

**Information Package and Frequently Asked Questions  
NEW GRADUATE REGISTERED NURSE AND  
REGISTERED MIDWIFE TRANSITION RECRUITMENT**

**Applications open Monday 15<sup>th</sup> June 2009  
and close 9am Monday 27<sup>th</sup> July 2009  
for employment in 2010**

This centralised on-line application process is for the recruitment of new graduate registered nurses and midwives (BMid) for employment in NSW Public Hospitals and a small number of private not for profit hospitals in 2010.

As part of this application process you will be asked to nominate 8 hospital/cluster preferences. Your application will be forwarded to your first preference hospital. The Area Health Service (AHS) or hospital will then contact you by email regarding an interview.

**What should I do before making my application?**

You should gather all of the information you need to make an informed decision about your application and hospital choice. Information about Area Health Service and hospital/cluster can be accessed via [www.health.nsw.gov.au/nursing](http://www.health.nsw.gov.au/nursing)

**How do I apply?**

You will be able to lodge your on-line application between Monday 15<sup>th</sup> June 2009 and 9am Monday 27<sup>th</sup> July 2009 for employment in 2010. At the time of lodging your application you will be allocated a **unique registration ID number** which you will need to re-access your application. It is advisable to print off your completed application with your unique application **ID NUMBER**.

**When is the closing date?**

The closing date is **9am Monday 27<sup>th</sup> July 2009**. *Late applications will not be accepted.* You can amend your details or preferences or you can withdraw your application up until the closing date and time. You will need your **unique registration ID number** and your date of birth to re-access your application.

**What are the selection criteria for employment?**

The selection criteria are: -

- Eligibility for registration as a nurse or midwife with the Nurses and Midwives Board of NSW prior to the agreed date for commencement of employment.
- Completion of your course in second semester 2009 or first semester 2010.
- Australian citizenship or a visa which permits employment in Australia. (New Zealand citizens residing in Australia who hold a current Special Category Visa are considered to have permanent residency status) There will be no sponsorship available for student visa holders \*.
- Demonstrated effective interpersonal, verbal and written communication skills.
- Overseas students must have documented proof of English Language skills equivalent to an [International English Language Testing System \(IELTS\)](#) Academic Band 7 \* \*.
- Current clinical knowledge and clinical problem solving ability.
- Ability to work within a multidisciplinary team.

- An Understanding of EEO, OHS&R, infection control and continuous quality improvement principles.
- An understanding of the professional, ethical and legal requirements of the Registered Nurse or Midwife.
- The ability and commitment to all Department of Health Immunisation requirements.

Some positions (e.g. rural and community) may require a valid driver's licence; information about this is available from the Area Health Service.

**\* NOTE:**

As there is no sponsorship available from NSW Health for student visa holders, individuals are encouraged to apply independently for their own visa which will permit ongoing employment [www.immi.gov.au](http://www.immi.gov.au) .

**\*\* NOTE:**

Current Criteria: Overseas students must have documented proof of English Language skills equivalent to an IELTS Academic Band 7 level. \*\*

If you are an overseas student, in order to be selected for employment in NSW Public Hospitals and a small number of private not for profit hospitals in 2010 you will need to be able to provide when you come for your interview, documented proof of English Language skills equivalent to an IELTS Academic Band 7 level or provide a receipt in English that proves that you have booked in to sit the IELTS test.

Certification by the Head of School as a proof of English proficiency does not meet the selection criteria.

Failure to provide the achieved Academic Band 7 results prior to employment will mean you will be unable to commence employment and the position will be offered to another applicant.

## What is the Recruitment Process?

The recruitment process to the public hospitals follows NSW Department of Health recruitment and selection policy and EEO guidelines. The policy can be found at: [www.health.nsw.gov.au/policies/pd/2006/PD2006\\_059.html](http://www.health.nsw.gov.au/policies/pd/2006/PD2006_059.html) Information about EEO can be found at [www.lawlink.nsw.gov.au/adb](http://www.lawlink.nsw.gov.au/adb)

The recruitment process will include:

1. Your application – which includes your CV
2. The interview
3. Referee reports

### Application

- After submitting your “on line application”, there will be a confirmation on the screen with your name and your **unique registration ID number**. Please print this acknowledgement for your records.
- You will only receive email confirmation of the successful lodgement if you provide a valid email address.
- You will need to use this **unique registration ID number and your date of birth** if you wish to change any details or preferences on your application or withdraw from the process.
- You will be able to change your details **only** up until applications close at 9am on Monday 27<sup>th</sup> July 2009.
- Your application will be forwarded to your first preference hospital/cluster/program.
- You will be contacted by the hospital or Area Health Service regarding an interview that will be conducted between 14<sup>th</sup> August 2009 and 25<sup>th</sup> September 2009.
- Information about Area Health Services and hospitals can be accessed via [www.health.nsw.gov.au/nursing](http://www.health.nsw.gov.au/nursing)

## The Interview

- The hospital or Area Health Service will conduct interviews.
- Interviews will be completed by **Friday 25<sup>th</sup> September 2009**.
- At interview you will be asked questions related to the advertised selection criteria.
- Questions will be based on the selection criteria and ANMC Competencies
- Questions are open ended and seek to assess your knowledge of the roles and responsibilities of a novice Registered Nurse or Midwife
- There will be up to 3 people on each interview panel.
- The purpose of the interview is to provide you with an opportunity to demonstrate how you meet the selection criteria and to enable the interview panel to gather further information about you to enhance your application.
- You will be able to ask questions about the position at the interview.

You **must** bring the following supporting **original** documents with you to your interview:

- Immunisation Record (see page 4)
- Proof of Residency (see page 5)
- Results of your English Language Tests – if required (see page 5)
- 100 points Identification (see page 7)
- Written Referee Report (Template see page 10)
- Driver's Licence – if required

**If you do not present the necessary documents you will not be interviewed.**

## Reference Checks

- You must bring one written reference report with you to your interview.
- You must also provide the name, address and telephone number of two referees who may be contacted about you. One of the referees must be a clinical referee.
- A member of the interview panel may contact your referees for a work history/character reference.

## Notification of Offer of Employment

- You will be advised of the result of your application after the selection process is completed. Letters will be sent by email on 20<sup>th</sup> October 2009.
- You will be advised in writing of one of the following outcomes:
  - You have been successful.
  - You have been placed on an eligibility list for allocation if positions remain available.
  - You have been unsuccessful.

If you are offered a position ***you will have two weeks in which to accept the offer (by Friday 6<sup>th</sup> November 2009) or the offer will be withdrawn. As recruitment is a competitive process, if you decline an offer of employment, you will not be automatically placed on the eligibility list.***

## Allocation of Positions

Positions will be allocated on a merit basis where the best applicant for a job is selected following a competitive process. This means that the applicant considered to be the most capable of performing the duties of the position is selected.

## Eligibility List

For applicants who are deemed suitable for employment but are not allocated a position because of the number of positions available, an eligibility list for employment will be created.

## Interview Feedback

The Area Health Service or hospital will advise you how to obtain feedback after your interview. In accordance with privacy laws applications can only be discussed with the applicant unless the applicant gives consent for discussion with another specified person.

### Do I need to be immunised?

You cannot be employed as a registered nurse or midwife if you are not immunised for a range of diseases. A final offer of employment will be dependant on you being able to prove that you are immunised/screened.

Further information is available at [www.health.nsw.gov.au/ohs\\_vaccination](http://www.health.nsw.gov.au/ohs_vaccination)

This is in accordance with Government policy PD2007\_006 for staff.

Disease	Acceptable evidence of protection against specified infectious diseases includes a written record of vaccination signed by the provider and/or serological (blood test result) confirmation of protection. This does not include a statutory declaration.
Diphtheria, tetanus, pertussis	One documented dose of adult Diphtheria/tetanus/pertussis vaccine (dTpa).
Hepatitis B	Documented evidence of a completed, age appropriate, course of hepatitis B vaccine <u>and</u> documented evidence of anti-HBs $\geq$ 10mIU/ml: <u>or</u> documented evidence of past hepatitis B infection (anti-HBc).
Measles, mumps, rubella	Birth date before 1966: <u>or</u> documented evidence of 2 doses of MMR vaccine at least one month apart: <u>or</u> documented evidence of positive IgG for measles, mumps and rubella.
TB	All persons will need to be screened for TB (to exclude active TB and establish baseline TB status) by local Chest Clinic/Area Health Service accredited TST provider.
Varicella (chickenpox)	History of chickenpox; <u>or</u> documentation of physician diagnosed shingle; <u>or</u> documented evidence of a positive varicella IgG; <u>or</u> documented evidence of age appropriate varicella vaccination.

### Physical demands of the job

Applicants must ensure that they can comply with the physical and emotional demands of the position. You will be asked to sign an acknowledgment of your ability to perform the job demands of the position.

You must declare any health condition/s (physical or mental), which might prevent you from performing the demands of the position.

If you have any health condition that may require the employer to provide you with services or aids (adjustments) so that you can adequately perform the job of a registered nurse or midwife you need to discuss this with the interview panel.

Any false or misleading statements may compromise your appointment or continued employment as a registered nurse or midwife.

Working a 7-day rotating roster, including shift work (e.g. night duty and weekends) is required.

## **What documents do I need to prove I am an Australian citizen or permanent resident?**

Examples of evidence are a copy of an Australian passport, Australian birth certificate, permanent residency visa or an Australian citizenship certificate.

New Zealand citizens residing in Australia who hold a current Special Category Visa are considered to have permanent residency status – you must be able to provide evidence of this.

If the name on any of your documents is different from your application form, you must also provide evidence of name change, e.g. Marriage, Divorce or Change of Name Certificate, must be provided.

Please note that a copy of your Driver's Licence or bank statement does NOT meet this requirement.

Please do not assume that we will know you are an Australian citizen. Evidence must be provided at interview.

## **What English language test results are required for overseas students to be employed?**

Approved English language test results may comprise one of the following:

- International English Language Testing System (IELTS), academic modules. A score of a minimum of 7 on each band (reading, writing, speaking and listening) in the [International English Language Testing System \(IELTS\)](#) academic modules. The test must be dated within the last two years. This test may be undertaken at a number of different locations in Australia but it may take some time to organise so consider undertaking this as soon as possible.
- A Pass at "B" level in each of the four components (reading, writing, listening and speaking) of the Occupational English Test (OET) for Nurses. This test may be undertaken at a number of locations in Australia and in other countries.
- If you are an overseas student, in order to be selected for employment in NSW Public Hospitals and a small number of private not for profit hospitals in 2010 you will need to be able to provide when you come for your interview, documented proof of English Language skills equivalent to an IELTS academic 7 level or provide a receipt in English that proves that you have booked in to sit or have done the IELTS test.
- Certification by the Head of School as a proof of English proficiency does not meet the selection criteria.
- If you have booked in for the test you will need to provide results at academic 7 level at least 4 weeks before you are due to commence employment. Failure to provide evidence of the required academic 7 results will mean you will be unable to commence employment and the position will be offered to another applicant.

## **What other checks are required?**

### **Criminal Record Checks/Working with Children Check**

In accordance with Government policy before employment can commence a criminal record check will be conducted to identify any criminal offences or convictions.

A National Criminal Record Check (Working with Children Check) will also be conducted for all past convictions or offences of a sexual nature, and will be reported, regardless of the age of said conviction or offence.

As part of the interview you will be asked to provide your consent for the Criminal Record Check and the Working with Children Check. You will also be asked to sign a declaration to say that you are not prohibited to work with children.

### **Personal Information Privacy Statement**

All personal information collected from applicants for employment will be handled on a strictly confidential basis. Initial information collected, as part of the recruitment process will be used solely for determining the suitability for employment of the applicant for the position applied for.

Only those persons directly involved in the selection process shall have access to an applicant's records.

### **Occupational Health and Safety**

Occupational Health and Safety (OHS) refers to legislation, policies, procedures and activities that aim to protect the health, safety and welfare of all people at the workplace.

[www.health.nsw.gov.au/policies/PD/2005/pdf/PD2005\\_360.pdf](http://www.health.nsw.gov.au/policies/PD/2005/pdf/PD2005_360.pdf)

### **Equal Employment Opportunity**

The principles of Equal Employment Opportunity (EEO) will form the basis of all phases of the recruitment and selection process. This means that the best applicant will be selected following an objective and thorough assessment of an applicant's suitability in relation to the selection criteria.

Information about EEO can be found at [www.lawlink.nsw.gov.au/adb](http://www.lawlink.nsw.gov.au/adb)

### **Ethnic Affairs Priorities Statements (EAPS)**

All NSW public institutions are required to diversify their policies and activities in order to realise the full potential of the population. The Principles apply to all aspects of the social, cultural, political, legal and economic life of NSW on which public institutions impact.

### **Code of Conduct**

The NSW Health Code of Conduct outlines the standards expected of staff within NSW Health in relation to their conduct in employment. It is a condition of employment in NSW Health that the Code of Conduct must be adhered to by all employees. Copies of this can be found at

[www.health.nsw.gov.au/policies/pd/2005/pdf/PD2005\\_626.pdf](http://www.health.nsw.gov.au/policies/pd/2005/pdf/PD2005_626.pdf)

## Proof of Identity – 100 point identification

If you are successful in gaining an interview you will need to bring original identifying documents that provide 100-point identification. The 100-point identification check **must** be completed prior to lodgement of a NSW Criminal Record Check or Working with Children Check.

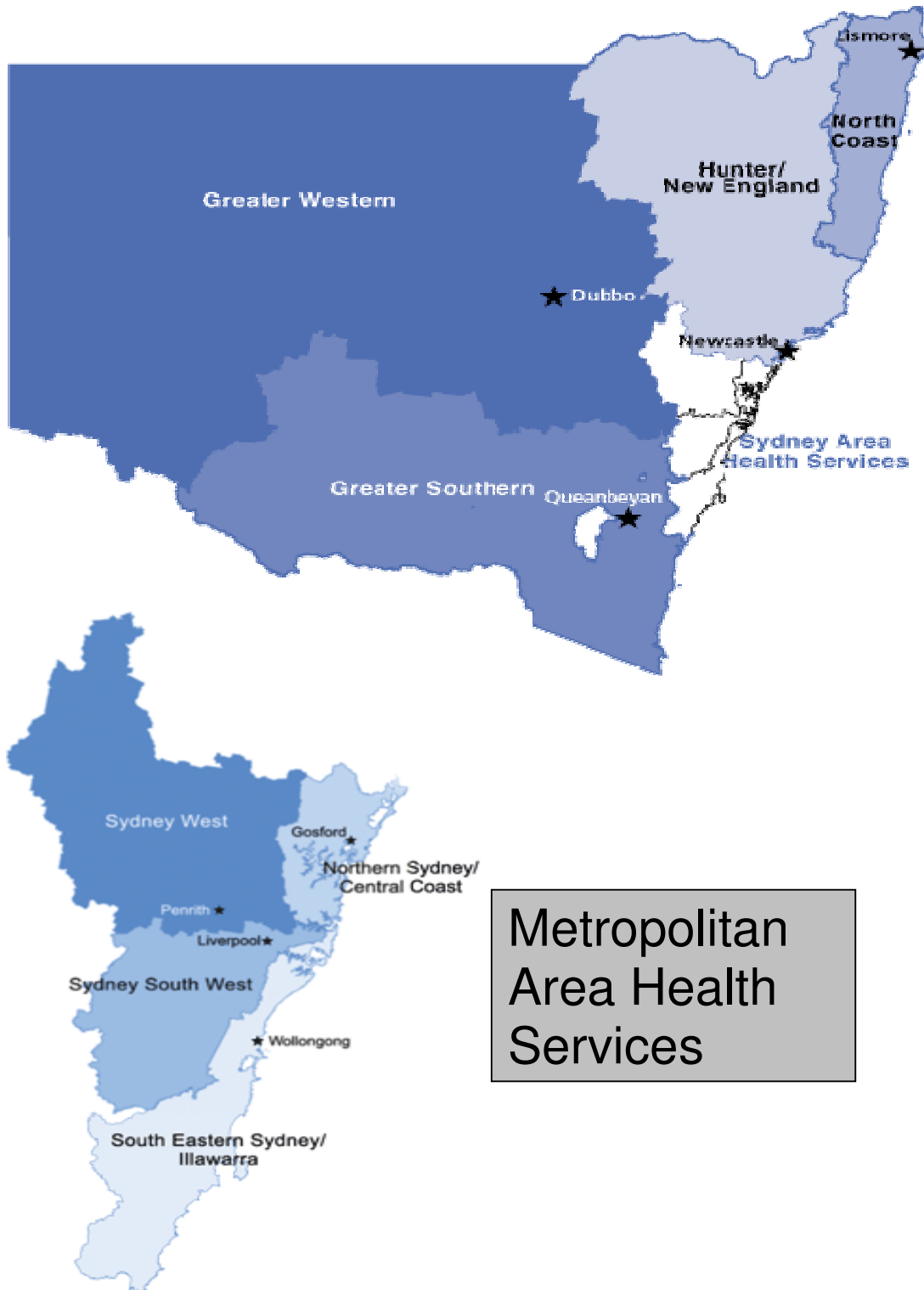
Employers are required to sight original identifying documents and ensure that an appropriately delegated officer completes the record of identifying documents. The point score of documents produced must total at least 100 points and must include at least one form of photo ID. These documents include:

ITEM	POINT SCORE
<b>Primary Documents – only one of each may be submitted</b>	
<ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Birth Card issued by the New South Wales Registry of Births, Deaths and Marriages</li> <li>• Citizenship Certificate</li> <li>• Current Passport</li> <li>• Expired passport which has not been cancelled and was current within the preceding 2 years</li> </ul>	70
<b>Secondary Documents</b>	
<p><b><i>The following documents must have a PHOTOGRAPH and NAME:</i></b></p> <ul style="list-style-type: none"> <li>• Driver Licence issued by an Australian State or Territory</li> <li>• Licence or permit issued under a law of the Commonwealth, a State or Territory Gov.</li> <li>• Identification card issued to a public employee</li> <li>• The identification card issued by the Commonwealth, a State or Territory as evidence of an applicant's entitlement to a financial benefit</li> <li>• Identification card issued to a student at a tertiary education institution</li> <li>• Proof of Age Card or NSW Photo Card issued by the NSW Roads and Traffic Authority</li> </ul>	40
<p><b><i>The following documents must show NAME and ADDRESS:</i></b></p> <ul style="list-style-type: none"> <li>• A document held by a cash dealer giving security over the applicant's property</li> <li>• A mortgage or other instrument of security held by a financial body</li> <li>• Council rates notice</li> <li>• Document from the applicant's current or former employer within the past 2 years</li> <li>• Document from the Credit Reference Association of Australia</li> <li>• Land Titles Office record</li> </ul>	35
<p><b><i>The following documents must show NAME and SIGNATURE – points from the same source may only be counted once (i.e. a Visa and EFTPOS card issued by the same financial institution):</i></b></p> <ul style="list-style-type: none"> <li>• Marriage Certificate (for maiden name only)</li> <li>• Credit Card</li> <li>• Foreign Driver's Licence</li> <li>• Medicare Card (signature not required)</li> <li>• Membership to a registered club</li> <li>• NRMA Membership</li> <li>• EFTPOS Card</li> </ul>	25
<p><b><i>The following documents must show NAME and ADDRESS:</i></b></p> <ul style="list-style-type: none"> <li>• Electoral roll compiled by the Australian Electoral Commission and available for public scrutiny</li> <li>• A recent signed reference of recommendation from an acceptable referee (eg Doctor, Teacher, Clergy, Banker, Police etc)</li> <li>• Lease/rental agreement</li> <li>• Rent receipt from a licensed real estate agent</li> <li>• Records of a public utility – eg. Phone, water, gas or electricity bill)</li> <li>• Records of a financial institution</li> <li>• A record held under law other than a law relating to land titles</li> </ul>	25
<p><b><i>The following documents must show NAME and DATE OF BIRTH:</i></b></p> <ul style="list-style-type: none"> <li>• The records of a primary, secondary, or tertiary institution attended within the past 10yrs</li> <li>• The records of a professional or trade association of which the applicant is a member.</li> </ul>	25

## NEW GRADUATE REGISTERED NURSE RECRUITMENT COORDINATORS

<p><b>Greater Southern Area Health Service</b> Donna Goodwin 02 6933 9179 0417 051 553 <a href="mailto:donna.goodwin@gsahs.health.nsw.gov.au">donna.goodwin@gsahs.health.nsw.gov.au</a> Website: <a href="http://www.gsahs.nsw.gov.au/page.asp?t=jobs&amp;p=15">www.gsahs.nsw.gov.au/page.asp?t=jobs&amp;p=15</a></p>	<p><b>Northern Sydney Central Coast Area Health Service</b> Vijay Saamy 02 4320 3991 <a href="mailto:vsaamy@nscchahs.health.nsw.gov.au">vsaamy@nscchahs.health.nsw.gov.au</a> Website: <a href="http://www.nursinginsydney.com.au">www.nursinginsydney.com.au</a></p>
<p><b>Greater Western Area Health Service</b> Jacqui Blackshaw 02 6339 5018 <a href="mailto:Jacqueline.Blackshaw@gwahs.health.nsw.gov.au">Jacqueline.Blackshaw@gwahs.health.nsw.gov.au</a> Website: <a href="http://www.gwahs.nsw.gov.au/recruitment">www.gwahs.nsw.gov.au/recruitment</a></p>	<p><b>South Eastern Sydney Illawarra Area Health Service</b> Sharon White 02 9382 7626 <a href="mailto:sharon.white@sesiahs.health.nsw.gov.au">sharon.white@sesiahs.health.nsw.gov.au</a> Website: <a href="http://nursing.sesiahs.health.nsw.gov.au">nursing.sesiahs.health.nsw.gov.au</a></p>
<p><b>Hunter New England Area Health Service</b> Doreen Holm 0434 603 089 <a href="mailto:Doreen.Holm@hnehealth.nsw.gov.au">Doreen.Holm@hnehealth.nsw.gov.au</a> Website: <a href="http://www.hnehealth.nsw.gov.au">www.hnehealth.nsw.gov.au</a></p>	<p><b>Sydney West Area Health Service</b> Bronwyn Merritt 02 47342277 <a href="mailto:bronwyn_merritt@wsahs.nsw.gov.au">bronwyn_merritt@wsahs.nsw.gov.au</a> Website: <a href="http://www.wsahs.nsw.gov.au/services/nursing">www.wsahs.nsw.gov.au/services/nursing</a></p>
<p><b>North Coast Area Health Service</b> Denyse Hodgson 02 66 207601 <a href="mailto:Denyse.Hodgson@ncahs.health.nsw.gov.au">Denyse.Hodgson@ncahs.health.nsw.gov.au</a> Website: <a href="http://www.ncahs.nsw.gov.au/nursing-graduates/">www.ncahs.nsw.gov.au/nursing-graduates/</a></p>	<p><b>Sydney South West Area Health Service</b> Sue Manlik 02 95 159638 Louise Conry 02 95 159649 <a href="mailto:Sue.manlik@sawahs.nsw.gov.au">Sue.manlik@sawahs.nsw.gov.au</a> Website: <a href="http://www.sydneynurses.com">www.sydneynurses.com</a></p>
<p><b>Justice Health</b> Maxine McCarthy 02 92892251 <a href="mailto:Maxine.mccarthy@justicehealth.nsw.gov.au">Maxine.mccarthy@justicehealth.nsw.gov.au</a> Website: <a href="http://www.justicehealth.nsw.gov.au">www.justicehealth.nsw.gov.au</a></p>	<p><b>Children's Hospital Westmead</b> Anne Maree Davis 02 9845 2092 <a href="mailto:Annemard@chw.edu.au">Annemard@chw.edu.au</a> Website <a href="http://www.chw.edu.au/about/jobs">www.chw.edu.au/about/jobs</a></p>
<p><b>St Vincent's Private Hospital Darlinghurst</b> Michelle Crawford 02 83826452 1800 288 925 <a href="mailto:education@stvincents.com.au">education@stvincents.com.au</a> Web site: <a href="http://www.svph.com.au">www.svph.com.au</a></p>	<p><b>The Mater Hospital Crows Nest</b> Alex Joyner 02 9900 7590 <a href="mailto:ajoyner@matersydney.com.au">ajoyner@matersydney.com.au</a> Web site: <a href="http://www.matersydney.com.au">www.matersydney.com.au</a></p>
<p><b>Sydney Adventist Hospital Wahroonga</b> Lyn Saul 02 94879654  Web Site: <a href="http://www.sah.org.au">www.sah.org.au</a></p>	

# NSW Area Health Services



## New Graduate Written Reference

This form must be completed by your referee and you must bring it to your interview. Your most recent employer or clinical supervisor must complete this reference.

Name of Applicant: \_\_\_\_\_ ID Number: \_\_\_\_\_

<p>Referee's Name: _____</p> <p>Referee's position: _____</p> <p>Organisation: _____</p> <p>Applicant's position (e.g. employee, student, volunteer etc): _____</p> <p>1. How long have you known the applicant? _____</p> <p>2. Your relationship to the applicant? _____</p> <p>3. How would you rate the applicant's quality and quantity of work/study/volunteer work? <input type="checkbox"/> Excellent   <input type="checkbox"/> Good   <input type="checkbox"/> Average   <input type="checkbox"/> Below Average   <input type="checkbox"/> Poor</p> <p>4. What were their major achievements/contributions to the organisation? _____ _____</p>	<p>5. What areas of their performance require improvement? _____ _____ _____</p> <p>6. How was their attendance? <input type="checkbox"/> Excellent   <input type="checkbox"/> Good   <input type="checkbox"/> Average   <input type="checkbox"/> Below Average   <input type="checkbox"/> Poor</p> <p>7. Given the position they are applying for are there any further comments you would like to make? _____ _____ _____</p> <p><b>Signature:</b> _____</p> <p><b>Date:</b> _____</p> <p><b>Contact email address:</b> _____</p> <p><b>Contact telephone and Best time to contact you:</b> _____ _____</p>
---	---