

QUALIFICATION ALLOWANCE APPEALS PROCESS FLOWCHART

Lodge Appeal

- Applicant to lodge appeal to Independent Review Panel (IRP) in writing using Qualification Allowance Appeal Application Form
- Applicant to provide all supporting documentation
- Appeal must be lodged within 30 days of receiving unsuccessful outcome letter
- •Appeals must be submitted to CNO-QAfC@health.wa.gov.au

Acknowledgement of Appeal

- Chief Nursing and Midwifery(CNM) Office to receive ANF Qualification Allowance Appeal Application Form and supporting documentation on behalf of IRP
- •Upon receipt of the appeal, CNM Office will send an acknowledgment email to the applicant

IRP Panel

- •IRP comprises of:
 - •Chief Nursing & Midwifery Officer (CNMO) or Proxy
 - Representative of System-Wide Industrial Relations
 - ANF Representative

- •At the next IRP meeting, the IRP will:
 - •assess the appeal application, supporting documentation, and initial qualification allowance application
 - provide their recommendation and reach a decision based on:
 - •clause 22 of the WA Health System Australian Nursing Federation Registered Nurses, Midwives, Enrolled (Mental Health) and Enrolled (Mothercraft) Nurses Industrial Agreement 2022
 - •relevance of qualification to current practice, position, or role
 - •submitted ANF Qualification Allowance (K5) form
 - supporting information provided

Appeal review

- A written response will be emailed to the applicant and Director of Nursing/Midwifery or delegated authority within fourteen (14) business days following the IRP meeting
- •All appeal decisions made by the IRP are final
- •Applicants can only submit one (1) appeal application

Appeal outcome