University of Melbourne

2022 Summer Intake Health Service Nomination Form

Please complete the form on page 2 to nominate staff into one of the courses listed in the below table.

**Refer to the table below for courses that require a nomination:**

|  |  |  |
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| **Course Code** | **Course Name** | **Duration** |
| **GC-CCNEM** | Graduate Certificate in Critical Care Nursing (Emergency) | 12 Months part-time |
| **GC-CCNIC** | Graduate Certificate in Critical Care Nursing (Intensive Care) | 12 Months part-time |
| **TBC** | Graduate Certificate in Critical Care Nursing (Integrated Critical Care) | 12 Months part-time |
| **GC-CNCRNUR** | [Graduate Certificate in Cancer Nursing](https://study.unimelb.edu.au/find/courses/graduate/graduate-certificate-in-cancer-nursing/how-to-apply/) | 12 Months part-time |
| **GC-NIC** | [Graduate Certificate in Neonatal Intensive Care](https://study.unimelb.edu.au/find/courses/graduate/graduate-certificate-in-neonatal-intensive-care/) | 12 Months part-time |
| **GC-NPPAED** | [Graduate Certificate in Nursing Practice (Paediatrics)](https://study.unimelb.edu.au/find/courses/graduate/graduate-certificate-in-nursing-practice-paediatrics/how-to-apply/) | 12 Months part-time |
| **GC-NPPIC** | [Graduate Certificate in Nursing Practice (Paediatric Intensive Care)](https://study.unimelb.edu.au/find/courses/graduate/graduate-certificate-in-nursing-practice-paediatric-intensive-care/how-to-apply/) | 12 Months part-time |

The nomination form needs to be sent back to nursing-programs@unimelb.edu.au by no later than **1 November, 2021.**

Frequently asked questions can be found at the end of this document.

|  |  |
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| Employing Health Service | Please fill in your details below |
| Health Service Contact Name |  |
| Health Service Contact Title |  |
| Health Service Contact Tel. Number |  |
| Health Service Contact email |  |

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| Number | Course Code | Course Name | Nominee First Name | Nominee Last Name | Nominee Email | Clinical Supervisor | Clinical Supervisor email | Health Service Covering Student enrolment fees (Yes or No) |
| *1* | *GC-CCNEM* | *Graduate Certificate in Critical Care Nursing (Emergency)* | *Jane* | *Doe* | *Jane.doe@gmail.com* | *Henry Smith* | *Henry.smith@gmail.com* | *Yes* |
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Frequently Asked Questions

Summer intake explained:

Students commencing the Summer intake begin their studies around December/January and complete the course part time over 12 months, including supervised clinical practice at the employing hospital.

* 2022 Summer intake applications are currently open
* Nomination form to be sent back by health services deadline: **1 November 2021**
* Course application closing date for nominees: **30 November 2021**

Where do I submit this nomination form?

Please complete this form and send it to [nursing-programs@unimelb.edu.au](mailto:nursing-programs@unimelb.edu.au)

Please note the following when completing this form

* The form needs to be completed and sent back as a word document – PDFs will not be accepted.
* Nominees will be contacted via email and provided information and instructions to complete an online application for their nominated course.
* \*For Health Service Covering Student enrolment fees (Yes or No), If “Yes” is selected the Health Service will be sent an invoice for all Students with “Yes” selected. If “No” is selected, Students will be sent an invoice directly

What are the nomination Form Requirements?

The nomination form should to be completed by the University of Melbourne’s partner hospital Education Manager or delegate, as part of the program’s entry requirements.

What are ‘partner hospitals’?

Partner Hospitals are hospitals and health services that commit to supporting students through their postgraduate study and agree to provide clinical supervision for nurses undertaking specialty Nursing Practice subjects. Hospitals are required to have the in-house resources and facilities to supervise nursing students in the Nursing Practice subjects relevant to their specialty course.

How to find out if you are a Partner Hospital?

If you are unsure if you are a partner hospital with the University of Melbourne, you can contact [nursing-programs@unimelb.edu.au](mailto:nursing-programs@unimelb.edu.au) for clarification.

How can an employing hospital become a Partner Hospital?

An employing hospital can request to become a Partner Hospital by contacting [nursing-programs@unimelb.edu.au](mailto:nursing-programs@unimelb.edu.au) and providing contact details of the hospital’s Education Manager. The Business Development Manager from the University of Melbourne will get in touch to discuss specific requirements and to assess whether the Hospital or Health Service can:

* Support the clinical component of the course within the appropriate specialty;
* Guarantee that the clinical exposure and supervision in the proposed specialty area will be sufficient for a nursing student to achieve the course learning outcomes; and
* Release enrolled student nurses to attend course study days.

What are the next steps after the nomination form is submitted?

The nominees will be emailed instructions on how to apply. The instructions will include the [Student Support contact details](https://www.unimelb.edu.au/professional-development/contact-us#students) should the nominee need further assistance.

If you have any enquiries, please contact [nursing-programs@unimelb.edu.au](mailto:nursing-programs@unimelb.edu.au)