2017 GRADUATE NURSING AND MIDWIFERY TRANSITION TO PROFESSIONAL PRACTICE HANDBOOK

NSW GOVERNMENT | Health

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WELCOME

A warm welcome to the 2017 edition of the Graduate Nursing and Midwifery Transition to Professional Practice Handbook. Your final year at University comes around so very quickly and now it's time to consider your transition from student to registered nurse or midwife and of course where you will seek employment.

This handbook is designed to provide you with the information that you need to make the process easier as we understand that it can be confusing and a little daunting. In regard to your choices about potential locations for employment my best advice is to keep your mind open to the many, many different possibilities available to you in terms of location and health care setting. A number of Local Health Districts are now offering positions in community health and mental health as well as in their acute hospitals.

Our Metro-Rural Exchange Program provides scope for graduates to experience nursing and midwifery practice in metropolitan and rural & remote locations, with six months in each setting. It's important to keep your options open at this early stage in your career, so, as you make your choices, give some thought to how you can optimise the opportunities available to you.

Nursing and midwifery are outstanding careers, your kindness and compassion will mean more than you will ever realise – this is just the beginning and I wish you well for the exciting future that awaits you.

Anne Robertson
Acting Chief Nursing and Midwifery Officer

2016 GRADUATE NURSING AND MIDWIFERY RECRUITMENT HANDBOOK – YOUR KEY TO TRANSITION TO PROFESSIONAL PRACTICE

Welcome to the NSW Health Nursing and Midwifery Transition to Professional Practice (TPP) Recruitment. NSW Public Hospitals and facilities and one not-for-profit private hospital participate in this centralised recruitment scheme.

Many, but not all, nurses and midwives start their professional careers by undertaking a 'Transition to Professional Practice' or graduate program. The TPP offers graduate nurses and midwives consolidated clinical support (including preceptorship) and education study days, which goes beyond standard orientation and induction of new employees.

Gaining employment as a new graduate is a competitive process, so you need to be prepared to present yourself both personally and professionally in the best possible light. This handbook is designed to assist you in preparing to transition from being a student of nursing or midwifery to gaining employment as a Registered Nurse or Midwife in NSW Health in 2017.

To be eligible to apply for the NSW Health 2017 Transition to Professional Practice recruitment you must:

✓ Intend to complete your initial nursing or midwifery degree (final results received) that leads to initial registration as a Registered Nurse or Registered Midwife – between 1 June 2016 and 31 May 2017.
Note: Applicants who are not completing their degree until after 31 May 2017 are not eligible for 2017 TPP recruitment and should wait for the 2018 TPP recruitment.

✓ Be eligible for registration as a Registered Nurse or Registered Midwife with the Nursing and Midwifery Board of Australia prior to the agreed date for the commencement of employment.

✓ Be an Australian Citizen or hold a visa that allows ongoing full-time employment in Australia.

NOTE:

1) Priority selection will be given to Australian citizens, Australian permanent residents and New Zealand citizens. Please see page 19 for more information about this.

2) Employer sponsorship is not available from NSW Health for this recruitment process.

This handbook is divided into three (3) sections:

1. Getting organised – from April 2016
2. The job application process – from June to October 2016
3. Planning for employment – from November 2016

THE RECRUITMENT PROCESS AT A GLANCE

Late March 2016	• Information about the 2017 TPP Application process available on the Nursing & Midwifery Office website
April-May 2016	• Research your employment choices • Attend University and Employer information days
June 2016	• **10am Thursday 16 June:** 2017 TPP Applications open • **10am Wednesday 6 July:** 2017 TPP Applications close
July 2016	• **Tuesday 19 July:** Employers send interview invitations to applicants. • By **Wednesday 27 July:** Applicants must acknowledge/accept interview invitation
August 2016	• Interviews conducted between 1 -26 August
September 2016	• **Wednesday 21 September** – Employers advise applicants of interview outcome • By **Thursday 29 September** – Successful applicants must accept positions offers online
Oct-Dec 2016	• **From 12 October** – The Eligible Applicant's Bank opens to Employers • Successful applicants prepare for employment and pre-register with NMBA for registration

GETTING ORGANISED

The NSW Health Transition to Professional Practice recruitment is a highly competitive process and it is anticipated that more people will apply than there are positions available so it is important to be well prepared and organised for both the application and interview process.

It is never too early to prepare for employment. A good place to commence is to start a Job File. This will help you to be prepared when you complete your online application and attend for interview. Your Job File should include:

✓ Copies of your identification and residency documentation (where applicable)

a) Photo identification such as passport and/or driver's licence

b) Evidence of residency documentation such as:

- Australian Birth Certificate
- Australian Citizenship Certificate
- Passport and visa information if you are not an Australian citizen

✓ Contact details for two referees – with at least one of them being clinical referee.

✓ Completed Clinical Report using the NSW Health Clinical Report template, which can be downloaded from the Nursing and Midwifery Office TPP website http://www.health.nsw.gov.au/nursing/employment/Pages/Recruit.aspx

✓ NSW Working with Children Check (WWCC) clearance for paid workers. For information about applying for a NSW WWCC, go to https://www.service.nsw.gov.au/transaction/apply-working-children-check

You will be required to enter your WWCC clearance number into your online application as well as bring it to interview.

✓ Selection Criteria – as part of your online application you will be asked to address each of the Selection Criteria in detail.

✓ Immunisation status – for more information about what is required, please refer to the NSW Health Policy: Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases http://www.health.nsw.gov.au/policies/pd/2011/PD2011_005.html

Please note: The NSW Health TPP application does not require a CV/Resume or cover letter as information from these types of documents are captured in the online application.

References

You need to provide the name and contact details of referees as part of your application form. One referee must a clinical referee and the other your employer. If you are not employed in any capacity, you may provide another clinical referee or a character referee.

The **clinical referee** may be a clinical supervisory staff member (eg NUM/MUM, CNC/CMC, CNE/CME, etc), clinical facilitator, university lecturer or health service employer.

Clinical Report

The **Clinical Report** must be completed by a clinical supervisory staff member (eg NUM/MUM, CNC/CMC, CNE/CME, etc), clinical facilitator, university lecturer or health service employer. This can be the same person who is your clinical referee.

Researching your employment prospects

It is important that you research where you would like to work, the availability of and types of positions offered – in particular mid-year intakes, clinical specialities, and full-time and part-time employment opportunities.

There are over **120** facilities offering graduate positions in this recruitment scheme ranging from metropolitan, coastal, regional, rural and remote settings, so it is important to research the range of positions on offer as well as the vast locations.

Working in Regional, Rural and Remote Communities

It is very worthwhile giving consideration to working in regional, rural, and remote areas – these communities provide a broad range of clinical experience. Regional centres (such as Orange, Goulburn and Wagga Wagga), rural towns (such as Bega, Deniliquin, Scone and Parkes) and remote communities (such as Bourke, Walgett, Hay) provide a great variety of diverse opportunities.

"I had the opportunity to experience working and living in rural and remote communities as both an undergraduate student and a new graduate RN. Relocating from the mid north coast to far west NSW has given me a range of experiences I would not have gained if I remained in my home town. I have enjoyed the experience of living and working in Broken Hill so much that I have chosen to remain here to progress my career."

Luke Gunter, 2014 Graduate Registered Nurse

"I have always wanted to live in a rural community, but I was worried that I would not get enough nursing experience as part of a transition program. Actually, it was the opposite; I had a broader range of experience in my rural hospital and learnt more than I did in the city. The Metro/Rural exchange was perfect for me. I loved the rural experience so much I stayed on after my transition year."

AB, 2014 Graduate Registered Nurse

Metro-Rural Exchange Program

A number of hospitals offer metro-rural exchange programs where applicants work six (6) months in a metro facility and six (6) months in a rural facility. This allows applicants to gain valuable nursing or midwifery experience in two very different clinical environments.

Specialty nursing exchange programs

Similarly, some hospitals will be offering aged care and/or mental health nursing exchanges. These exchanges will allow graduates to undertake six months clinical practice in an aged care or mental health setting and six months clinical practice within a general nursing setting. The opportunity to rotate within these speciality areas for half of your graduate year will allow for the development of skills and knowledge that will be beneficial for your future practice in nursing.

Mid-year intakes

If you are completing your course mid-year, it is important that you research which facilities offer mid-year intakes so you can structure your hospital preferences accordingly. For example, if you are not completing your course until April 2017, you should not select a facility that only offers a February 2017 intake.

Preferred Employers

We recognise that it is not always to possible relocate to a new area due to family commitments; however applicants are required to enter a minimum of six (6) employment preferences in your application. To increase your employment chances, you will be able to select up to eight (8) preferences. Employment preferences are listed by Local Health District and then health facility in the online application form. You are encouraged to research the broad range of health facilities and employment when determining your preferences.

Information and weblinks to the participating hospitals/ health facilities can be found on the NSW Health Nursing and Midwifery Office website
http://www.health.nsw.gov.au/nursing/employment/Pages/Recruit.aspx

Employer specific information relating to specialty positions including the possibility of metro-rural and/or specialty/general nursing exchange positions; mid-year intakes; and interview conditions can be found on the individual Local Health District/ Networks (LHD/N) and Private hospital websites or by contacting relevant coordinator on the Employer Contact List.

Interview preparation

Interviews will be conducted across the State in August 2016. Applicants invited to interview will be interviewed once in this recruitment process, by the first (1st) preference facility (or Local Health District) that you select on the application form. It is expected that you will attend a face-to-face interview. A telephone and/or skype interview will only be offered upon request and is at the discretion of the interviewing facility. You must not assume that you will be granted this type of interview so if you think you need a phone interview, please contact the local health district/hospital of your choice **before** submitting your application.

Most of us find interviews nerve-racking and stressful, even people with many years of experience. Being confident at interview comes with practise.

Interview questions are based around the selection criteria and follow the National Competency Standards for Registered Nurses and Registered Midwives
http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Codes-Guidelines.aspx#competencystandards

Interviews are also about building a relationship with your potential employer. Consider what your employer might want in a graduate nurse or midwife, such as:

- Being interested in the patients' care and welfare
- An ability to reflect on your clinical placements during your undergraduate program
- Knowing when and where to seek guidance
- Displaying professionalism
- Demonstrated enthusiasm for the profession of nursing or midwifery
- Indicating a commitment to life-long learning

Practise interviews by creating your own questions and answers. It is important that you can articulate your knowledge and understanding as well as demonstrate your skills and attributes.

Check with your University to see if it is provides mock interview practise and resources. A couple of suggested websites are: www.seek.com.au/jobs-resources and http://career-advice.careerone.com.au/

THE APPLICATION PROCESS

Applications will only be accepted through the NSW Health Graduate Nursing and Midwifery Office Transition to Professional Practice website
http://www.health.nsw.gov.au/nursing/employment/Pages/Recruit.aspx
between 10am Thursday 16 June and 10am Wednesday 6 July 2016.

No late applications will be accepted.

Online Application

Ensure you have your Job File with you when you commence your Application so you don't waste time gathering the information required.

The Application Form is divided into three sections:

a) Personal Details

b) Employment preferences and education course information

c) Curriculum Vitae which includes:

- your employment history
- responses to the Selection Criteria
- your referee contact information.

Personal Details

Ensure you enter all your names as per your identification documents. If you are or have been known by more than one name (ie you may have married or changed your name), you are required to enter all current and previous names you have been known by in the application. Failure to do so may result in an ineligible application.

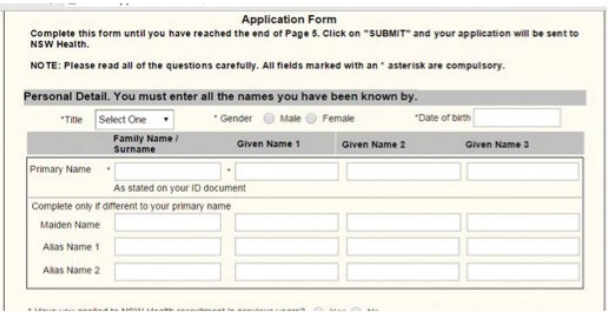
Ensure you enter all your contact details. Include area and country codes for telephone numbers if you reside outside NSW or Australia, and do not put spaces in telephone numbers.

Consider the best email address for contact throughout the recruitment process. This will be the primary way employers will contact you. Some University email addresses expire when you finish University. You may enter up to two email addresses in the application form.

For security reasons, some employers/organisations block “Hotmail” and “Live.com.au” email addresses so it is recommended that you do not use one of these email providers, as you may miss important correspondence throughout the recruitment process. If an employer is unable contact you due to incorrect phone or email details, you may be withdrawn from the recruitment process. If you do not receive an email within the relevant timeframe, it is your responsibility to follow up.

Attention to detail is important

Ensure you have entered your personal details correctly which includes your name in the correct order on the form, your date of birth and contact details, before you submit your application.


Application Form

Complete this form until you have reached the end of Page 5. Click on "SUBMIT" and your application will be sent to NSW Health.

NOTE: Please read all of the questions carefully. All fields marked with an * asterisk are compulsory.

Personal Detail. You must enter all the names you have been known by.

*Title Select One * Gender Male Female *Date of birth

	Family Name / Surname	Given Name 1	Given Name 2	Given Name 3
Primary Name *	*			
As stated on your ID document				
Complete only if different to your primary name				
Maiden Name				
Alias Name 1				
Alias Name 2				

Choice of Employer

There are two streams for the different classifications of RN or RM in the online application. The application will ask to select whether you will be registering as a nurse or a midwife. This will then prompt the list of hospitals offering either graduate nursing or graduate midwifery positions. Since the dual degree leading to nursing and midwifery registration is not offered in NSW, there are no dual registrant new graduate positions in NSW public hospitals. When you apply for a new graduate position in this recruitment you will be required to choose either the nursing or midwifery stream.

It may be advisable to discuss your opportunities with the LHD where you would like to be considered for employment.

You are required to enter a minimum of six (6) and a maximum of eight (8) hospital/facility preferences where you would like to work. If you have done your research this should be easy to complete. Do not enter the same preference more than once. It does not increase your chances of gaining a position in that preference, but rather limits your chances of gaining employment through this process. Similarly, limiting your preferences to a particular category of facility, eg paediatric hospitals, or a certain locality or Local Health District/Network may also restrict your recruitment opportunities. It is expected that you take up an offered position from your preference list so choose your preferences wisely.

Information and weblinks about participating hospitals and their positions can be found on the NSW Health Nursing and Midwifery Office TPP website
http://www.health.nsw.gov.au/nursing/employment/Pages/Recruit.aspx

Clinical preferences

If you are applying for a Registered Nurse position, you will also be required to enter four (4) clinical preference areas where you would like to work. This does not guarantee that if you are offered a position you will be placed in a specific clinical area, but it is does assist your potential employer when they are planning position placements and rotations. It is recommended that when you research your hospital preferences you ensure that preferred clinical specialties are offered at the selected hospital preference. For example, if you select Canterbury Hospital as a hospital preference, neonatal intensive care is not a specialty within Canterbury Hospital. If you wish to work in a specific clinical area (eg adolescent mental health), there is an opportunity to discuss your clinical preferences at your interview.

Availability to commence employment

You will be asked to indicate when you will be ready to commence employment so give consideration as to when you complete your course and plan to be registered. For example if you complete your course in December 2016 and gain AHPRA registration in January 2017, you will be available to commence employment from February 2017; OR, if you do not complete your course until May 2017, you will not be available to commence employment until July/ August 2017. For those who are completing their course midyear, it is important that you research which hospitals/facilities offer midyear intakes, as not all facilities do.

Please note, applicants who are not completing their course until after 1 June 2017 are not eligible for 2017 TPP recruitment and should wait until 2018 TPP recruitment.

Curriculum Vitae Section

This section requires you to enter your employment history (which does not include any clinical placements undertaken as part of your degree), address the selection criteria and provide your two nominated referees and their contact details.

Selection Criteria

You are required to address each of the six (6) Selection Criteria in up to 150 words for each criterion.

The Selection Criteria are:

- Demonstrated high level interpersonal, verbal and written communication skills.
- Demonstrated clinical knowledge and clinical problem solving abilities.
- Demonstrated ability to work within a team.
- An understanding of the professional, ethical and legal requirements of the Registered Nurse or Midwife.
- A demonstrated understanding of the role of the Registered Nurse or Midwife in applying continuous improvement and quality and safety.
- A demonstrated understanding of NSW Health's CORE Values – Collaboration, Openness, Respect and Empowerment.

As the responses to the Selection Criteria will be considered as part of your overall application outcome, it is recommended that you take the time to type your responses in a Word document and then copy and paste these into your online application. In this way, you can easily edit your responses as well as **keep a copy** for your interview preparation.

You are also required to briefly outline your employment history and work experience. This does not include clinical placements undertaken as part of your course.

Submitting your Application Form

Ensure you check the information entered into the Application before you click submit. Following the submission of your application, you will receive a screen confirmation of your complete application which includes a unique TPP ID number. Save and/or print this confirmation as this is the record of your complete application.

In addition, you will receive an email confirming your successful submission of application.

TPP ID Number

Following submission of your application you will be issued with a unique TPP ID number. **Please keep your TPP ID number** in a safe place as you will need it throughout the process from updating your application through to the interview and post interview recruitment period.

Updating Your Application

You have the opportunity to edit to your online application at any time between initial submission and when applications close at 10am on Wednesday 6 July 2016. This includes changes to your employment or clinical preferences or editing your selection criteria responses. You can re-access your Application through the "Update Application Form" link on the NSW Health TPP website and entering your unique TPP ID number and your date of birth.

Once applications have closed on 6 July you will no longer be able to access your online application. Should you need to change personal information in your application such as contact email addresses, residential address or telephone numbers after applications close, you can do so by emailing gradrecruit@doh.health.nsw.gov.au to request the change. Please ensure you include your full name, TPP ID Number and date of birth in any email requests.

INTERVIEWS AND OFFERS

Applications close at **10am Wednesday 6 July 2016**. No late applications will be accepted.

We recommend that you try not to take holidays between July and September as this is the crucial recruitment period, when interviews are conducted and offers are made. If you cannot be contacted by employers because you are overseas then your application will be withdrawn and you will have no further opportunity for positions in this recruitment process.

Interviews will be held between Monday 1 August and Friday 26 August. Interviews dates and times vary between hospitals. Interview invitation letters will be distributed by employers by email on **Tuesday 19 July** and applicants will need to confirm their interview attendance by Wednesday 27 July.

Applicants invited to interview will be interviewed once in this recruitment process, by the first (1st) preference facility (or Local Health District) that you select on the application form. For example; if you select Muswellbrook Hospital as your first preference facility you will be invited to attend interview by Hunter New England Local Health District within which Muswellbrook Hospital is located. If you select St Vincent's Public Hospital, you will be interviewed by that hospital.

If you do not attend for your interview and have not contacted the interviewing hospital, your application will be withdrawn.

What to bring to Interview

When you receive your interview invitation letter you will be requested to bring a number of documents with you to interview, including your identification and residency documentation with photocopies of same, your clinical report, your WWCC clearance number, immunisation documentation, to name a few. Please note, if you present for your interview without the required documents **requested in your interview letter**, you may be refused an interview.

Employment Screening Checks

In accordance with NSW Health policy, a number of employment screening checks are required for preferred applicants seeking employment within NSW Health facilities. These include:

- Identification, Criminal Record and Working with Children Checks (PD2013_028)
- Occupational assessment and immunisation checks (PD2011_005).

For more information regarding employment screening checks, you can download the relevant policies from the NSW Health website http://www.health.nsw.gov.au/policies/pages/default.aspx

Selection of Applicants

Applicants who are deemed suitable for positions will be considered on a merit basis in the following order:

Priority 1 Selection	Applicants who are Australian Citizens/Australian Permanent Residents/New Zealand Citizens and are undertaking their studies at a University Campus within NSW. OR Applicants who are Australian Citizens/Australian Permanent Residents/New Zealand Citizens who are currently permanently employed (full-time/part-time) in the NSW Public Health System and are undertaking studies at an interstate University Campus. OR Applicants who are Australian Citizens/Australian Permanent Residents/New Zealand Citizens who have completed secondary education in NSW and are undertaking their studies at an interstate University Campus.
Priority 2 Selection	Applicants who are Australian Citizens/Australian Permanent Residents/New Zealand Citizens who are undertaking their studies at an Interstate or New Zealand University Campus.
Priority 3 Selection	Temporary visa holders and International applicants

Interview Outcomes

Applicants will be advised of their interview outcome by email on Wednesday 21 September 2016.

There will be three interview outcomes:

1. Successful – offered a position from one of their preference choices
2. Eligible but no position offer – placed on Eligible Applicants' Bank
3. Unsuccessful – no further opportunities in this recruitment process.

1. Successful Applicants

Applicants will have until **Thursday 29 September 2016** to accept or decline the position offer. If you decline an offer at this stage of the recruitment process or fail to respond to the job offer by 29 September, you will be withdrawn from this recruitment process, and you will not be eligible for any other position offers.

1.1 Acceptance of Offers

Applicants must check that their personal details are correct before accepting an offer. If there is an error, please contact the employing facility to rectify the error prior to acceptance.

2. Eligible Applicants' Bank

Employers use the Eligible Applicants' Bank (EAB) to fill vacant positions. This may be due to other applicants declining position offers or withdrawing from the recruitment process during first round selections.

The EAB is made available to participating hospitals to fill remaining vacancies **from 12 October 2016**.

To ensure that as many applicants as possible on the EAB can be offered a position if available, an applicant will be withdrawn:

- If you are offered a position from one of your 8 preferences and decline the offer,

or

- once you have been offered up to two positions that are not included in your preferences (recognising it is not always possible to relocate to all regions).

The EAB will remain open until **31 May 2017** or until all positions are filled, whichever occurs first.

Note: the NSW Health TPP recruitment process is highly competitive, and the majority of positions are filled in first round offers. In addition to the EAB, some ongoing vacancies such as rural and remote positions, some midwifery and some mental health positions may be advertised through the NSW Health Online Recruitment System (https://nswhealth.erecruit.com.au/) from late November 2016.

If you are successful in gaining a position outside this recruitment process it is helpful and courteous to advise the Nursing and Midwifery Office so you can be removed from the EAB. Advice can be made to gradrecruit@doh.health.nsw.gov.au

3. Unsuccessful applicants

If you are deemed unsuccessful in this recruitment process you can continue to apply to other organisations such as private hospitals/ health care facilities, aged care and disability care facilities, as well as interstate.

Seeking Interview Feedback

If you were placed on the Eligible Applicants Bank or deemed unsuccessful in this recruitment process, we encourage you to seek feedback on your performance from your interviewing facility. Contact details will be included in your interview outcome letter. Remember recruitment is highly competitive so seeking feedback will assist you to improve your performance in the future. Feedback will also help you to understand how you can build on the strengths you demonstrated in the interview.

PLANNING FOR EMPLOYMENT

Registration

Before you can commence employment, you must first be registered with the Nursing and Midwifery Board of Australia (NMBA). The majority of TPP positions commence in February so it is important not to delay your application for registration. The registration process can take a couple of months even if the NMBA has all the documentation. You are able to pre-register online up to six (6) weeks prior to completion of your degree but your application will not be successfully completed until you have passed your course and the NMBA have received and assessed all the documentation.

For more information about the Registration process for Graduates http://www.ahpra.gov.au/Registration/Graduate-Applications.aspx

If you are required to undertake an English language test in order to gain Registration, you are encouraged to investigate this at your earliest convenience. If you are unable to supply evidence of your registration with the required timeframe specified by your employer, prior to commencement of work, your job offer may be withdrawn, and there will be no further employment opportunities in this recruitment process.

> ***"Working as a Registered Nurse or Registered Midwife offers many and varied employment opportunities and experiences. This is just he beginning. Good Luck!"***

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