavy client loads and offer MCH clinical places to MCH students as a courtesy and contribution to the MCH profession. Please be mindful that MCH's core business is service delivery to increasingly complex and vulnerable families. Obtaining a clinical place is a privilege.

Expectations / Responsibilities

Universities

1. Refer prospective applicants to the MAV site for the Information pack and MCH course FAQs.
2. Be a resource for LGAs and prospective students regarding additional questions about MCH studies and university processes.
3. Assess applications for study, i.e., qualifications, experience, work experience & other requirements.
4. Effectively communicate with students, LGAs, DH and MAV.
5. Timely confirmation to students of university offers.
6. Ensure the University-LGA organisational agreement is maintained.
7. Address clinical concerns with students and LGAs as early as possible.

Applicants / Students

1. Send the EOI to the LGAs (maximum of 3).
2. Submit applications to universities early (from early August to September).
3. Follow the timelines regarding EOI for prospective clinical places and university applications.
4. Timely confirmation of university enrolment and clinical place to LGAs and the university.
5. Advise LGAs if they wish to withdraw their EOI.
6. Good communication with LGAs and universities.

LGA MCH services

1. Refer prospective applicants to the MAV site for the information pack.
2. Acknowledge receipt of the applicant's EOI.
3. Notify applicants if the LGA is unlikely to offer a clinical place.
4. Review the applicant's EOI.
5. Timely advice to students and universities of applicants accepted for clinical places, subject to enrolment in a university.
6. Ensure the University-LGA organisational agreement is maintained.
7. Address clinical concerns with students and universities as early as possible.