The Congress of Aboriginal and Torres Strait Islander Nurses and Midwives

Referrals Pathway
CATSINaM Referral Pathways

Purpose

This procedure outlines the internal process to refer CATSINaM members with enquiries outside the scope of CATSINaM, to the appropriate organisation.

CATSINaM works closely with sibling organisations, other peak nursing organisations and relevant Aboriginal health organisations when appropriate. These relationships are reflected in this document.

CATSINaM is a peak representative body for Aboriginal and Torres Strait Islander nurses and midwives in Australia. CATSINaM’s primary function is to implement strategies to increase the recruitment and retention of Aboriginal and Torres Strait Islander into nursing and midwifery professions.

All enquiries that fall outside this scope will be appropriately referred to the appropriate organisation following the below pathways.

Key Steps

1. Determine eligibility for the CATSINaM Referral
2. Understand the Enquiry
3. Make referral to the appropriate organisation
4. Action following referral

STEP 1

- Are they a member of CATSINaM – are they eligible to join and receive support?
- If ineligible for CATSINaM membership what peak body can they be referred to?

<table>
<thead>
<tr>
<th>PROFESSION</th>
<th>ORGANISATION</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Worker</td>
<td>NATSIHWA</td>
<td><a href="http://www.natsihwa.org.au">www.natsihwa.org.au</a> or 02 6221 9220</td>
</tr>
<tr>
<td>Doctor</td>
<td>AIDA</td>
<td><a href="http://www.aida.org.au">www.aida.org.au</a> or 1800 190 498</td>
</tr>
<tr>
<td>Allied Health professional</td>
<td>IAHA</td>
<td><a href="http://www.indigenousalliedhealth.com.au">www.indigenousalliedhealth.com.au</a> or 02 6285 1010</td>
</tr>
</tbody>
</table>
STEP 2
- Understand the scope of the enquiry
  - What is the member enquiring about?
  - Is this within CATSINaMs scope of business?

STEP 3
- Provide information to Member on best pathway for their enquiry.

STEP 4
- Once a referral has been made, CATSINaM will have no further involvement. A copy of the referral will be recorded in the Membership inquiry Tool.
- A copy of the enquiry will be added to the contacts and communication tool / membership inquiry tool.
Enquiry Flow Chart

Enquiry comes in

Do I understand enquiry?

Yes

Asses against ‘scope of business flow charts’

Using referral pathway document determine which org looks after enquiry

Pass on relevant information, including organisation, contact details.

Enter in contacts and communications tracking tool / Membership enquiry tool

No

Seek clarification from enquirer or line manager
Within CATSINaM Scope of Business

Within the Scope of CATSINaM

Yes

No

Refer to ‘out of scope chart’

Mentoring
Advocacy
CATSINaM Professional development
Membership
Meeting Coordination
PROFESSIONAL INFORMATION ON CATSINaM

All information regarding CATSINaMs strategic directions, governance, position statements, contact information, membership benefits can be found on the CATSINaM website www.catsinam.org.au

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>WEBSITE LINK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Coordination with staff members</td>
<td><a href="http://www.catsinam.org.au/contactus">www.catsinam.org.au/contactus</a></td>
</tr>
<tr>
<td>Member Benefits</td>
<td><a href="http://catsinam.org.au/membership/">http://catsinam.org.au/membership/</a></td>
</tr>
</tbody>
</table>

MENTORING

CATSINaM is launching our newly refreshed mentoring program. This program will match a mentee and mentor based on specific selection criteria. The CATSINaM Mentoring Program is designed to assist Aboriginal and Torres Strait Islander nursing and midwifery students and graduates to strengthen personal strategies to succeed in learning and workplace environments.

Your workplace and/or university may offer a mentoring program. Please contact your HR officer or support unit within the university.

Please contact CATSINaMs Membership Engagement Officer, via membership@catsinam.org.au to express interest for CATSINaMs mentoring program.

ADVOCACY

CATSINaM provides a united national voice and actively advocates on behalf of our members. We are representing you nationally to make sure Aboriginal and Torres Strait Islander nurses’ and midwives’ ideas, opinion and principles are heard.
Outside CATSINaM Scope of Business

Out of the Scope of CATSINaM

Yes

No

Refer to ‘within the scope chart’

University Support
Financial Support
Scholarships
Continual Professional Development
Racism
Statistics
Registration
Laws / regulations
Networking
Medical Enquiries
Salary Questions
Business Grants
Awards
Insurance
Union Matters

Questions
Insurance
Medical Enquiries
Awards
UNIVERSITY SUPPORT

Universities have an Indigenous Support Unit specifically for Aboriginal and Torres Strait Islander Students. These support units provide personal, social, cultural and academic support for students. This is a great place to start for questions regarding:

- Scholarships and Bursaries
- Enrolment enquiries
- Tutoring through the Indigenous Tutorial Assistance Scheme (ITAS)
- Entrance requirements
- University course questions
- How to move from one course to another
- Student financial support

Please contact your University Indigenous Support Unit - contact information can be found on your University Website

FINANCIAL SUPPORT

Centerlink offer several financial assistance schemes such as ABSTUDY and Newstart Allowance. Please visit the webpage on www.humanservices.gov.au or call on 1800 556 955 for further information.

SCHOLARSHIPS

CATSINaM has a comprehensive list of scholarships and bursaries on our website www.catsinam.org.au/scholarships

Your employer or university may also have specific scholarships available.

GRANTS

A list of business grants available from the Commonwealth Government can be found at www.business.gov.au or call on 13 28 46.

REGISTRATION

As a nurse and/or a midwife, you are due to renew your general or non-practising registration with the Nursing and Midwifery Board of Australia (NMBA) by 31 May each year. To do this you must meet the NMBA registration standards when renewing your registration. These standards include criminal history, professional indemnity insurance, recency of practice and continuing professional development (CPD).
How do I know if I’m registered?
To check if your registration is current is visit the National Register at Australian Health Practitioners Regulation Authority (AHPRA) website

How much is registration?
Registration costs vary depending on the type of registration you are renewing. You can see the full details at http://www.nursingmidwiferyboard.gov.au/Registration-and-Endorsement/Fees.aspx

What organisation takes care of registration?
The National Board of Nursing and Midwifery is under the AHPRA umbrella and their functions include:
- registering nursing and midwifery practitioners and students;
- developing standards, codes and guidelines for the nursing and midwifery profession;
- handling notifications, complaints, investigations and disciplinary hearings;
- assessing overseas trained practitioners who wish to practice in Australia; and
- approving accreditation standards and accredited courses of study.

The Nursing and Midwifery Board of Australia has established State and Territory Boards to support the work of the National Board in the national scheme. The National Board will set policy and professional standards, and the State and Territory Boards will continue to make individual notification and registration decisions affecting individual nurses and midwives.

Registration audit – what is it and how do I know I’m being audited?
Audits of random samples of health practitioners from all professions will occur periodically throughout the year. If you are selected for audit, you will receive an audit notice in the mail from AHPRA. It includes a checklist that outlines what supporting documentation is required to demonstrate that you meet the standard(s) being audited. For more information on how to prepare for your audit visit www.nursingmidwiferyboard.gov.au/Registration-and-Endorsement/Audit.aspx

To contact AHPRA call 1300 419 495

NETWORKING OPPORTUNITIES
As a member of CATSINaM, you are welcome to join us for the series of networking and professional development forums we hold throughout the year in major cities in Australia as well our annual conference. Please refer to the events section on the CATSINaM website.

We also provide ‘Member Introductions’ to potential employers in your area. If you are looking for a job and need a foot in the door, please contact Chloe Peters by email membership@catsinam.org.au with your resume and where you are hoping to work.

Health Infonet is an innovative Internet resource that aims to inform practice and policy in Indigenous health by making research and other knowledge readily accessible. They can be found at www.healthinfonet.ecu.edu.au or contacted on 08 9370 6336. A yarning place is also a good resource on this website, to network with other health practitioners.
SALARY QUERIES

A national Nurses Award was introduced in 2010. This award covers nurses in primary healthcare and general practice including registered nurses, enrolled nurses, nursing assistants and midwives and determines the minimum pay and conditions in Australia. The award also covers most private sector nurses working in aged care facilities, private hospitals and private sector specialists such as medical practices.

To view the award, which is revised every few months, visit the Australian Primary Health Care Nurses Association at www.apna.asn.au

APNA is the peak professional body for nurses working in primary health care including general practice. With 4000 members, APNA provides primary health care nurses with a voice, access to quality continuing professional development, education resources, support and networking opportunities.

To speak with APNA please call reception on 1300 303 184.

To contact APNA please call 1300 303 184

If you your employer is not meeting the standards

To contact Fair Work Commission call 1300 799 675

UNION MATTERS

The Australian Nursing and Midwifery Federation (ANMF) is the union for registered nurses, enrolled nurses, midwives, and assistants in nursing in every state and territory throughout Australia. The ANMF Branches are there for you when you need support and representation, when you have a workplace issue, to help you with education, professional and career development, campaigning for improvements to wages and conditions or when you simply want to talk to other nurses and midwives.

To contact ANMF National Office call 02 6232 6610
BRANCHES

Australian Nursing and Midwifery Federation Tasmanian Branch
State Secretary, Neroli Ellis  
http://web.anmftas.org.au  
Phone 03 62236777 or toll free 1800001241

Queensland Nurses Union
State Secretary, Beth Mohle  
http://www.qnu.org.au/home  
Phone 07 38401444

Australian Nursing and Midwifery Federation Northern Territory
State Secretary, Yvonne Falckh  
http://www.anmfnt.org.au  
Phone 08 89200700

Australian Nursing and Midwifery Federation Victorian Branch
State Secretary, Lisa Fitzpatrick  
http://www.anmfvic.asn.au  
Phone 03 9275 9333 / 1800 133 353

Australian Nursing and Midwifery Federation SA Branch
State Secretary, Elizabeth Dabars  
https://www.anmf rsa.org.au  
Phone 08 83341900

Australian Nursing and Midwifery Federation Australian Capital Territory
State Secretary, Jenny Miragaya  
http://www.actanf.org.au  
Phone 0262829455

Australian Nursing and Midwifery Federation Western Australia Branch
State Secretary, Mark Olson  
http://www.anfiuwp.org.au  
Phone 08 62189444

NSW Nurses and Midwives Association
State Secretary, Brett Holmes  
http://www.nswnma.asn.au  
Phone 1300 367 962
**LAWS AND REGULATIONS**

What legislations apply to me?
The National Registration and Accreditation Scheme (the National Scheme) for health professionals in Australia commenced on 1 July 2010 under the Health Practitioner Regulation National Law Act (the National Law) as in force in each state and territory. Please see the links below for each state and territory.

<table>
<thead>
<tr>
<th>State</th>
<th>Legislation</th>
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<tbody>
<tr>
<td>Queensland</td>
<td>Health Practitioner Regulation National Law Act 2009</td>
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<tr>
<td></td>
<td>From 1 July 2014: Ombudsman Act 2013</td>
</tr>
<tr>
<td>New South Wales</td>
<td>Health Practitioner Regulation National Law (NSW) No 86a</td>
</tr>
<tr>
<td>Victoria</td>
<td>Health Practitioner Regulation National Law (Victoria) Act 2009</td>
</tr>
<tr>
<td>Australian Capital Territory</td>
<td>Health Practitioner Regulation National Law (ACT) Act 2010</td>
</tr>
<tr>
<td>Northern Territory</td>
<td>Health Practitioner Regulation (National Uniform Legislation) Act 2010</td>
</tr>
<tr>
<td>Tasmania</td>
<td>Health Practitioner Regulation National Law (Tasmania) Act 2010</td>
</tr>
<tr>
<td>South Australia</td>
<td>Health Practitioner Regulation National Law (South Australia) Act 2010</td>
</tr>
<tr>
<td>Western Australia</td>
<td>Health Practitioner Regulation National Law (WA) Act 2010</td>
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SHARING INFORMATION

As a peak body CATSINaM has an extensive reach. We are highly active in social media and e-marketing. CATSINaM sends out a weekly Friday News to our members and stakeholders. If you have an event, training opportunity or a piece of news you want to share with the CATSINaM community please forward the information to our Office Manager at catsinam@catsinam.org.au

Other great resources to share your information includes:

- Health InfoNet - [www.healthinfonet.ecu.edu.au](http://www.healthinfonet.ecu.edu.au) or call on 08 9370 6336

RACISM

If you have been unlawfully discriminated against in your workplace and the action occurred or continued to occur after 1 July 2009, you can lodge a complaint with the Fair Work Ombudsman.

Some discriminatory practices may affect a group of employees. Please notify the Fair Work Ombudsman if you believe that the unlawful discrimination is also affecting other employees.

To contact Fair Work Ombudsman call 13 13 94

You are also able to lodge an unlawful workplace discrimination complaint online by visiting www.fairwork.gov.au, or the Fair Work Infoline can post a copy of the form to you.

If you have been dismissed and you believe that it is because of discriminatory practice you should make an application to the Fair Work Commission in the first instance.

To contact Fair Work Commission call 1300 799 675

You can also contact the Human Rights Commission. Complaints to the Commission are resolved through a process known as conciliation. This is where the people involved in a complaint talk through the issues with the help of someone impartial and settle the matter on their own terms.

To contact Human Rights Commission Complaints call 1300 656 419

Email: complaintsinfo@humanrights.gov.au

Online: You can make a complaint online by going to www.humanrights.gov.au/complaints_information/online_form/index.html.

Further information can be found at www.humanrights.gov.au
**CPD**

Continuing Professional Development (CPD) is the means by which members of the professions maintain, improve and broaden their knowledge, expertise and competence, and develop the personal and professional qualities required throughout their professional lives.

For more information please visit the AHPRA website; www.ahpra.gov.au

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<thead>
<tr>
<th>Type of Registration</th>
<th>Minimum Hours</th>
<th>Total Hours</th>
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<tbody>
<tr>
<td>Registered nurse or Enrolled nurse</td>
<td>20 hours</td>
<td>20 hours</td>
</tr>
<tr>
<td>Midwife</td>
<td>20 hours</td>
<td>20 hours</td>
</tr>
<tr>
<td>Registration as a registered nurse and midwife</td>
<td>Registered nurse - 20 hours</td>
<td>40 hours</td>
</tr>
<tr>
<td></td>
<td>Midwife - 20 hours</td>
<td></td>
</tr>
<tr>
<td>Registration as an enrolled nurse and midwife</td>
<td>Registered nurse - 20 hours</td>
<td>40 hours</td>
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<tr>
<td></td>
<td>Midwife - 20 hours</td>
<td></td>
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<tr>
<td>Nurse practitioner (Registered nurse with endorsement)</td>
<td>Registered nurse - 20 hours</td>
<td>30 hours</td>
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<tr>
<td></td>
<td>Nurse practitioner endorsement - 10 hours relating to prescribing and</td>
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<td></td>
<td>administration of medicines, diagnostics investigations, consultation and</td>
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<tr>
<td></td>
<td>referral</td>
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<tr>
<td>Midwife practitioner (Midwife with endorsement)</td>
<td>Midwife - 20 hours</td>
<td>30 hours</td>
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<tr>
<td></td>
<td>Endorsement - 10 hours relating to prescribing and administration of medicines, diagnostics investigations, consultation and referral</td>
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</tr>
<tr>
<td>Registered nurse with scheduled medicines endorsement (rural and remote)</td>
<td>Registered nurse - 20 hours</td>
<td>30 hours</td>
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<tr>
<td></td>
<td>Scheduled medicines -10 hours</td>
<td></td>
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<tr>
<td>Eligible midwife (Midwife with notation)</td>
<td>Midwife - 20 hours</td>
<td>40 hours</td>
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<tr>
<td></td>
<td>Notation - 20 hours relevant to the context of practice and across the</td>
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<tr>
<td></td>
<td>continuum of midwifery care</td>
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<tr>
<td>Endorsed eligible midwife (scheduled medicines)</td>
<td>Midwife - 20 hours</td>
<td>40 hours</td>
</tr>
<tr>
<td>(Eligible midwife with endorsement)</td>
<td>Endorsement - 20 hours (e.g.10 hours relating to continuum of midwifery</td>
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<tr>
<td></td>
<td>care and 10 hours relating to prescribing and administration of medicines,</td>
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<td></td>
<td>diagnostics investigations, consultation and referral).</td>
<td></td>
</tr>
<tr>
<td>Registration as a nurse and endorsed eligible midwife</td>
<td>Registered nurse - 20 hours/Enrolled nurse - 20 hours</td>
<td>40 hours</td>
</tr>
<tr>
<td></td>
<td>Midwife - 20 hours</td>
<td></td>
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<tr>
<td></td>
<td>Eligible midwife with a scheduled medicines endorsement - an additional</td>
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<tr>
<td></td>
<td>20 hours (e.g.10 hours relating to continuum of midwifery care and 10 hours</td>
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<td></td>
<td>relating to prescribing and administration of medicines, diagnostics</td>
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<td>investigations, consultation and referral).</td>
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</table>
INSURANCE

Under section 129 of the National Law, registered nurses and nurse practitioners (endorsed under the National Law) must not practice their profession unless they are covered in the conduct of their practice by appropriate professional indemnity insurance (PII) arrangements.
For more information on Insurance please contact the National Nursing and Midwifery Board.

STATISTICS

The most recent National Data was collected in 2011 and published in 2013. You can access this data which includes breakdowns of:
- State and territory registration type
- Age by registration type
- Gender for registration type
- Endorsement by state and territory
You can access this information on the Australian Institute of Health and Wellbeing website http://www.aihw.gov.au/workforce/nursing-and-midwifery/