

# 2019 GRADUATE NURSING AND MIDWIFERY TRANSITION TO PROFESSIONAL PRACTICE HANDBOOK



Health



**NSW MINISTRY OF HEALTH**  
**73 Miller Street**  
**NORTH SYDNEY NSW 2060**  
**Tel: (02) 9391 9000**  
**[www.health.nsw.gov.au](http://www.health.nsw.gov.au)**

Designed and produced by:  
Nursing and Midwifery Office  
NSW Ministry of Health  
Tel: (02) 9391 9528  
Email: [gradrecruit@doh.health.nsw.gov.au](mailto:gradrecruit@doh.health.nsw.gov.au)

This work is copyright. It may be reproduced in whole or part for study or training purposes subject to the inclusion of an acknowledgement or the source. It may not be reproduced for commercial usage or sale. Reproduction for purposes other than those indicated above requires written permission from the NSW Ministry of Health.

© NSW Ministry of Health 2018

SHPN (NM) 180165  
ISBN 978-1-76000-842-0 (Print)

Further copies of this document can be downloaded from the NSW Health website [www.health.nsw.gov.au/nursing/employment/Pages/Recruit.aspx](http://www.health.nsw.gov.au/nursing/employment/Pages/Recruit.aspx)

March 2018

# WELCOME

---



A warm welcome to the 2019 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 different experiences available to you in terms of location and health care setting. This may include positions in community health, mental health and rural and remote areas. 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 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**

# CONTENTS

---

Welcome .....	1
Key Recruitment Dates.....	2
Introduction .....	3
Preparing for Application .....	5
The Online Application.....	10
Interviews .....	13
Recruitment Outcomes .....	16
Planning for Employment.....	19

# KEY RECRUITMENT DATES

Late March 2018	<ul style="list-style-type: none"><li>• Information about the 2019 TPP Application process available on the Nursing &amp; Midwifery Office website</li></ul>
April-May 2018	<ul style="list-style-type: none"><li>• Attend University and Employer information days</li><li>• Research your employment choices</li><li>• Get a NSW Working with Children Check clearance number</li></ul>
July 2018	<ul style="list-style-type: none"><li>• <b>9am Monday 2 July:</b> 2019 TPP Applications open</li><li>• <b>12noon Thursday 19 July:</b> 2019 TPP Applications close</li></ul>
August 2018	<ul style="list-style-type: none"><li>• <b>Tuesday 7 August:</b> Employers send interview invitations to applicants.</li><li>• <b>By Tuesday 14 August:</b> Applicants must acknowledge/accept interview invitation</li><li>• Interviews held between <b>Monday 20 August - Friday 14 September</b></li></ul>
Sept 2018	<ul style="list-style-type: none"><li>• <b>By Friday 14 September:</b> Applicant interviews across NSW conclude</li></ul>
Oct 2018	<ul style="list-style-type: none"><li>• <b>Monday 22 October:</b> Applicants notified of recruitment outcome.</li><li>• Successful applicants must respond to position offers by <b>Sunday 28 October.</b></li></ul>
Nov 2018	<p><b>Wednesday 7 November:</b> The Eligible Applicant's Bank opens for Employers</p>

# INTRODUCTION

The NSW Health Nursing and Midwifery Office oversees centralised annual recruitment for graduate nursing and midwifery positions in NSW public hospitals.

NSW Health Local Health Districts and Specialty Networks recruit to their health facilities through the Transition to Professional Practice (TPP) process.

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 2019.

## Note:

The recruitment processes laid out in this document are for the 2019 TPP process.



## To be eligible to apply for the NSW Health 2019 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 (RN) or Registered Midwife (RM) between 1 June 2018 and 31 May 2019.

### Note:

- Applicants who have completed their initial nursing or midwifery degree prior to 1 June 2018 are not eligible to apply.
  - Applicants who are not completing their degree until after 31 May 2019 are not eligible for 2019 TPP recruitment and should wait for the 2020 TPP recruitment.
- 
- ✓ Be registered as a Registered Nurse or Registered Midwife with the Nursing and Midwifery Board of Australia (NMBA) prior to the agreed date of commencement of employment.

Immediately check that you meet English language requirements for registration with the Nursing and Midwifery Board of Australia (NMBA) [www.nursingmidwiferyboard.gov.au](http://www.nursingmidwiferyboard.gov.au) as additional assessments required by the NMBA must be planned well ahead of course completion.

If you are required to undertake an English language test in order to gain registration, you are encouraged to investigate this as soon as possible.

- ✓ 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 your application there are a number of things to consider including recruitment requirements employment preferences and addressing the selection criteria.

## Recruitment Requirements

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.
- A clinical referee must be from a person working in a clinical supervisor role, such as a NUM/MUM, CNC/CMC, CNE/CME or clinical facilitator.
- The names and contact details of your two referees are to be entered into the online application form.
- You must bring to interview evidence of identification and permanent residency, such as passport, Australian birth certificate, citizenship certificate and visa information.
- **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.

**Note:** It is essential to provide an employed WWCC clearance number. Providing the incorrect type of WWCC clearance number will preclude you from continuing in the recruitment process.

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

- Employment Checks - Criminal Record Checks and Working with Children checks (Policy reference number PD2016\_047)
- Occupational Assessment, Screening and Vaccination Against Specific Infectious Diseases (Policy reference number PD2018\_009).

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

Evidence of **current immunisation** in accordance with NSW Health policy must be brought to interview.

## Researching your NSW Public Health facility employment prospects

Applicants are required to select a minimum of six and a maximum of eight employment preferences in their online application. There is a vast range of employment prospects available across more than 130 facilities in metropolitan, coastal, regional, rural and remote settings. 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 clinical 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 months in a rural facility and six months in a metropolitan 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 practice 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 preference facility selected in the online application. It is preferred that applicants 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 should not assume that you will be granted this type of interview so if you believe a phone interview is necessary for you, please contact the Local Health District/hospital of your choice before completing your online application.

**Information about working in specific hospitals 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 selection criteria with a maximum of 150 words per criterion. Your responses will be considered as part of your overall application outcome, so it is recommended that you make time to develop your answers. We suggest you **prepare your responses in a Word document prior to completing your application, 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](http://www.health.nsw.gov.au/nursing/employment/pages/recruit.aspx) from 9am Monday 2 July to 12noon Thursday 19 July 2018.

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 you have been known by. This information is used for employment screening purposes.
- Your **date of birth** is used as an identifier so it is essential to enter this correctly in your initial application. 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 email addresses. **Please note:** [Hotmail](mailto:Hotmail) & [Live.com.au](mailto:Live.com.au) email addresses can be blocked by some employers so it is strongly recommended you consider an alternative to these. If an employer is unable to contact you due to incorrect email details or telephone numbers, you may be withdrawn from the recruitment process.
- Employers will send interview invitation and recruitment outcome letters to applicants by email. It is your responsibility to contact your first preference LHD/N if you do not receive any correspondence by the relevant date as outlined on page 2.

### 2. Employment Preferences

There are no dual registrant RN/RM new graduate positions offered in NSW public hospitals. If you are a dual registrant graduate 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 and a maximum of eight (8) preferences.

Entering the same preference more than once does not increase your chances of gaining a position there, but rather limits your chances of gaining employment in your other options. 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 will take up an offered position from your preference list so choose your preferences wisely. If you are offered a position in any of your preferences it is assumed that you will accept it. If you decline it, no further offers will be made, therefore, only enter preferences that you would be prepared to accept.

### **3. Clinical Preferences**

If you are applying for nursing positions, you will also be required to enter four clinical specialty areas where you would like to work. This does not guarantee that 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. 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 to registration. For example, if you complete your course in December 2018 and gain AHPRA registration in January 2019, you should be available to commence employment from February 2019; OR, if you complete your course in April 2019, you will be available to commence employment from mid-year 2019.

## 5. Addressing 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. Each selection criteria has a maximum 150 word limit.

## 6. Application Submission

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

- The **Screen Confirmation** is the **only record** of your completed **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 to edit your application and through 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](mailto: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

---

It is crucial that you are contactable and available during the period July to October 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 their first preference facility selected in the online application.

For example, if you select Muswellbrook Hospital as your first preference facility you will be invited to attend an 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 20 August and Friday 14 September 2018**.

- Employers email invitation to interview letters to eligible applicants by close of business Tuesday 7 August 2018.
- Applicants must confirm their interview attendance by **Tuesday 14 August**. Note: 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 request is at the discretion of the employer. If you do not attend your interview and have not contacted the interviewing facility, 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 practice. Below are some tips that can help you practice 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 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 at work
  - ✓ Displaying professionalism
  - ✓ Being a safe practitioner
  - ✓ Demonstrated enthusiasm for the profession of nursing or midwifery
  - ✓ Indicating a commitment to life-long learning
- **Practice 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 practice and resources. A couple of suggested websites are: [www.seek.com.au/jobs-resources](http://www.seek.com.au/jobs-resources) and <http://career-advice.careerone.com.au>

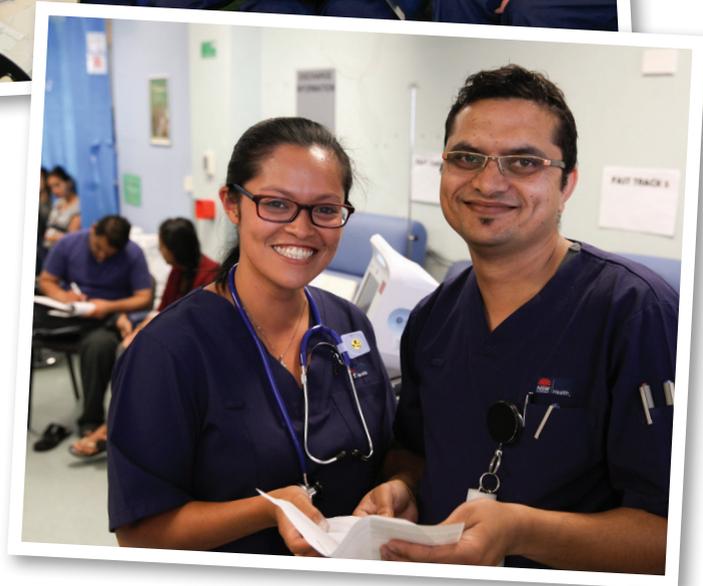
## What to bring to Interview

Your interview invitation letter will advise you to bring a number of documents with you to the interview.

- This will include your identification and residency documentation including photocopies of these documents if requested.
- Your WWCC clearance number, and
- Immunisation documentation.

In addition 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 documents included in your invitation letter are essential requirements for recruitment. 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 will be considered on a merit basis in the following order:

<b>Priority 1 Selection</b>	<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>
<b>Priority 2 Selection</b>	<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>
<b>Priority 3 Selection</b>	<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 22 October.**

There are three recruitment outcomes:

- 1. Successful** – offered a position from one of the preferences in the application.
- 2. Eligible but no position offered** – placed on Eligible Applicants' Bank
- 3. Unsuccessful** – no further opportunities in the NSW Health Transition to Professional Practice process.

### **1. Successful Applicants**

Applicants have until **Sunday 28 October 2018** to accept or decline the position offer.

**Please note:** If you decline an offer or fail to respond by 28 October you will be **withdrawn** and ineligible for any further offers.

### **2. Eligible Applicants' Bank**

NSW Health 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 7 November 2018**.

Your name will remain on the EAB unless;

- You decline an offer by one from one of your eight preferences **or**
- If you decline 2 offers that are not included in your preferences. (It is recognised that it is not always possible to relocate, so in this instance your name will be returned to the EAB). After two offers your name will be removed from the EAB.

The EAB will remain open until **31 May 2019** 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 2018.

If you are successful in gaining a position outside this TPP recruitment process it is expected that you will 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](mailto:gradrecruit@doh.health.nsw.gov.au)

### **3. Unsuccessful applicants**

Nurses and Midwives work across a range of sectors in their careers including, the public health sector, the private sector, aged care and disability facilities in NSW and interstate. If you are unsuccessful in the TPP recruitment process you are encouraged to gain interview feedback and to apply to other organisations such as private hospitals/health care facilities, aged care and disability care facilities, as well as interstate. Nurses and midwives who work in these sectors often work in NSW Health across their careers.

#### **Seeking Interview Feedback**

If you were placed on the Eligible Applicants Bank or were unsuccessful in this recruitment process, we encourage you to seek feedback on your interview 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

You must be registered with the Nursing and Midwifery Board of Australia (NMBA) before commencing employment as an RN or RM with NSW Health. The majority of TPP positions commence in February so it is important not to delay your application for registration. The registration process can take weeks or months even if the NMBA has all your documentation. You are able to pre-register online up to six weeks prior to completion of your degree, but your registration will not be complete until you have passed your course and the NMBA have received and assessed all of your 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 within the required timeframe specified by your employer, and 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 you need to change 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 as soon as possible.



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

