



Process for Queensland University of Technology (QUT) Metro North Health (MNH) Nursing & Midwifery Academy membership process and SPHERE group nomination.

- Applicant downloads Membership application form: <https://www.qut.edu.au/about/faculty-of-health/school-of-nursing/nursing-and-midwifery-academy>.
- Applicant reviews Academy membership criteria and determines most appropriate SPHERE to join: https://cms.qut.edu.au/_data/assets/pdf_file/0005/1162733/nursing-and-midwifery-academy-member-criteria.pdf.
- Applicant contacts The SPHERE Group Lead and Co-Chairs via email using the below email addresses if requiring further information/clarification:
 - **SPHERE 1: Professional and Clinical Excellence:** Belonging and connection within a team, strong identities, leadership, culture, workforce, engagement aimed at enhancing a positive lived experience for our workforces:
 - DON QUT MN N&MW Academy : Ms Gillian Nasato - gillian.nasato@health.qld.gov.au.
 - **SPHERE 2: Entry to Practice:** Promote and strengthen entry to practice activities to build workforce capability that contributes to excellence in care:
 - QUT Co-Chair : Associate Professor Sandra Johnston – sandra.johnston@qut.edu.au
 - MNH Co-Chair : Ms Elaine Brown – Elaine.Brown2@health.qld.gov.au.
 - **SPHERE 3: Postgraduate Teaching and Learning Professional Education:** Enhance engagement in postgraduate lifelong learning to ensure a highly capable and sustainable nursing and midwifery workforce:
 - QUT Co-Chair: Associate Professor Karen Theobald – k.theobald@qut.edu.au
 - MNH Acting Co-Chair : Ms Christine Burridge – Christine.Burridge@health.qld.gov.au.
 - **SPHERE 4: Research and Implementation:** Strengthen the impact of nursing and midwifery research health service outcomes:
 - MNH Co-Chair : Ms Sally Taranec – Sally.Taranec@health.qld.gov.au
 - MNHS Co-Chair : Professor Jed Duff – Jed.Duff@health.qld.gov.au.
- Applicant completes membership application form and provides the supporting documentation (i.e. CV and a 250-word statement detailing your contribution to the academy).
- Applicant scans and submits the completed application form and supporting documentation, and emails to nursing.academy@qut.edu.au.
- QUT Head of School's (HoS) Executive Assistant (EA) downloads new academy application requests and provides to Professor Jane Phillips for review, support, and signature.

- QUT HoS EA scans and emails all signed and unsigned academy applications to: MN_NursingandMidwifery@health.qld.gov.au
- The Chief Nursing and Midwifery Officer's (CNMO) MNH Executive Assistant (EA) receives application and prints for CNMO review, support and signature.
- The CNMO EA prepares the templated letter acknowledging applicant's successful application and emails to the applicant, including supporting documentation provided with application. The relevant Priority Subgroup Co-chairs are included in the email (cc).
- The CNMO EA retains a file copy of the signed application.
- The relevant SPHERE Leads contacts and welcomes the new Academy member and provides the scheduled priority subgroup meetings, TOR, agendas and files the new members application.