

Outcomes-based assessment of internationally qualified nurses and midwives (IQNM) competence to practice

July 2014

Questions and responses to request for tender (RFT): Outcomes-based assessment of IQNMs

#	Question	Response
1.	Is there an official definition of 'Outcomes-based assessment' that the Nursing and Midwifery Board of Australia (National Board or NMBA) and AHPRA are using?	<p>'Outcomes-based assessment' means assessing what the nurse or midwife should be capable of doing. This means measuring the nurse or midwife's knowledge, skills and attributes against the relevant NMBA 'standards for practice' (previously termed 'national competency standards'.)</p> <p>Outcomes-based assessment is considered different to process based assessment which focuses on tasks and activities.</p>
2.	What is the status (and relevance) of the document titled Framework for assessing national competency standards for registered nurses, enrolled nurses and midwives to the current RFT?	<p>The Framework for assessing national competency standards for registered nurses, enrolled nurses and midwives is a legacy document created before the start of the National Scheme. It has undergone minor revisions only to reflect National Board ownership.</p> <p>The document has a set of principles to guide those assessing competence. Potential bidders may wish to consider these principles in relation to the project.</p> <p>Outcomes of the project may inform these principles and a review or update of the framework document may be required based on project findings. However, this has not been identified as a key consideration/deliverable.</p>

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3.	Is there a template to use for the project plan, communications plan and risk management plan?	Yes – we will give templates to the successful bidder on contract commencement.
4.	Is there an approval process for all draft documents (e.g. project plan, final reports, literature review, consultation discussion documents, final proposed assessment model) before they go to the National Board?	Yes, all documents required as identified deliverables will first go to an IQNM Project Advisory Committee to be considered and recommended for approval, before they are submitted to the National Board for approval
5.	What happens in the preliminary consultation phase?	<p>Preliminary consultation is to targeted stakeholders before public consultation, and it helps to road test the proposed content. This serves to identify any operational impacts, issues or concerns before the documents are opened to public consultation.</p> <p>Following analysis of the preliminary consultation feedback, a public consultation will be published under Current consultations on the National Board website.</p> <p>AHPRA and the National Board will work with the successful bidder to support and administer the consultation process.</p>
6.	Is a copy of the NMBA report titled <i>Assessment of IQNM educational equivalence</i> available to help prepare a response to the tender?	This report is an internal document that we will make available to the successful bidder on contract commencement.
7.	If the tenderer is partnering with another organisation, do both the prime contractor and subcontractor need an ABN?	Yes – both need an ABN. However, this can be arranged after contractor selection
8.	Can a tenderer submit the RFT without an ABN, with the provision that an ABN will be obtained if/when the project is awarded to the contractor?	Yes, you will need to obtain an ABN if you are the successful bidder.

9.	Part D of the tender response schedule, on pages 15 - 26 of the RFT, contains a number of forms. Are these forms to be completed and included in the submission?	<p>Yes – you need to complete and submit the tender response schedule in table format as part of your bid. This together with disclosure of contract information (p.24), and signed acceptance of terms and conditions (p. 25), help us make sure that you are addressing all selection criteria.</p> <p>Other than that, you are welcome to give us additional information in a format of your preference.</p>
10.	Can a proposal contain additional information such as a description of the proposed work plan?	<p>Yes – as stated above, you need to complete the tender response schedule in table format as part of your bid, together with disclosure of contract information (p.24) and signed acceptance of terms and conditions (p. 25).</p> <p>Other than that, you are welcome to give us additional information in a format of your preference.</p>
11.	Are there any additional proposal guidelines to consider? For example, is there a page limit for the submission? A preferred font size?	<p>Arial font 10 is the common font for most AHPRA documents. However, this isn't a requirement for the RFT submission.</p> <p>As we usually receive bids by email, consider the size of document. You may choose to use zip compression for emailing, or local mailing of USB or DVD.</p> <p>If you are an international tenderer, you will need to factor whether the storage device will reach us on time.</p> <p>If you are locally resident and wish to deliver the files in a storage device by hand, you will need to contact us to arrange collection. Please contact Dr Jocelyn Small, Programme Manager, Nursing and Midwifery, National Board Services at nmbafeedback@ahpra.gov.au</p>
12.	What are the preferred elements of a risk matrix?	<p>Once you are awarded the contract, we will give you a template for the project plan, risk matrix and communications plan.</p> <p>Ideally, the risk matrix in our framework includes initial identification of possible risk (e.g. financial, reputational, regulatory), likelihood/consequence of that risk, and mitigating strategies.</p>

13.	Did a contractor deliver the document titled Assessment of IQNM educational equivalence project that is mentioned in the RFT? If so, is that same contractor able to bid on this RFT?	Yes to both questions. The same contractor may choose to bid on this request for as the tender it as we have publicly advertised it.
14.	The Tender document states the following on page 3: 'Staff competencies - The tender submission must describe the minimum competencies of staff and policies to maintain competency over the period of the contract.' Please explain.	We need to understand the skills and experience of the staff you are proposing to work with you on our project. This is your way to reassure us that you are equipped to meet the needs of our project. In relation to maintaining competency over the period of the contract, it is important to us that the successful bidder has an adequate succession plan in place. This means that, if key staff leave the project during the course of managing our project, you are able to replace them with staff of equivalent skills and experience.