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| Victorian Maternal and Child Health Nurse Student - Letter of Offer - Template |
| July 2022 |

**Name of employee**

**Address of employee**

Dear XXXXX

I am pleased to offer you employment as a Victorian Maternal and Child Health Nursing Student at XXXXXX Council.

Your employment details are as follows:

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| Position title: | Victorian Maternal and Child Health Nurse Student |
| Position number: | XXXXX |
| Classification: | Victorian Maternal and Child Health Nurse Student  95 per cent of MCH nurse Year 1 rate of pay |
| Directorate: | Insert Directorate |
| Department: | Insert Department |
| Unit: | Insert Unit - |
| Job Type: | Victorian Maternal Child Health Nurse Student |
| Employment type: | Fixed term |
| Period of employment | Your fixed term contract will be for the maximum period of employment from XXXXX to XXXXX |
| Ordinary hours of work per fortnight | (Insert hours, minimum of one day either 7.6 or 8hrs, to maximum of three days per week) or as negotiated |
| Hourly Rate: | Insert amount $XX.XX per hour, plus superannuation  95 per cent of MCH nurse Year 1 rate of pay |
| Usual place of work: | Address of usual place/s of work - MCH centre  This is your initial usual place of work; however, your work location may change as determined by organisational need. |
| Clinical mentor name: | (Insert name) |
| Clinical mentor title | (Insert name) |
| Supervisor’s name: | (Insert name) |
| Supervisor’s title: | (Insert title) |
| Commencement date: | (Insert commencement date) |

# Conditions of employment

Your employment conditions and renumeration will be in accordance with the (Insert Council name) Enterprise agreement No. (Insert Enterprise Agreement number and year) or such other agreement that replaces it at any time. You can view the current Agreement on the Fair Work Australia website or on the (Council name Intranet).

Your employment at (Insert Council name) is conditional on the following:

* you are holding appropriate working rights within Australia
* the satisfactory completion of a National Police Check
* proof of COVID-19 vaccinations unless holding a medical exemption
* proof of a current Working with Children Check.
* proof of registration as a Nurse and a Midwife with the Australian Health Practitioner Regulation Agency (Aphra)
* proof of a valid and current driver’s licence
* proof if using a personal vehicle for the purposes of work, that current car insurance is valid.
* proof of satisfactorily completed 150hrs of clinical experience in the MCH program AND completion of the theoretical content to support Universal MCH nursing practice at a Victorian university.

If at any time during your employment you are no longer legally permitted to work in Australia or have engaged in criminal activity, legal orders or legal proceedings have commenced that reasonably impacts your ability to perform your inherent requirements, (Insert Council name) reserves the right to consider termination of your employment with immediate effect. You are required to notify your (Insert Human Resources/People and Culture team name of any changes to your legal right to work in Australia and of any criminal convictions that occur during your employment.

If at any time any during this contract period any valid licences or qualifications expire, it is the responsibility of the employee to ensure they maintain that validity for the duration of their appointment. Any change to a valid status or renewal of validity must be notified to (Insert the name of council) immediately to ensure records are maintained accordingly. (Insert name of council) may undertake checks on your eligibility throughout the duration of your employment.

Where you require a valid Working with Children Check you must ensure the Department of Justice and Community Safety, or relevant agency should be notified within 21 days of the commencement of your employment that you have commenced and are working at (Insert name of council).

You will be required to comply with the (Insert name of council) code of conduct, all (Insert council name) internal workplace policies (which are subject to change from time to time) and all other relevant laws and directions. These can be accessed on the (Insert council name) intranet or by request to your supervisor. It is your responsibility to become familiar and act in accordance with these documents and seek assistance if it is unclear or needs further explanation.

All intellectual property created by you during your employment will be owned by (Insert name of council).

# Additional conditions of employment -Victorian Maternal and Child Health Nursing Student (VMCHNS)

As a Victorian Maternal and Child Health Nursing Student the following additional conditions of employment will be provided:

1. You will be paid 95 percent of the MCH nurse Year 1 rate of pay.

* Hours of employment per week will be a minimum of one day per week (7.6hours/8 hours) to a maximum of three days per week. Flexibility above three days can be negotiated.
* Any additional hours above one day that may be offered, will be on the mutual agreement between (Insert council name) and yourself.
* Spread of hours will be from 0830hrs – 1730hrs.
* Penalty rates for Saturday and Sunday will be commensurate with (insert council name) Enterprise Bargaining Agreement.

1. You will undertake MCH service provision within a limited scope of practice to 6 weeks of age of the infant, in line with the scope of practice of a Registered Nurse and Registered Midwife.

* Your scope of practice is limited to providing the first three Key Ages and Stages (KAS) consultations, and any supporting additional or telephone consultations 0-6 weeks within the MCH service. The KAS visits include the initial home visit, the 2-week visit and the 4-week visit.
* You will not be allocated to work within the Enhanced MCH Program or be allocated to lead or coordinate parent groups, or to provide group work or outreach visits as part of the sleep and settling model of care.

1. At the commencement of employment, you will be orientated to the (insert council name) and the MCH Service. As part of this orientation, before practicing independently, you will be buddied with a MCH nurse in the clinical setting for a minimum of 3 days.
2. Throughout your employment, you will be provided with 30 minutes additional administration time to the administration time per day that applies in (insert council name).
3. For your initial 2 months of employment, you will be provided:

* An additional 15 minutes of time per KAS consultation that applies in (insert council name).
* 30 minutes of clinical mentorship per day.

1. After 2 months, in consultation with yourself, the MCH nurse providing clinical mentorship and MCH coordinator will review the additional time allocated in 5. and tailor the time, based on your progress.
   1. The additional 15 minutes per KAS consultation can be reduced to the KAS time allocated in the employing MCH service.
   2. The 30 minutes of clinical mentorship per day can be reduced to a minimum of 30 minutes per week.
2. Clinical supervision will be provided in accordance with the principles and purposes described in the *Clinical Supervision Guidelines - Enhanced Maternal and Child Health Program*[[1]](#footnote-2)
3. The employment period will continue until you are qualified as a MCH nurse. Once you have successfully completed your post graduate program of study in child and family health, you will be offered permanent employment as a MCH nurse.

**Confidential information**

For the purposes of this offer of employment, Confidential Information” means any confidential information (whether or not it is “confidential information” for the purposes of the Local Government Act 2020) relating to the past, present or future business of (Insert name of council) that comes to the knowledge of you and includes, among other things, financial, budgetary, marketing, research and business plan information, the terms of any contract or business arrangement with third parties, trade secrets, licences, client list and supplier lists, the position of (insert council name) or of any Counsellor or staff member on any confidential matter, and any other information the disclosure of use which may be detrimental to the interest of (insert council name).

“Confidential Information” does not include information in the public domain (unless in the public domain due to a breach of confidentiality by any person).

During and after your employment, you must:

* Not disclose confidential Information, documents, and other papers together any copies or extracts thereof made or acquired by you, except as required by law, in the formation of your duties or as permitted or required by (insert name of council);
* Not misuse confidential Information, including use for your own benefit or gain or divulge to any person, firm, company, or other organisation whatsoever any confidential Information;
* Take whatever reasonable measures necessary to prevent the disclosure or misuse of Confidential Information; and
* Return all confidential Information to (insert council name) upon termination or conclusion of your employment.

# Acceptance of offer of employment

I, (insert employee name), accept this offer of employment as detailed in the enclosed *Employment Schedule* and agree to the terms and conditions of employment as outlined.

I acknowledge and agree that:

* I have been provided with a copy of the Position Description and understand what is expected of me in this role.
* I will maintain current qualifications, licences and /or accreditations as required by this position.
* all the information I have provided during the recruitment process is true and correct.
* I will comply with the (insert council name) Code of Conduct, all policies and procedures (which are subject to change from time to time) and all other relevant laws and directions.
* I have the legal right to work in Australia as per the requirements of the position.
* The position, duties, title and reporting structure may change from time to time in accordance with organisational requirements.
* The work location may change, and I may be required to be based at another location within the municipality.

I have understood and will provide the following documents prior to commencing my employment at (insert council name)

* Signed original Offer of Employment
* New Starter Form
* Health Declaration
* Tax File Declaration
* Superannuation (Super) Standard Choice Form
* Current qualifications, licences, accreditations and/or tertiary course progress required by the position

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Signature of employee Signature of witness

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Print name in full Print name in full

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Date

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