

Information sheet

Building Nurse Capacity (BNC) Expression of Interest (EOI) Application Form

What we would like you to do

The expression of interest should take about 20-35 minutes to complete. There are a series of short answer questions about you, your background, your workplace, and your proposed plan for the Building Nurse Capacity Project.

Possible risks and inconveniences

Apart from the time taken to complete the expression of interest, we do not expect any inconveniences, harms or discomfort associated with your participation. Consistent with good practice, all data we collect will be managed according to the Australian Code for the Responsible Conduct of Research 2018.

You are not obliged to participate. Decisions regarding participation will not impair any existing or future relationships between the participant and APNA or any other stakeholders involved in the evaluation.

Confidentiality and use of data

We expect to publish findings from the study in an evaluation report as well as in academic journals. The Expression of Interest asks you to provide your name, but we will deidentify the application once it has been completed. Confidentiality is assured and any individual participant will not be identified in any part of the research.

Funding

This Project is supported by funding from the Australian Government Department of Health and Aged Care and supported by APNA.

Benefits

Your information is an important part of APNA's approach to identify the factors that contribute to the intakes of the Building Nurse Capacity Project.

Frequently Asked Questions

When completing the EOI, how do I go back?

Use the 'Back' button at the bottom of the page. Do not click the 'Back' button on your browser. This may cause your progress to be lost. If this happens, click 'Refresh'. Depending on your browser it may have saved your information, but there is no guarantee.

How do I save my expression of interest application?

Click 'save' in the blue box at the bottom of the page. It will ask you to enter a verification code as seen on the screen and then to input an email address to send your expression of interest. Check your spam / junk folder if the email does not appear in your inbox. Click the link in the email to continue your expression of interest. You also have the option of copying

the link as shown on the screen and pasting it into your browser at a later time to resume your EOI.

What does it mean if after I click 'Next' and I am taken to sections in the EOI with red boxes?
This means you haven't filled in the 'required fields'. These boxes have a red asterisk * next to them.

These questions must be completed before proceeding any further with the expression of interest. It will show you which ones are missing.

Can I review my expression of interest before submitting?

On the final page of the expression of interest, you will see a 'Review' button. This allows you to view all responses in your expression of interest. Click the 'X' at the top of this window to exit. Use the back button to make changes to questions on previous pages prior to submitting.

How do I know if my expression of interest has been submitted?

Once you are satisfied with your application, enter the verification code and click 'Submit' to send your completed expression of interest to APNA. Your responses are automatically sent to APNA.

You will be redirected to a page with a message that will say 'Congratulations! Your expression of Interest has been submitted.' You will also receive a confirmation email that your expression of interest has been submitted. This is sent to the email address nominated as "best email contact" at the start of the form.

Do I get to keep a copy of my expression of interest?

Once you have pressed submit - you will see an option to 'Download a PDF Version'. This may take a few minutes to download. A PDF copy of your EOI responses will also be attached to your confirmation of submission email.

Who do I contact if I have any issues?

Email buildingnursecapacity@apna.asn.au or call 1300 303 184 for further information.

Concerns or queries

If you have any concerns or queries, please contact Linda Govan, Building Nurse Capacity Project Manager, at APNA via email linda.Govan@apna.asn.au or ph 1300 303 184.