



The University of Melbourne Graduate Certificate in Nursing Practice – Recruitment and Application Process Map

Registered Nurse is interested in one of the Graduate Certificates in Nursing Practice and/or has already submitted Expression-of-Interest on course website

Registered Nurse (RN) contacts Education Manager or designated representative in Health Service where the RN seeks to undertake the clinical component of the course and ascertains if Health Service is a contracted Centre of Excellence (CoE)* involved in course delivery or a Partner Hospital** providing clinical supervision to student nurses

If employing hospital is NOT a contracted Centre of Excellence (CoE)* involved in course delivery or a Partner Hospital providing clinical supervision to student nurses**

Education Manager or designated representative may submit an EOI to view a Hospital Partner contract

Upon receipt of EOI, the Course Academic Coordinator contacts Education Manager or designated representative to discuss Health Service/Hospital requirements

Health Service disagrees

Course entry requirements not met

Health Service agrees

Course Academic Coordinator approves creation of a new Hospital Partner contract

If applicants employing hospitals is a CoE or Partner Hospital

Follow internal Health Service student selection processes

Unsuccessful applicant

Unsuccessful applicants notified by employing Health Service

Successful applicant

Successful applicants notified by employer and provided with instructions for formal University course application. Education Manager or designated Representative provides list of a successful applicants to UoM.

RN submits course application to UoM with supporting documentation

Course selection committee meets to review applications

Offers issued to successful applicants. Offer pack includes important enrolment and induction information

Offer accepted by completion of the University on-line enrolment process