

	Organisation Details Tab
Notes	Enter details on Organisation Tab before using this Nurses Claim Tab
Type of Organisation:	Select from Drop Down Menu
Registered for Aged Care Services?	(Yes/No) If No, why not? Why should your organisation be considered for funding under this program?
NAPS Identifier:	National Approved Provider (NAPS) System number - Enter Organisation NAPS
Organisation Contact Name:	The organisational contact person and contact number responsible for information related to this form
Service Name:	Enter details for each Service Office
MMM:	Modified Monash Model category - auto-populates and no information should be entered into those columns. If no MMM is found, the row will be shaded.

	Nurses Claim Tab
Notes	Claim Totals are available above the Claims Data
Columns with Green Headings:	Enter the required information for all Registered Nurses who were continuously employed by your organisation from 01/11/2022 to 31/10/2023 or from 01/05/2023 to 31/10/2023.
Registered Nurses who are on leave:	Including those on Maternity Leave, Long Service Leave, or on Worker's compensation (these people are eligible).
Columns with Blue Headings:	Auto-populate and no information should be entered into those Columns
'No' Entered:	If 'No' entered for 'Was the RN continuously employed from 01/11/2022 to 31/10/2023' and 'Was the RN continuously employed from 01/05/2023 to 31/10/2023', the registered nurse is ineligible for a payment.
Blue columns failing to populate:	Blue Boxes failing to populate: Ensure the correct information is entered into each cell in the line.
Service Name:	Name of the facility where the Registered Nurse is primarily employed.
First Name of Registered Nurse:	First Name of Registered Nurse
Surname Name of Registered Nurse:	Surname Name of Registered Nurse
AHPRA Registration Number:	AHPRA Registration Number of the Registered Nurse
Continuously employed for 12 months:	Was the Registered Nurse continuously employed from 01/11/2022 to 31/10/2023? Enter "Yes" if the Registered Nurse was employed for the full 12 months.
Continuously employed for 6 months:	If No, was the Registered Nurse continuously employed from 01/05/2023 to 31/10/2023? Enter "Yes" if the Registered Nurse was employed for the full 6 months but not employed for the period 1/11/2022 to 31/10/2023.
Average hours per week worked in aged care:	Average hours per week worked in aged care over the eligible period. Please note that if the Registered Nurse is/was on approved leave during the eligible period the average hours worked during the 3 months prior to the leave being taken.
Additional Payment criteria:	Please select from the drop down menu noting that the Registered Nurse may be eligible for the additional payment for one, two or three of the criteria. Leave blank if not eligible for the additional payment.

Aged Care Registered Nurses' Payment to reward clinical skills and leadership

Organisation Details

Organisation Name			
Type of Organisation			
Registered for Aged Care Services?		If No, why not?	
NAPS Identifier			
Organisation Contact Name			

[illegible]

Staffing Profile V1	GOXXXX
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If you have more than **2000** Registered Nurses working of your organisation you will need to complete an additional Application Form (additional forms will auto populate).
See Question 1.14 in the [Frequently Asked Questions](#) for additional information

	Core Payment		Additional Payment	
Registered Nurses	Number Claimed	0	Number Claimed	0

Value of Core Payment Claimed	Value of Additional Payment Claimed	Grand Total
\$ -	\$ -	\$ -

[illegible]

Privacy and your personal information

Your personal information is protected by law, including the *Privacy Act 1988* and the Australian Privacy Principles, and is being collected by the Australian Government Department of Health (the department), through your employer, for the primary purpose of verifying you are eligible for a payment under the Aged Care Registered Nurses' Payment Grant Program. The personal information that will be collected is your name and your Australian Health Practitioner Regulation Agency (AHPRA) registration number. This personal information will be used during the Aged Care Registered Nurses' Payment Grant assessment period to check if you are registered as a Registered Nurse on AHPRA's public 'Register of practitioners'.

Your information may be collected to be used by external auditors for the purpose of confirming your eligibility for the payment and that your employer has passed on your payment. In undertaking these audits, the department will only seek the minimum amount of personal information required such as length of employment, hours of work, location of work (e.g. Metropolitan, rural or remote area), evidence of formal post-graduate qualifications, evidence of additional training responsibilities and evidence of payment being made to you.

Under clause 13.2 of the Grant Opportunity Guidelines, the provider (your employer) is required to declare any conflicts of interest (for the provider or any of the provider's personnel) at the time of submitting their application for the Grant and any conflicts that might arise after they receive the Grant. This may involve providers disclosing personal information about potential conflicts of interest in respect of an eligible Registered Nurses. As such, the department may also collect personal information about eligible Registered Nurses included in any conflict of interest declarations required to be submitted.

If you do not allow for the department to use your information collected from your employer through the Grant application, Grant assessors may not be able to confirm your registration status as a Registered Nurse which may lead to a delay in confirming your eligibility, and you receiving the payment.

[You can get more information about the way in which the Department of Health will manage your personal information.](#)

Registered Nurses Payment - APP 5 Notice	
Who is collecting your personal information?	Your personal information is being collected by your employer for use by the department to assess payment eligibility. Where the department collects personal information about an individual, Australian Privacy Principle (APP) 5.1 in Schedule 1 of the <i>Privacy Act 1988</i> requires the department to take <u>reasonable steps to either notify an individual of the matters set</u>
Why does the department collect your personal information?	We collect personal information provided by your employer for the purpose of assessing your eligibility to receive payments under the Aged Care Registered Nurses' Payment Grant. Your personal information may also be used by external auditors for the purpose of confirming your employer's application was in line with eligibility requirements and that <u>your employer has passed on your payment.</u>
What would happen if the department did not collect your personal information?	If you do not allow for the department to use your information collected from your employer through the Grant application, Grant assessors may not be able to confirm your registration
Who will the department disclose your personal information to?	The department may disclose your personal information to external auditors contracted by the Department for the reasons stated above. The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes. We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.
Access to and correction of your personal information	The department's privacy policy contains information about how you may access and seek correction of personal <u>information about you that is held by the department</u>
Privacy complaints	The department's privacy policy contains information about how you may complain about a breach of the Australian Privacy Principles or the <i>Australian Government Agencies Privacy Code</i>
Overseas disclosure of your personal information	We will not disclose your personal information to any overseas recipients.
Further information	You can read the department's privacy policy here. You can obtain a copy of the APP privacy policy by contacting the department using the contact details set out at the end of this
Contact details	If you wish to contact the department about a privacy-related matter, including questions about this notice, please contact the department's Privacy Officer by one of the following methods: <ul style="list-style-type: none"> • Post Privacy Officer Department of Health 23 Furzer Street WODEN ACT 2606 • Email privacy@health.gov.au • Telephone 02 6289 1555