

2018 GRADUATE NURSING AND MIDWIFERY TRANSITION TO PROFESSIONAL PRACTICE HANDBOOK



Health

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WELCOME



A warm welcome to the 2018 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 focus on 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 and less 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 experiences 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 make the most of the opportunities available to you.

Nursing and midwifery are outstanding careers, the foundations that you have developed through your life experiences and study along with your kindness and compassion as nurses and midwives 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.

Jacqui Cross
Chief Nursing and Midwifery Officer

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KEY RECRUITMENT DATES

Late March 2017	<ul style="list-style-type: none">• Information about the 2018 TPP Application process available on the Nursing & Midwifery Office website
April-June 2017	<ul style="list-style-type: none">• Attend University and Employer information days• Research your employment choices• Get a NSW Working with Children Check clearance number
July 2017	<ul style="list-style-type: none">• 8am Monday 3 July: 2018 TPP Applications open• 12noon Friday 21 July: 2018 TPP Applications close
August 2017	<ul style="list-style-type: none">• Tuesday 8 August: Employers send interview invitations to applicants.• By Tuesday 15 August: Applicants must acknowledge/accept interview invitation• Interviews held between 21 August - 15 September
Sept 2017	<ul style="list-style-type: none">• By 15 September: Applicant interviews across NSW conclude
Oct 2017	<ul style="list-style-type: none">• Monday 23 October: Applicants notified of recruitment outcome.• Successful applicants must respond to position offers by Sunday 29 October.
Nov 2017	<p>Wednesday 8 November: The Eligible Applicant's Bank opens for Employers</p>

INTRODUCTION

The Nursing and Midwifery Office within the NSW Ministry of Health together with Local Health Districts and Networks facilitates centralised annual recruitment for graduate nursing and midwifery positions across New South Wales for the following year. NSW Public health facilities and one not-for-profit private hospital participate in the Transition to Professional Practice (TPP) recruitment.

Many, but not all, nurses and midwives commence 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.

The TPP is highly competitive and it is anticipated that more people will apply than there are positions available so it is important to be well prepared and organised. This handbook is designed to assist you in the application and recruitment process for gaining employment as a graduate registered nurse or midwife in NSW Health in 2018.

Each year the Nursing and Midwifery Office together with the Local Health Districts review the graduate recruitment process to improve outcomes for both the employers and applicants therefore it is important not to rely on previously published materials from former recruitment campaigns.



To be eligible to apply for the NSW Health 2018 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 2017 and 31 May 2018.

Note:

- Applicants who have completed their initial nursing or midwifery degree prior to 1 June 2017 are not eligible to apply.
- Applicants who are not completing their degree until after 31 May 2018 are not eligible for 2018 TPP recruitment and should wait for the 2019 TPP recruitment.

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

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.

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

Note:

- Priority selection is given to Australian Citizens, Australian permanent residents and New Zealand citizens. Please refer to **page 16** for information.
- Employer sponsorship is not available from NSW Health for this recruitment process.

PREPARING FOR APPLICATION

When preparing for your application there are a number of things to consider including recruitment requirements; employment preferences; and addressing the selection criteria.

Recruitment Requirements

All employers have specific recruitment requirements and it is important you are aware of these as you prepare for your application and the ongoing recruitment process. As part of the NSW Health recruitment process you will be required to provide the following:

- ✓ Two identified **referees** – one referee must be a clinical supervisor. The second referee is to be either an employer (paid or unpaid work) or from another clinical supervisor.
 - The referee from a clinical supervisor must be from a clinical supervisory staff member, for example NUM/MUM, CNC/CMC, CNE/CME, clinical facilitator or health service employer.
 - The names and contact details of your two referees are to be entered into the online application form.
- ✓ Evidence of **Identification and residency documentation** – such as Australian birth or citizenship certificate, Passport and visa information if you are not an Australian citizen. You need to bring these documents to interview.
- ✓ **A NSW Working with Children Check (WWCC) clearance number for paid work.** <https://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check> Applicants are required to enter the WWCC number into the online application as well as bring it to interview.

NB: A student or volunteer WWCC number is not acceptable, nor is an interstate equivalent. If you provide the incorrect type of WWCC number in your application this will be unable to be considered in this recruitment process

- Evidence of **current immunisation** in accordance with NSW Health policy Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases. Applicants must bring their immunisation documentation to interview.

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

- Identification, criminal record and Working with Children Checks (Policy ref no: PD2013_028)
- Occupational assessment and immunisation checks (Policy ref no: PD2011_005).

Applicants can download the relevant policies from the NSW Health website: <http://www.health.nsw.gov.au/policies/pages/default.aspx>

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. However some Local Health Districts may require you to provide a CV as part of their local recruitment practices.

Researching your employment prospects

Applicants are required to select a minimum of six (6) and a maximum of eight (8) employment preferences in their online application. As there are more than 140 facilities offering graduate positions in this recruitment ranging from metropolitan, coastal, regional, rural and remote settings, it is important to give yourself time to research the vast range of employment prospects available. Give consideration to the availability of and types of positions offered - in particular mid-year intakes, clinical specialties, and full-time and part-time employment opportunities.

Working in **rural, and remote communities** can provide a broad range of great variety of diverse experiences not always available in larger metropolitan areas.

The Metro-Rural Exchange Program allows applicants to gain valuable nursing or midwifery experience in two very different clinical environments by working six (6) months in a rural facility and six (6) months in a metro facility.

“I was given the experience through doing a metro rural exchange. I have always wanted to experience working in a rural environment but also wanted to work in a metropolitan hospital as well.

What surprised me the most about working in a small rural hospital was the opportunities I saw and the ability to learn and grow, and take responsibility for not only myself but for my patients. This was a lot more than I expected and what I experienced when working in a metro hospital. I loved both experiences but decided that rural nursing was my calling.”

Emilie Taylor, 2016 Graduate

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

Not all facilities offer **mid-year intakes** so it is important that you research these opportunities if you are completing your degree mid-year

Applicants invited to interview will be interviewed once, by the first (1st) preference facility that you select in the online application. It is preferred that applicants 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 completing your online application.

Employer specific information can be found at each Local Health District/Network (LHD/N) website. A link to each LHD/N is available under the Employer Information Section on the TPP website. <http://www.health.nsw.gov.au/nursing/employment/Pages/Recruit.aspx>



Selection Criteria

As part of your online application you will be required to address each of the six (6) selection criteria with a maximum of 150 words per criterion. As your responses will be considered as part of your overall application outcome, it is recommended that you take the time to consider your responses. We suggest you prepare your responses in a Word document prior to applications opening, and then copy and paste your responses into the online application. In this way, you can easily edit your responses as well as keep a copy for your interview preparation.

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.



THE ONLINE APPLICATION

Applications will only be accepted through the NSW Health Graduate Nursing and Midwifery Office Transition to Professional Practice website

www.health.nsw.gov.au/nursing/employment/Pages/Recruit.aspx
from 8am Monday 3 July to 12noon Friday 21 July 2017.

No late applications will be accepted.

Key points to note in the Application:

1. Attention to detail is important:

- ✓ Ensure you enter your personal details correctly which includes all names in you have been known by. This information is used for employment screening purposes.
- ✓ Your **date of birth** is used as a security password so it is important this is entered correctly. You will need your date of birth to re-access your application before closing date and also to accept a position offer.
- ✓ Correct **contact details** - you have the opportunity to enter two (2) email addresses. **Please note:** Hotmail & Live.com. au email addresses can be blocked by some employers so it is recommended you consider an alternative to these. If an employer is unable contact you due to incorrect email details or telephone numbers, you may be withdrawn from the recruitment process.
- ✓ Employers will send key correspondence to applicants such as interview invitation and recruitment outcome letters by email. If you do not receive correspondence with the expected timeframe, it is your responsibility to follow up.

2. Employment Preferences

There are two streams for the two professions of registered nurse or registered midwife. The dual degree leading to nursing and midwifery registration is not offered in NSW, therefore 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.

When selecting your employment preferences for either registered nurse or registered midwifery positions, you are required to enter a minimum of six (6) and a maximum of eight (8) preferences where you would like to work. If you have done your research this should be easy to complete. Entering the same preference more than once 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 certain category, (such as paediatric hospitals), a particular 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.

3. Clinical Preferences

If you are applying for nursing positions, you will also be required to enter four (4) clinical specialty 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 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.

4. Availability to commence employment

To assist employers in their planning for intakes, you are required to indicate when you will be ready to commence employment based on the completion of your degree and ability to gain registration. For example, if you complete your course in December 2017 and gain AHPRA registration in January 2018, you will be available to commence employment from February 2018; OR, if you do not complete your course until April 2018, you will not be available to commence employment until mid-year 2018.

5. Addressing the Selection Criteria

Please allow yourself enough time to give consideration and thought to fully complete the selection criteria. There is a limited time to complete the online application (about 30 minutes) so to maximise your time, copy and paste your selection criteria responses from your Word document.

6. Application Submission

Following the submission of your application, you will receive a Screen Confirmation of your complete application which includes a unique **TPP ID number**.

- The **Screen Confirmation** is the only record of your complete **application** so ensure **you save and/or print** this confirmation.
- In addition, you will receive an email confirming the successful submission of application.
- **Please keep your TPP ID number** in a safe place as you will need it throughout the recruitment process from editing your application through to the interview and post interview recruitment period.

7. Editing your Application

You have the opportunity to edit your online application after submission as many times as you like until applications close. You can re-access your Application through the **“Update Application Form”** link on the NSW Health TPP website and by entering your unique TPP ID number and your date of birth.

Once applications close, you will no longer have access to your application. Should you need to change personal data in your application such as contact information or referee details after applications close, you can do so by emailing gradrecruit@doh.health.nsw.gov.au to request the change. You must include your full name, TPP ID Number and date of birth in any email requests.

INTERVIEWS

We recommend that you are contactable and available between July and October 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 unavailable (e.g. overseas) then your application will be withdrawn and you will have no further opportunity for positions in this recruitment process.

Applicants invited to interview will be interviewed by the first (1st) preference facility or Local Health District/Network selected in the online application. 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.

Interviews will be held between **Monday 21 August and Friday 15 September 2017**. Interview invitation letters will be emailed to eligible applicants by employers on **Tuesday 8 August** and applicants will need to confirm their interview attendance by **Tuesday 15 August**. Specific interviews dates and times vary between hospitals.

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

Interview preparation

Most of us find interviews nerve-racking and stressful, even people with many years of experience. Being confident at interview comes with practise. Below are some tips that can help you practise and prepare for interview.

- 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
 - ✓ Being person centred
 - ✓ An ability to reflect on your clinical placements during your undergraduate program
 - ✓ Knowing when and where to seek guidance
 - ✓ Displaying professionalism
 - ✓ Being a safe practitioner
 - ✓ 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 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/>

What to bring to Interview

When you receive your interview invitation letter you will be advised to bring a number of documents with you to interview. This will include your identification and residency documentation with photocopies of same, your WWCC clearance number, and immunisation documentation.

In addition, dependent on where you are being interviewed, you may be required to provide a curriculum vitae/resume as well as other recruitment forms which will also be detailed in your invitation letter.

The list of required documents included in your invitation letter form part of recruitment standards for employers. If you are unable to provide these at the requested time, you may not be invited to proceed to interview.



RECRUITMENT OUTCOMES

Selection of Applicants

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

Priority 1 Selection	<p>Applicants who are Australian Citizens/ Australian Permanent Residents/New Zealand Citizens <u>and</u></p> <p>a) are undertaking their studies at a NSW/ACT university campus*</p> <p>OR</p> <p>b) are currently permanently employed (full-time/part-time) in the NSW Public Health System and are undertaking studies at an interstate university campus</p> <p>OR</p> <p>c) have completed secondary education in NSW and are undertaking their studies at an interstate university campus.</p>
Priority 2 Selection	<p>Applicants who are Australian Citizens/ Australian Permanent Residents/New Zealand Citizens who are undertaking their studies at an interstate or New Zealand university campus.</p>
Priority 3 Selection	<p>Temporary visa holders and international applicants</p>

* Defined as a campus situated within NSW or ACT or within 5km of the NSW state border.

Applicants will be advised of their recruitment outcome by email on Monday 23 October.

There are three recruitment 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 **Sunday 29 October 2017** 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 October you will be withdrawn from this recruitment process, and you will not be eligible for any other position offers.

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 Local Health Districts and Networks to fill remaining vacancies from **Wednesday 8 November 2017**.

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 2018** 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 to early December 2017.

If you are successful in gaining a position outside this recruitment process it is courteous and helpful to advise the Nursing and Midwifery Office so you can be removed from the EAB. This advice can be made via email 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. Being deemed unsuccessful in the TPP recruitment process does not preclude you from applying to NSW Health in the future.

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 recruitment 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 as a RN or RM, 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. Further information can be found on the Australian Health Practitioner Regulatory Authority (AHPRA) website:

<https://www.ahpra.gov.au/Registration/Graduate-Applications.aspx>

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.

Employment Contracts

Following satisfactory employment screening of successful applicants, employers will send employment contracts in mid to late November. The employment contract will contain relevant information about your start date, specific location and terms and conditions of employment.

If there is any change in your agreed start date due to unforeseen circumstances, or you need to discuss any component of your employment, please contact the relevant person detailed in your employment contract, at your earliest convenience.



“ *Working as a Registered Nurse or Registered Midwife offers many and varied employment opportunities and experiences. This is just the beginning. Good Luck!* **”**

