 

**Guidelines for LGAs - MCH clinical placements**

**Background**

The process to consider applications for MCH clinical places was introduced following consultation between Victorian Local Government Areas (LGAs) and La Trobe and RMIT and universities. It aimed to meet the needs of applicants, the LGAs that offer clinical places, as well as the universities who provide courses of study.

On reviewing the application process, it was agreed that some LGAs prefer the flexibility of direct contact from applicants and ad-hoc offers throughout the year. Other LGAs appreciate the more structured approach, with applicants being considered and placements offered as a group. This difference in opinion seems to relate to the size of the LGA and the number of applicants to be considered.

The suggested timeline enables more structure for those who prefer that, however, also accommodates the needs of MCH coordinators and applicants, who may need to work outside of this process.

**Key contacts**

|  |  |
| --- | --- |
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**Timeline – MCH student placement applications**

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| --- | --- | --- |
| **Month** | **Activity**  | **Note** |
| **June** | Universities to review selection and enrolment timeline and documentation. Forms updated.LGA to provide updated numbers of clinical places for 2023/24 |  |
| **July** | Application procedure and forms available @ MAV for students to download:https://www.mav.asn.au/what-we-do/policy-advocacy/social-community/children-youth-family/maternal-and-child-health-children-0-6-years | Universities & LGAs to refer students to MAV site |
| **Aug** | University Open Days – may be online this year.Students can apply directly to more than one university and lodge an Expression of Interest (EOI) for clinical placement with a maximum of 3 LGAs, in the first instance. | Applications open from beginning of August |
| **Aug - Dec** | Universities make conditional offers to applicants - conditional on applicants providing evidence of a clinical place.RMIT – timely applications close on 10th November. La Trobe and Federation Uni – timely applications close 10th December. All universities may accept late applications if places are available. |  |
| **Aug - Dec** | LGAs may offer clinical places during this time. LGAs to notify applicants and universities if a clinical place is confirmed, Universities can then confirm the course offer.  |  |
| **Dec** | Final review of timely applicants by LGAs**By first week December** - Advise applicants of an offer of a clinical place. LGAs to advise universities of clinical place offers made to students.LGAs to advise universities of any remaining clinical places.Universities will advise qualified applicants if clinical places are still available. |  |
| **First week Dec** | Student clinical places confirmed. University enrolment confirmed. Applicants must enrol to accept a university place. |  |
| **Feb** | All universities have preclinical requirements before students can begin MCH placements – immunisation, WWC, Fit-to-WorkRMIT – mid-Feb Early Start Workshops |  |
| **March** | La Trobe and Federation – classes start |  |
| **April** | Students at all universities are ready to begin MCH clinical placements (1st April through to mid Oct). |  |

**Responding to applications for MCH clinical places - Procedure**

1. Update the Clinical Place Availability Table which is included on the MAV website.

Please note:

* Full-time students will need 30 days MCH placement.
* Part-time RMIT students part time will need 30 days MCH placement in their second year of study.
* Part-time Federation and La Trobe students will need 15 days MCH placement in each of two years.

2. Refer applicants for clinical places to the MAV site where they can download an Applicant information pack and Expression of Interest (EOI) form.

3. Ask applicants to send you an EOI form and their CV.

4. Consider putting a statement on your Council website to refer applicants to the MAV site.

5. Save EOIs in a folder until the review date. Early offers may be made prior to review date.

6. Review applications using the EOI and CV. Please allow extra time if you choose to interview applicants.

7. Advise successful applicants that they have a clinical place, subject to university enrolment.

8. Advise universities of the applicants offered provisional clinical places (subject to university MCH enrolment). Advise if any further places may be available or when capacity reached.

9. Review the timeline to check when university applications will be finalised.

10. Contact the university coordinators if you have any questions.

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

**Proforma Letters**

These are provided for your convenience, if you wish to use them.

1. Proforma for **Acknowledgement of Expression of Interest**

2. Proforma for advising **Clinical Places Unavailable.**

3. Proforma advising **Confirmation of Clinical Placement** (subject to enrolment at university).

4. Proforma for **University Notification** - advises all universities of clinical places offered, subject to enrolment at university.

Proforma 1

Council letterhead

**To student acknowledging receipt of an application**

Dear (Name)

Thank you for submitting an Expression of Interest form applying for an MCH clinical place.

Expressions of Interest for MCH clinical placements are received and may be assessed in groups in September and again at the end of October and are subject to the Local Government Area’s availability and capacity. Successful applicants will be advised of provisional clinical places in early October and mid-November.

Note: A provisional clinical place is subject to the applicant enrolling in MCH studies at either RMIT, Federation or La Trobe.

*To secure an offer, notification of acceptance is required in writing to the LGA* ***within 5 working days*** *of being made.*

You are advised to also send a copy of your acceptance of this offer to the universities to which you are applying.

Yours sincerely,

Signed:

Name:

Position:

LGA:

Date:

Proforma 2

Council letterhead

**To student advising that a clinical place is unavailable.**

Dear (Name)

Thank you for your expression of interest in an MCH clinical place. We are sorry to inform you that we are not able to assist with your application for clinical placement currently. If a place becomes available in a later round, we will be in touch.

Yours sincerely,

Signed:

Name:

Position:

LGA:

Date:

Proforma 3

Council letterhead

**To student confirming an offer of a provisional clinical place.**

**Copy to be sent to the university coordinators**

Dear (Name)

Thank you for submitting an Expression of Interest form applying for an MCH clinical place. We confirm a provisional offer of clinical placement dated …………… to:

Applicant’s name:

Email:

Mobile:

Year/s in which placement is planned to occur (see University specific requirements):

 [ ] 2024 [ ] 2025

University applied to: [ ]  Federation [ ]  La Trobe [ ]  RMIT

This provisional clinical place is subject to you enrolling in MCH studies at a university.

*To secure this offer, notification of acceptance is required in writing to the LGA* ***within 5 working days*** *of being made.* Please also send a copy of your acceptance of this offer to the universities to which you are applying.

Yours sincerely,

Signed:

Name:

Position:

LGA:

Date:

Proforma 4

Council letterhead

**University notification – summary form**

We can support the following applicants for clinical placement:

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| --- | --- | --- |
|  | Clinical Year/s | University Applied |
| Name  | 2023 | 2024 | Federation | LTU | RMIT |
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We are unable to support placement for:

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| --- |
| Name  |
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|  |

Yours sincerely,

Signed:

Name:

Position:

LGA:

Date: