

2020 GradStart Handbook



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

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Welcome



A warm welcome to the 2020 edition of the GradStart 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

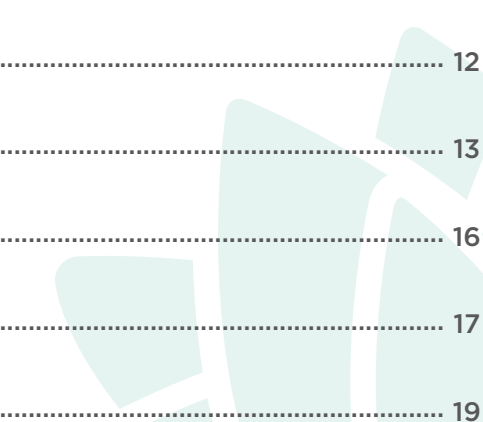
available to you in terms of location and health care setting. This may include positions in community health, mental health and rural and remote areas. Our Metro-Rural Exchange Program provides scope for graduates to experience nursing and midwifery practice in metropolitan and rural & remote locations, 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 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 ever realised. 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

Late
March
2019

- Information about the 2020 GradStart Application process available on the Nursing and Midwifery Office website

April-May
2019

- Students intending to graduate should attend University and Employer information days
- Commence researching your employment choices
- Apply for a NSW Working with Children Check for paid work www.kidsguardian.nsw.gov.au

July
2019

- **9am Monday 1 July 2019:** GradStart Applications for 2020 open
- **12 noon Thursday 18 July 2019:** GradStart Applications for 2020 close

August
2019

- **By Friday 9 August 2019:** Employers send interview invitations to applicants
- **By Wednesday 14 August 2019:** Applicants must accept/decline their interview invitation as outlined in the interview email.
- Interviews held between **Monday 19 August - Friday 13 September 2019**

Oct
2019

- **Monday 28 October 2019:** All applicants notified of recruitment outcome

Nov
2019

- Successful applicants must respond to position offers by **12 noon Monday 4 November 2019** via the online link provided in the employment offer email

Introduction

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

NSW Health Local Health Districts and Specialty Networks (LHD/SN) recruit to their health facilities through the GradStart process.

GradStart offers graduate nurses and midwives employment and clinical support and includes education study days beyond standard orientation and induction of new employees.

GradStart 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 2020.

Note:

The recruitment processes laid out in this handbook are for the NSW Health 2020 GradStart process.

It is also recommended that you research non-government organisations, private health care providers and aged care providers for employment opportunities.

Eligibility

To be eligible to apply for the NSW Health 2020 GradStart recruitment you must:

1. Intend to complete your nursing or midwifery degree (final results received) that leads to initial registration as a Registered Nurse (RN) or Registered Midwife (RM) between 1 June 2019 and 31 May 2020.

Note:

- Applicants who have completed their nursing or midwifery degree prior to 1 June 2019 are not eligible to apply.
- Applicants who are not completing their degree until after 31 May 2020 are not eligible for 2020 GradStart recruitment and should wait for the 2021 GradStart recruitment.

2. Be registered as a RN or RM 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 NMBA 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.

3. 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.

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:

Curriculum Vitae

- You will be required to upload a Curriculum Vitae into your online application. This should outline your educational qualifications and work experience.

Identification

- It is **essential** that you bring to interview evidence of identification and permanent residency, such as passport, Australian birth certificate, citizenship certificate and visa information.

Working with Children Check

- A NSW Working with Children Check (WWCC) clearance number for paid work 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 a paid employee NSW WWCC clearance number. Volunteer checks and clearance checks from interstate will not be accepted.

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 \(Policy reference number PD2019_003\)](#)**
- **[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: www.health.nsw.gov.au/policies/pages/default.aspx

Immunisation

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 and types of positions offered, clinical specialties, and full-time and part-time employment opportunities.

A small number of facilities offer **mid-year intakes** so it is important that you research these opportunities if you are completing your degree mid-year.

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 in both a rural facility and in a metropolitan facility throughout your new graduate year.

Other Exchanges

Some hospitals offer aged care and/or mental health nursing exchanges. These exchanges provide 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 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.

"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

Information about working in specific hospitals can be found at each Local Health District/Network (LHD/SN) website. A link to each LHD/SN is available under the Employer Information Section on the GradStart website www.health.nsw.gov.au/nursing/employment/Pages/Recruit.aspx

Referees

- Two identified **referees** – one referee must be a clinical supervisor.
- The second referee is to be either an employer (paid or unpaid work) or another clinical supervisor.
- A clinical referee must be 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 with pre-employment check information prior to interview.

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, 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.** 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.



Applying For a GradStart Position

The Online Application

Applications for the NSW Health 2020 GradStart program will be open from **9am Monday 1 July to 12 noon Thursday 18 July 2019**.

Before you apply please note the following:

- To access the job application please go to the NSW Health Nursing and Midwifery webpage <https://www.health.nsw.gov.au/nursing/employment/Pages/Recruit.aspx> and click on the **Apply Online** tile.
- If you are a **current employee** of NSW Health, you must then **log in** using your **Stafflink ID** before you click on the Apply Now within the job advertisement.
- If you are **not an employee** of NSW Health, you should click on the Apply Now button in the job advertisement. You will then be asked to select 'New User' or enter 'Returning user' to register in the system.

In the application form itself you will be required to enter the Stafflink ID you have been allocated as a student. If you are applying as a NSW Health employee, the Stafflink ID will be pre-populated in your application form.

No late applications will be accepted.

Email Addresses

Please note: Hotmail and Live.com.au email addresses are blocked by some employers so it is strongly recommended you consider an alternative to these.

Applying

Key points to note in the Application:

1. Attention to detail is important:

- Ensure you enter your personal details correctly which includes the first and last name you are known by. This information is used for employment screening purposes.
- Interview invitation and recruitment outcome letters will be sent to applicants by email. It is your responsibility to contact your first preference LHD/SN if you do not receive any correspondence by the relevant date as outlined on page 3.

2. Addressing the Selection Criteria

There is a limited time to complete the online application (about 60 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.

3. You will be required to upload your Curriculum Vitae (CV) in the online application.

4. Application Submission

Following the submission of your application, you will receive an email confirmation of your completed application.

5. Editing your Application

You have the opportunity to edit your online application after submission as many times as you like until applications close at 12 noon on Thursday 18 July 2019. 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 contacting Healthshare Customer Service on 1300 679 367 (Option 9)

Preferences

1. Employment Preferences

When selecting your employment preferences for either RN or RM positions, you are required to enter a minimum of six (6) and a maximum of eight (8) preferences.

Entering the same preference more than once does not increase your chances of gaining a position there, and reduces your chance of gaining a position overall. If you are offered a position in any of your preferences it is assumed that you will accept it so choose your preferences wisely. If you decline your position offer, no further offers will be made, therefore, only enter preferences that you would be prepared to accept.

2. Availability to commence employment

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 before December 2019 and gain AHPRA registration in January 2020, you should be available to commence employment from February 2020, OR, if you complete your course in or before April 2020, you will need to be available to commence employment from mid-year 2020.

If you are interested in mid-year intakes you should research this through the LHD/SN link on the nursing and midwifery webpage www.health.nsw.gov.au/nursing/employment/Pages/Recruit.aspx and seek out sites which offer these.

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.

Interviews

Interviews will be held between **Monday 19 August and Friday 13 September 2019**.

- Employers email invitation to interview letters to eligible applicants by close of business **Friday 9 August 2019**.
- Applicants must accept or decline their interview attendance by **Wednesday 14 August**. Note: Specific interviews dates and times vary between hospitals
- You will also receive a separate email titled 'Pre-Employment checks'. Please click on the link within the email to complete this information.

It is crucial that you are contactable and available during the period August to October when interviews are scheduled and 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 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 first preference before completing your online application.

You will be invited to attend an interview at the facility of your first preference or at a central location identified by that district as noted in your interview invitation.

If you select St Vincent's Hospital, you will be interviewed by that hospital.

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
<https://www.nursingmidwiferyboard.gov.au/codes-guidelines-statements/codes-guidelines.aspx>
- 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 at work
 - ✓ Displaying professionalism
 - ✓ Being a safe practitioner
 - ✓ Demonstrated enthusiasm for the profession of nursing or midwifery
 - ✓ Indicating a commitment to life-long learning
- You can 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 and www.careerone.com.au/career-advice/

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
- Your WWCC clearance number, and
- Immunisation documentation

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.



Priority Selection

Selection of Applicants

Applicants 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> <ul style="list-style-type: none">a) are undertaking their studies at a NSW/ACT University campus* <p>OR</p> <ul style="list-style-type: none">b) are currently permanently employed (full-time/part-time) in the NSW Public Health System and are undertaking studies at an interstate University campusc) have completed secondary education in NSW and are undertaking their studies at an interstate University campus.
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.

Recruitment Outcomes

Applicants will be advised of their recruitment outcome by email on Monday 28 October 2019.

There are three recruitment outcomes:

- 1. Successful** – offered a position from one of the preferences in your application and receive a ‘Conditional Offer’ subject to screening checks
- 2. Eligible but no position offer** – placed on Eligible Applicants’ Bank
- 3. Unsuccessful** – no further opportunities in the NSW Health GradStart process.

1. Successful Applicants

On **Tuesday 29 October 2019** successful applicants will receive an email containing a link to accept or decline their offer which must be **completed by 12 noon Monday 4 November 2019**.

Please note: If you decline an offer or fail to respond by **4 November** 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 LHD/SNs to fill remaining vacancies from **Monday 11 November 2019**.

Your name will remain on the EAB unless;

- You decline an offer from one of your eight preferences **OR**
- If you decline 2 offers from facilities which are not included in your preferences.

The EAB will remain open until **31 May 2020** or until all positions are filled, whichever occurs first.

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 GradStart 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.

4. Withdrawal

If you wish to withdraw from the 2020 GradStart program prior to interview you may do so by logging in to your application and selecting 'Withdraw' next to the role you have applied for. Please be aware that your application cannot be reinstated after you have withdrawn.

Withdraw After Interview

If you wish to withdraw your application after you have been interviewed please contact the GradStart Co-Ordinator at the LHD/SN or facility at which you were interviewed. This information can be found on the email you received inviting you to interview.

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.

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. This registration is completed through the Australian Health Practitioner Regulation Agency (AHPRA). You can start your application for registration 4-6 weeks before completing your studies. Website: www.ahpra.gov.au/Registration/Graduate-Applications.aspx.

The majority of GradStart positions commence in February each year 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.

Your registration will not be complete until you have passed your course and the NMBA have received and assessed all of your documentation. AHPRA may request that you enter a likely employment commencement date in your application so you should consider this carefully when applying.

Note: 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 by **Monday 9 December 2019**. 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! ”



