Graduate nurse and midwife recruitment prospectus for 2015 campaign

June 2014
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An electronic version of this document is available at www.health.qld.gov.au/nmoq/careers/graduates.asp

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1. About Queensland Health

Queensland Health, a Queensland Government department, is committed to providing a range of services aimed at achieving good health and wellbeing for all Queenslanders. Queensland Health employs more than 64,000 staff, making it the third largest employer in Australia.

Through a network of 16 Hospital and Health Services (HHSs), each governed by a separate Hospital and Health Board (HHB), Queensland Health delivers a range of integrated services including:

- hospital inpatient, outpatient and emergency services
- acute and community mental health services
- drug and alcohol services
- primary healthcare in community health settings and population health units
- chronic disease management in hospitals and community health centres
- rehabilitation and limited respite and aged care services.

From large technologically advanced tertiary hospitals in our metropolitan and regional cities, to community health centres servicing rural, remote and Indigenous communities, we offer exciting career pathways and employment opportunities for nurses and midwives.

HHSs offer a range of programs and experiences for first year nurses, including ward-based and rotational programs. Rotations may be through a number of wards in one facility or in rural areas that may cover a range of facilities. Please understand not all clinical fields are available in each HHS, therefore you are strongly encouraged to look at individual HHS websites prior to listing your preferences.

Queensland Health is committed to maximising the intake of first year registered nurses, however employment is competitive and applications currently exceed available positions. Queensland Health encourages students to consider options outside South East Queensland and increase employment opportunities by making broad geographical preferences.

2. Recruitment eligibility criteria—Queensland Government graduate portal

To be eligible for the Queensland Government graduate portal, a registered nurse or midwife must meet the following criteria:

- For nursing graduates, you:
  - have completed your first university undergraduate nursing course or graduate-entry Masters of Nursing (whether in Australia or internationally) within the last 12 months
  - or
  - are due to complete your first undergraduate degree or graduate-entry Masters in Nursing (whether in Australia or internationally) by 31 March 2015.
• For midwifery graduates, you:
  – have completed your first university undergraduate midwifery course (whether in Australia or internationally) within the last 12 months or
  – are due to complete your first undergraduate midwifery degree (whether in Australia or internationally) by 31 March 2015.
• Eligible to apply for nursing or midwifery registration with Australian Health Practitioner Regulation Agency (AHPRA).
• Fulfil all the requirements of documentation and identity checks, as well as English competency evidence for graduates requiring this evidence, as stated by the Nursing and Midwifery Board of Australia.
• The provision of all documentation relating to residency status (i.e. proof of citizenship/residency), and results from the International English Language Testing System (IELTS) or Occupational English Test (OET) which are mandatory at the point of interview or when requested by the HHS.
• Have not worked as a registered nurse or midwife for more than six months full-time equivalent prior to applying to the Queensland Government graduate portal (including overseas).

3. Priority rankings for applicants

HHSs are required to apply priority rankings for employment of all clinical health graduates, including registered nurses. The priority rankings are:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Definition</th>
</tr>
</thead>
</table>
| 1    | Clinical graduates of Queensland universities who are:  
  • Australian citizens  
  • Australian permanent residents  
  • New Zealand citizens. |
| 2    | Clinical graduates of interstate or New Zealand universities who completed year 12 schooling in Queensland and are:  
  • Australian citizens  
  • Australian permanent residents  
  • New Zealand citizens. |
| 3    | Clinical graduates of interstate or New Zealand universities who are:  
  • Australian citizens  
  • Australian permanent residents  
  • New Zealand citizens. |
| 4    | Clinical graduates of Queensland universities currently on a student visa and eligible to be employed in a graduate program in Australia who are:  
  • Overseas citizens other than New Zealand citizens  
  • Overseas permanent residents. |
|  | Clinical graduates of interstate or New Zealand universities currently on a student visa and eligible to be employed in a graduate program in Australia who are:  
|   |   • Overseas citizens other than New Zealand citizens  
|   |   • Overseas permanent residents.  
| 6 | Clinical graduates of international universities who are:  
|   |   • Australian citizens  
|   |   • Australian permanent residents  
|   |   • New Zealand citizens.  
| 7 | Clinical graduates of international universities currently on a student visa and eligible to be employed in a graduate program in Australia who are:  
|   |   • Overseas citizens other than New Zealand citizens  
|   |   • Overseas permanent residents.  

4. **Visa and immigration**

Due to the competitive nature of employment with Queensland Health and the commitment of the Queensland Government to domestic employment, a visa and immigration policy exists.

The policy states:

> 'Queensland Health must ensure that the recruitment of overseas professionals into clinical roles strengthens the regional economies through the engagement of skills that complement, but do not replace the skills of the available local labour market.'

Currently there are large numbers of domestic graduates seeking employment within Queensland Health.

5. **Verification of visa status**

By identifying your visa type/residency status you are giving your consent for these details to be verified with the Australian Government’s Department of Immigration and Citizenship (DIAC). Applicants found to have provided contrary visa status information to DIAC will be considered an ‘ineligible’ application.

6. **Submitting an application**

Applications for employment cover all Queensland Health facilities and must be submitted via the Queensland Government graduate portal. You will need to register before you can commence your application.

- Type in a username (email address) and choose a suitable password:  
  - please use an email address you will access regularly  
  - avoid using Hotmail as it cannot accept the size of the recruiting documents.
- Save your application, and review all information and attachments before submitting your application:
– once you submit your application you can change and edit information up until the end of the application period.
• Your application will be seen by HHS recruiters you list as a preference.

7. Mandatory confirmation of residency status

In accordance with Recruitment eligibility criteria, applicants must provide documentation of their residency status (at interview or as requested).

The following documentation will be required:
• Australian citizen—birth certificate and photo ID (license) or passport.
• New Zealand citizen—birth certificate and photo ID (license) or passport.
• Permanent Australian resident—visa approval letter and/or passport.
• New Zealand permanent resident—birth certificate, photo ID (license) or passport, and visa specification.
• International citizen with current visa from non-English speaking country—passport, visa specification and successful IELTS/OET results.
• International citizen with current visa from an English speaking country—passport, visa specification and IELTS/OET results. (Refer to the Registration Standard on English Language Skills for information on IELTS/OET results).

Graduates in the process of obtaining an Australian work visa should only apply once their right to work within Australia has been granted. For more information visit the Department of Immigration and Citizenship website.

8. English competency

Proof of English proficiency is mandatory as part of your registration with the Australian Health Practitioner Regulation Agency (AHPRA) and is therefore an essential component of eligibility for first year registered nursing positions with Queensland Health. If you have already obtained your AHPRA registration at the time of applying you may not be required to provide proof of English proficiency, unless requested by an interview panel.

9. Referees*

Applicants who progress through an initial interview are required to provide at least one referee report. Specific information on this will be provided by individual HHS staff. Referees must be:
• a clinical supervisor from third year of study (cannot be a university employee unless directly involved in your clinical practice (i.e. clinical facilitator) or
• any other previous manager who has had a direct supervisory role, preferably within the last two years. Where a previous manager it is not available, it is recommended applicants seek a clinical supervisor referee.

*Please note: provision of this documentation is mandatory.
10. Application process

Choosing your preferred place of employment and clinical field

It is important applicants identify **two** preferred HHSSs in which they would be willing to undertake their first year as a registered nurse/midwife. Selecting the same HHS twice offers no advantage and removes the possibility of you being considered for placement in a second HHS.

Applicants can select **up to two** clinical preferences. Please understand not all clinical fields are available in each HHS, therefore you are strongly encouraged to look at individual HHS websites prior to listing your preferences. For example, if your first clinical preference is mental health nursing, then your first facility preference needs to be for a facility that offers mental health nursing.

Cover letter

Please complete and attach the standardised cover letter (two pages only), indicating your preferred hospital and clinical preferences, to your application in the graduate portal.

What happens after submitting your application?

After the closing date, the only changes you can make to your application are your personal details (e.g. name, contact details). HHS nurse recruiters will then review all applications.

11. Recruitment and selection process

Eligible applicants will be interviewed first by their preferred HHS, and shortlisted applicants will be contacted to arrange a date, time and place to attend an interview if required.

Please ensure personal details are correct and regularly check your mobile and/or email to see if you have been contacted for an interview.

Applicants can receive invitations to more than one interview, and interviews can be either face-to-face or via telephone. Once contacted by an HHS, they will inform you of the next steps regarding the selection process.

If you are not contacted within three months of the closing date however, your application will remain in the graduate portal for 12 months and you may be contacted if other opportunities arise.

12. Selection process

HHSs assess the priority key skill requirements of team focus, patient focus and work values. Questions will usually have a behavioural based perspective, which is asking applicants to provide actual examples of how they have managed specific issues or situations. Should you not have the necessary experience in the requested area, this can also be achieved through a scenario based question.
13. Offers of employment

Offers
Notification of offers will be made by HHSs following the selection process. Applicants in receipt of offers will be given a timeframe in which to consider the offer and to either ‘Accept’ or ‘Decline’. Offers will be made over the full 12 month period following closure of the application window.

Accepting an offer
Once an individual accepts an offer of employment with Queensland Health, that individual’s application will be flagged as placed. Any offers of employment not accepted will be offered to remaining applicants.

It is recommended that all offers be given the utmost consideration due to the competition for registered nurse and midwife positions within Queensland Health.

Declining an offer
If you choose to decline an offer of employment, your application will remain in the pool of applications until the commencement of the next recruitment campaign.

14. Schedule of 2015 campaign

<table>
<thead>
<tr>
<th>Stage</th>
<th>Start date</th>
<th>Closing date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduates apply online</td>
<td>10:00 hours AEST</td>
<td>11:59 pm AEST</td>
</tr>
<tr>
<td></td>
<td>4 August 2014</td>
<td>1 September 2014</td>
</tr>
<tr>
<td>HHSs to review applications</td>
<td>3 September 2014</td>
<td>31 July 2015</td>
</tr>
<tr>
<td>Graduates are provided with job offers</td>
<td>13 October 2014</td>
<td>31 July 2015</td>
</tr>
</tbody>
</table>

15. Checklist of recommended documentation

Please bring the following documents with you to your interview for sighting.

<table>
<thead>
<tr>
<th>Checklist</th>
<th>Please tick</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentation relating to residency status (see Section 7).</td>
<td>☐</td>
</tr>
<tr>
<td>If not permanent Australian resident, proof of visa status and associated documentation.</td>
<td>☐</td>
</tr>
<tr>
<td>Proof of successful IELTS or OET results, if required (see Section 8).</td>
<td>☐</td>
</tr>
<tr>
<td>At least one referee (see Section 9).</td>
<td>☐</td>
</tr>
</tbody>
</table>
# 16. Frequently asked questions

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
</table>
| What if I am not eligible to apply using the Queensland Government graduate portal? | If you are not eligible, you can apply for positions:  
• advertised directly with HHSs  
• advertised on [Smart jobs and careers](#)  
• with private hospitals, in the aged care sector or a nursing agency. |
| I am a graduate enrolled nurse, how do I apply for a graduate position?   | A graduate enrolled nurse will need to apply directly with the HHS or facility for a position. The Queensland Government graduate portal is open only to graduate registered nurses and midwives. |
| I am a graduate of an interstate or overseas university, and would like to move to Queensland. What are my chances of employment? | This will depend partly on:  
• the quality of your application  
• your university grade point average  
• your willingness to work in an area outside South East Queensland.  
There are seven priority rankings given to eligible applicants (refer to Section 3).  
Please note: Queensland is currently experiencing a surplus in domestic graduates. Queensland Health has a responsibility to give priority to graduates who are citizens or permanent Australian residents, and graduates of Queensland universities. |
| When should I apply?                                                     | Applicants are encouraged to apply for the year they complete their study and obtain registration, for example:  
• a graduate who is registered with the Nursing and Midwifery Board of Australia and who is ready to commence employment in 2015, should apply for the 2015 campaign. |
| What happens if I miss the closing date?                                 | No late applications will be accepted.                                                                                                                                                                    |
| Can I defer my graduate year?                                            | This can only be considered by the HHS. Graduates offered employment should be aware their request may not be approved.                                                                                   |
| What if my circumstances change and I cannot complete my graduate year?  | You will need to negotiate any change in your personal circumstances with your employer.                                                                                                                  |
| Can I apply for more than one campaign?                                  | Yes, as long as you meet the eligibility criteria.                                                                                                                                                       |
| How much experience is too much to be considered a graduate?             | A graduate is defined as:  
• a person who has graduated from an undergraduate or graduate-entry (provided it is their first nursing or midwifery course leading to eligibility for registration) Degree or Masters in Nursing within the last 12 months, whether in Australia or internationally, and who has not worked as a registered nurse for |
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What if I receive more than one offer?</td>
<td>An applicant can receive one or more offers of employment, however the graduate will need to choose the best option of employment for them.</td>
</tr>
<tr>
<td>Am I able to accept an offer prior to my gaining nationally recognised</td>
<td>HHSs will need to allow some time for graduates to secure nursing or midwife registration, but you do need to be upfront about when you expect to secure your registration. Commencement dates can be negotiated with the employing HHS. For further information relating to registration visit <a href="http://www.ahpra.gov.au">www.ahpra.gov.au</a> or <a href="http://www.nursingmidwiferyboard.gov.au">www.nursingmidwiferyboard.gov.au</a></td>
</tr>
<tr>
<td>registration as a registered nurse or midwife?</td>
<td>Yes. You can apply provided your registration is approved prior to commencement of employment within a HHS.</td>
</tr>
<tr>
<td>If I do not have evidence of my nursing or midwifery registration, can</td>
<td>If you do not receive an offer, your application will be kept on the Queensland Government graduate portal for 12 months or until the next recruitment campaign commences.</td>
</tr>
<tr>
<td>I still apply?</td>
<td>If I do not receive an offer, what are my choices?</td>
</tr>
<tr>
<td>Am I allowed to work as a registered nurse or midwife after I accept an</td>
<td>Yes. Once you have received and accepted an offer with a HHS and your appointment is confirmed, you may work as a registered nurse or midwife until the commencement of your formal employment (provided you have obtained your registration). For example, you may be able to negotiate to work in a casual pool in the interim.</td>
</tr>
<tr>
<td>offer with a HHS?</td>
<td>There is supposed to be a shortage of nurses in Queensland, yet I have heard that it is difficult to get a job upon leaving university, why is this?</td>
</tr>
<tr>
<td>There is supposed to be a shortage of nurses in Queensland, yet I have</td>
<td>Currently we have an increased number of registered nurse graduates wanting jobs in Australia, hence why the job market is so competitive. There is expected to be a shortage in the coming years, but Queensland Health is continuously improving our health systems to increase chances of employment.</td>
</tr>
<tr>
<td>heard that it is difficult to get a job upon leaving university, why is</td>
<td>What if I am unable to provide my IELTS or OET results in time of applying online?</td>
</tr>
<tr>
<td>this?</td>
<td>Proof of English proficiency is mandatory for registration with the Nursing and Midwifery Board of Australia and for employment with Queensland Health. If you are unable to sit an IELTS or OET exam, or do not meet the requirements, you will need to re-sit the exams and apply for the next campaign. For more information, visit:</td>
</tr>
<tr>
<td>Is there an email that I can contact for more information?</td>
<td>For more information email <a href="mailto:gradnurse@health.qld.gov.au">gradnurse@health.qld.gov.au</a></td>
</tr>
</tbody>
</table>
17. Referee report

The applicant below has applied for a graduate registered nurse position with Queensland Health. You have been nominated as a referee.

Please complete the following report about your knowledge of the applicant.

Queensland Health recognises and appreciates your assistance in this process.

<table>
<thead>
<tr>
<th>Referee report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant’s name</td>
</tr>
<tr>
<td>In what capacity is the applicant known to you? What position was held by the applicant? (Please state if you have a personal relationship or are related to the applicant).</td>
</tr>
<tr>
<td>For what period of time have you known the applicant?</td>
</tr>
<tr>
<td>If you have worked or are currently working with the applicant, what is your knowledge of their performance?</td>
</tr>
<tr>
<td>If you are a clinical referee for this applicant, how would you describe their suitability for a role with Queensland Health?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>How would you summarise the applicant’s performance in general?</td>
</tr>
<tr>
<td>What are the applicant’s strengths and weaknesses?</td>
</tr>
<tr>
<td>Based on your knowledge, would you recommend the applicant for a position with Queensland Health?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Workplace behaviour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where applicable, does the applicant contribute positively to the workplace? If yes, in what ways?</td>
</tr>
<tr>
<td>How does the applicant respond to feedback?</td>
</tr>
<tr>
<td>Attendance</td>
</tr>
<tr>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>Has the applicant ever needed to be counselled about excessive sick leave or particular patterns of absence?</td>
</tr>
<tr>
<td>If yes, what were the circumstances?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Referee details (mandatory)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Position:</td>
</tr>
<tr>
<td>T:</td>
</tr>
<tr>
<td>M:</td>
</tr>
<tr>
<td>Work email address:</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>