

Graduate Nurse Employment

Human Resources Policy

Effective Date: May 2010

1 PURPOSE

To outline the parameters for the appointment of graduate nurses.

2 APPLICATION

This policy applies to Queensland Health graduate nurses.

3 GUIDELINES

Guidelines may be developed to facilitate implementation of this policy. The guidelines must be consistent with this policy.

4 DELEGATION

The 'delegate' is as listed in the Queensland Health Human Resource Delegations Manual as amended from time to time.

5 REFERENCES

- Nurses and Midwives (Queensland Health) Certified Agreement (EB7) 2009

6 SUPERSEDES

- IRM 1.0-2 Graduate Nurse Employment Policy

7 POLICY

Queensland Health, the Australian Nursing Federation (ANF) and Queensland Nurses' Union (QNU) have developed an agreed policy for the appointment of graduate nurses to positions within Queensland Health. It enables Queensland Health to appoint graduate nurses to permanent positions and provides a framework for temporary engagements of graduate nurses pending the availability of permanent positions.

7.1 Principles

Queensland Health and the QNU do not support fixed term temporary appointments to graduate programs. Graduate nurses are to be appointed to available permanent positions according to the skill mix requirements of a facility.

Temporary engagements are to occur when a temporary or fixed term employee is engaged to meet the following temporary exigencies:

- Unexpected/unplanned leave.
- Long term illness.

- For unplanned leave when a permanent reliever cannot be justified (permanent relief staff are to be the preferred mode of relief staffing and are to be used whenever possible).
- Fixed term projects.
- To address seasonal workload changes.
- In the event of organisational change.
- Employees undertaking an accredited fixed term course of study.
- Fixed term program funding.
- Employment of a graduate pending the availability of a permanent position.
- Backfilling when a legitimate recruitment process is occurring, but without limiting access to higher duties.

Appointments of temporary employees can occur when a health service district and the QNU mutually agree on the establishment of additional temporary training positions for graduates in identified locations, e.g. operating theatres, intensive care units. This is in addition to the current staff numbers in that location for the purpose of training graduates in areas of identified skill shortages.

The terms and conditions of employment are to be clear to both parties of the employment relationship to ensure a temporary employee is given correct written notification of the specific arrangements relating to their employment.

8 HISTORY

May 2010	Protected IRM 1.0-2 reformatted as part of the HR policy consolidation project in accordance with EB7.
October 2004	IRM 1.0-2 Graduate Nurse Employment (clause 26.3 Nurses (Queensland Health) Section 170MX Award 2003 and clause 7.2.6 Queensland Health Certified Agreement (No.4) amended.
August 1999	IRM 1.0-2 Graduate Nurse Employment