



promoting and defending the industrial,

professional, social,

political and democratic

values and interests

of members

THE UNION FOR



NURSES AND
MIDWIVES

Queensland Nurses' Union of Employees,
187 Melbourne Street, West End Q 4101
(07) 3840 1444 or 1800 177 273
www.qnu.org.au



union training program

JANUARY – JUNE
2012

Knowing your entitlements and understanding the Award (2 day course)

21-22 February	Brisbane
7-8 March	Toowoomba
20-21 March	Cairns
9-10 May	Brisbane

- » How does the *Fair Work Act* affect me?
- » What are my entitlements right now in 2012?
- » How do I find my entitlements and answers to my questions?

This course is a must for all nurses. It's about knowing how to determine your entitlements and how to find that information quickly. Don't rely on the tearoom!

Learn where to find the correct documents, how to read them and how to calculate your entitlements.

Workplace Representatives 1 (3 day course)

28-29 Feb, 1 March	Townsville
1-2-3 May	Brisbane
22-23-24 May	Darwin
5-6-7 June	Brisbane

This course aims to assist Activists and potential Activists to develop the skills required to organise their workplace. In this course we:

- » Analyse your workplace.
- » Look at how to grow the Union.
- » Understand the grievance procedure and apply it.
- » Problem solve collective issues.
- » Prepare and present a negotiation based on the resolution of your issues.
- » Devise plans for organising your workplace.

QH Enrolled Nurses Advanced Practice – There is no quota!

29 March Brisbane

The QH Classification for the Enrolled Nurse Advanced Practice was created in 2003.

During the initial rollout phase QH identified that there was a quota on how many positions could be paid at the EN-AP rate across the state.

This now has not been the case for some years however the number of EN-AP positions across the districts often appear to be fixed and the process to upgrade to EN-AP misunderstood.

This course is about how we can initiate, progress and resolve difficulties around the EN-AP process for all EN's who specialise in an area of practise.

We will cover:

- » What are the criteria for an EN-AP?
- » The process to achieve EN-AP positions in your work area.
- » The escalation process when issues are not agreed.
- » A close look at those who have followed the process already
- » Creating our own plan!

Handling grievances in the workplace

14 June Brisbane

Activists often assist members to work through individual or collective issues in the work place.

This course aims to:

- » Clearly articulate the role of the Activist in dealing with issues.
- » Define various processes available to members.
- » Identify ways to collectively advance issues.
- » Give Activists the environment to check, challenge and test our ideas about the handling of issues in the workplace.

Being a QNU Contact in the workplace

29 May Brisbane

Being a QNU Contact is the first step to getting more involved in the QNU.

This course looks at the role of the QNU Contact, the structure of the Union, how the QNU functions and how QNU members make democratic decisions.

We will cover:

- » Who is the QNU?
- » What does the QNU do?
- » How does the QNU work?
- » QNU decision making.
- » QNU communication networks.
- » What is happening in my workplace?

How to make the BPF work for Nurses

27 March Brisbane

This course is open to all levels of nurses in the public sector.

This course focuses on the role of the Activist and members in addressing nursing workloads via the *Business Planning Framework – A tool for nursing workload management 4th Edition*.

We explore how to get the BPF implemented correctly in your work unit as well as how to deal with problems regarding ineffective implementation of the BPF.

We will look at:

- » Examining our role in monitoring workloads through the implementation of the Business Planning Framework.
- » Utilising the BPF and understanding the importance of the grievance mechanism.
- » Defining **nurse to patient ratios** from established hours per patient day.
- » Calculating the maximum number of available beds for your unit.
- » Bed closure in the context of integrated bed management arrangements.
- » Identifying the Activist's role in progressing BPF issues at the Nursing Consultative Forum.
- » Creating strategies to deal with barriers to effective BPF implementation.

Creating a safe workplace (WH&S)

30 May Brisbane

Nursing unions throughout Australia have made significant inroads into improving the health and safety of their members through campaigns such as the Zero Tolerance to Violence and No Lift policies etc.

This course aims to provide nurses with practical advice and tools to create a safe workplace culture by:

- » Explaining the role of the H&S Representative.
- » Providing an overview of your employer's obligations under the new legislation.
- » Creating knowledge of the risk assessment process.
- » Consideration of the major WH&S concerns facing nurses today.
- » Developing a plan to organise around a WH&S issue.

Private Sector Nurses – How to successfully bargain

13 March **Brisbane**
26 April **Brisbane**

This course focuses on changes to bargaining in the Private Sector under the *Fair Work Act* and how nurses can achieve positive outcomes by working together.

Areas covered include:

- » Developing communication networks.
- » Member support for a claim.
- » Knowing our entitlements.
- » What's happening in other workplaces?
- » Advancing our negotiations.

QNU Branch Development 1 & 2 – Establishing, developing and growing our voice (3 day course)

11-12-13 April **Brisbane**

This course is aimed at helping Branch officials develop strategies to encourage a vital, energetic Branch based on member activism in the workplace.

Content includes:

- » What is an organising Union?
- » Techniques for maintaining a healthy Branch.
- » Effective meetings.
- » Problem solving at the workplace.
- » Strategic planning.
- » The role of the Branch in State policy direction.
- » Preparing an Annual Conference agenda item.
- » Speaking confidently at Annual Conference.

EB8 2012

23 February **Brisbane**
2 March **Townsville**
6 March **Toowoomba**
22 March **Cairns**
28 March **Brisbane**
16 April **Mackay**
18 April **Rockhampton**
20 April **Hervey Bay**

2012 will be a year of many changes.

The outcomes, processes and rights established in the QH EB8 Nursing and Midwifery agreement, will be vital for members to underpin these changes as they unfold.

Each QNU member's involvement in the EB8 process and its subsequent application in the workplace will be critical to ensuring that members rights are complied with across QH.

We welcome you to this day which is the next step in our EB8 campaign.

Private Sector Nurses – Current issues and how to address them

13 June **Brisbane**

Nurses in all settings have issues that arise in their workplace. While sometimes these issues are resolved quickly and easily, sometimes they are not!

This course will focus on the private hospital and aged care sectors and the current professional and industrial issues that are a problem for you at work. We will then look at the ways we can address these issues together.

Surprisingly, there are often lots of things we can do to improve a situation that we weren't aware of. We will build our awareness of what we can do and what resources are available to us, to confidently address issues at work.

Private Sector Nurses – Knowing your entitlements

27 April **Brisbane**

This course will look at the specific industrial and professional issues connected with practise as a nurse in an aged care or a private hospital setting.

We will clarify the entitlements that nurses currently have in their various agreements and then look at the practical application of those and other regulations in regard to nursing workloads, patient acuity, nursing scope of practise and fatigue.

This course is about the rights of nurses in the private sector to be safe and practise safely.

NURSES WHO HAVE ATTENDED QNU TRAINING COURSES HAVE MADE COMMENTS LIKE:

The trainer is a fantastic resource and has given me the motivation and knowledge to become more active in the workplace.

All of the sessions were fabulous and interesting. As a new member I learnt so much. Thank you for a great day!

Such a motivational and informative day, Nurses have rights and it is important not to forget that!

Attending training made me realise that my workplace needs more Activists so we can achieve beneficial outcomes for nurses.

I now know where to look for information and my entitlements so I can share it with my work colleagues.

Knowledge is power, attending training has highlighted the entitlements I was not aware of.

enrolment nomination

enrolment information

Course title:

Course date/s:

Location of course:

Membership No:

Name:

Address:

Postcode:

Phone No: (h)

(w)

Mobile:

Email:

Workplace:

Current position:

Unit:

Employer category: (please tick)

Public Hospital

Private Hospital

Aged Care

Community

Domiciliary

Other: (please specify)

Nursing classification

Did you apply for paid leave from your employer to attend?

Yes

No

Was it granted?

Yes

No

Not advised

Position held in QNU:

(eg Workplace Rep, Branch Official, Member)

How long held?

Do you require accommodation?

Yes

No

Which nights do you require?

Do you require assistance with travel?

Yes

No

The QNU Training Unit will contact you regarding your travel arrangements.

IMPORTANT PLEASE RETURN THIS FORM TO THE QNU AS SOON AS POSSIBLE. Enrolments should be received 10 days before commencement of the course. Should you experience delays in receiving employer advice concerning approval of paid leave, accommodation or travel assistance, contact the QNU ASAP.

Send enrolments to: QNU
GPO Box 1289, Brisbane Q 4001 or
Fax (07) 3217 2794

Who can attend?

All QNU members can attend our union training courses. QNU courses recognise the needs of nurses as employees and aim to equip members to further develop the necessary skills and knowledge required by employees to participate in and effectively contribute to workplace change.

QNU members in management positions who are seeking information and education to further develop their understanding of industrial issues from a management perspective should contact their employer for information regarding appropriate management training programs.

What does it cost?

There is no cost, QNU training is included in your union membership.

Paid leave provisions – public sector:

All nurses working in the public sector are entitled to PAID Leave as part of their current employment conditions. This provision allows for members to attend Trade Union Training for up to 5 working days per calendar year. (Refer to *QH – HR Policy C39 Industrial Relations Education Leave*).

This leave is not Conference Leave or Professional

Development Leave, it is specifically for Industrial Relations Education Leave and cannot be unreasonably refused by your employer. If you experience delays or any difficulty getting paid Industrial Relations Education Leave, contact your QNU Organiser or the Training Unit immediately.

Paid leave provisions – private sector:

Many agreements in the private sector have member provisions for Education. For specific information about your entitlements call QNU Connect on (07) 3099 3210 or toll free 1800 177 273.

How to enrol

Complete the attached enrolment form and send it to the Brisbane Office as soon as possible – GPO Box 1289, Brisbane Q 4001 or Fax (07) 3217 2794. To ensure a place on the course send your enrolment in to QNU now and apply for leave from your employer at the same time.

Members can also enrol by logging onto the QNU website www.qnu.org.au/qnu-training

Travel, accommodation and child care

Members requiring travel or accommodation assistance in order to participate, should in the first instance, make application to their employer as some courses may be funded by the employer. Child care will generally only be available on the basis of reimbursement of additional costs.

Requests for QNU assistance with travel, accommodation and child care must be made prior to the commencement of the course, by contacting the QNU Training Unit on (07) 3840 1431 or toll free 1800 177 273.

For more information please contact Helena Dalton-Bridges, Education Officer, in the QNU Brisbane Office on (07) 3840 1431 or speak to your Union Organiser.

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Tues 21
Knowing your entitlements and understanding the Award
BRISBANE

Wed 22
Knowing your entitlements and understanding the Award
BRISBANE

Thu 23
EB8 2012
BRISBANE

Tues 28
Workplace Representatives 1
TOWNSVILLE

Wed 29
Workplace Representatives 1
TOWNSVILLE

Thu 1
Workplace Representatives 1
TOWNSVILLE

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Fri 2
EB8 2012
TOWNSVILLE

Tue 6
EB8 2012
TOOWOOMBA

Wed 7
Knowing your entitlements and understanding the Award
TOOWOOMBA

Thu 8
Knowing your entitlements and understanding the Award
TOOWOOMBA

Tue 13
Private Sector Nurses – How to successfully bargain
BRISBANE



Tue 20
Knowing your entitlements and understanding the Award
CAIRNS

Wed 21
Knowing your entitlements and understanding the Award
CAIRNS

Thu 22
EB8 2012
CAIRNS

Tue 27
How to make the BPF work for Nurses
BRISBANE

Wed 28
EB8 2012
BRISBANE

Thu 29
QH Enrolled Nurses Advanced Practice – There is no quota!
BRISBANE

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Wed 11
QNU Branch Development 1 & 2
BRISBANE

Thu 12
QNU Branch Development 1 & 2
BRISBANE

Fri 13
QNU Branch Development 1 & 2
BRISBANE

Mon 16
EB8 2012
MACKAY

Wed 18
EB8 2012
ROCKHAMPTON

Fri 20
EB8 2012
HERVEY BAY

Thu 26
Private Sector Nurses – How to successfully bargain
BRISBANE

Fri 27
Private Sector Nurses – Knowing your entitlements
BRISBANE

union training program

JANUARY – JUNE 2012

Tue 1
Workplace Representatives 1
BRISBANE

Wed 2
Workplace Representatives 1
BRISBANE

Thu 3
Workplace Representatives 1
BRISBANE

Wed 9
Knowing your entitlements and understanding the Award
BRISBANE

Thu 10
Knowing your entitlements and understanding the Award
BRISBANE

Tue 22
Workplace Representatives 1
DARWIN

Wed 23
Workplace Representatives 1
DARWIN

Thu 24
Workplace Representatives 1
DARWIN

Tue 29
Being a QNU Contact in the workplace
BRISBANE

Wed 30
Creating a safe workplace (WH&S)
BRISBANE

COURSES ARE EXTREMELY POPULAR AND BOOK OUT QUICKLY. AVOID BEING DISAPPOINTED – GET YOUR ENROLMENT IN EARLY.

Tue 5
Workplace Representatives 1
BRISBANE

Wed 6
Workplace Representatives 1
BRISBANE

Thu 7
Workplace Representatives 1
BRISBANE

Wed 13
Private Sector Nurses – Current issues and how to address them
BRISBANE

Thu 14
Handling grievances in the workplace
BRISBANE

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