

Graduate nurse and midwife recruitment prospectus for 2016

Mid-Year recruitment

May 2016

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An electronic version of this document is available at

<http://www.health.qld.gov.au/employment/work-for-us/clinical/nursing-midwifery/graduate-campaigns/default.asp>

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1. About Queensland Health

Queensland Health 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 Aboriginal and Torres Strait Islander 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. Not all clinical fields are available in every HHS, therefore graduates are strongly encouraged to look at individual HHS websites prior to listing preferences. It would be advisable to contact the Nurse Educator or Workforce Manager of the HHSs to find out if their facilities offer the clinical fields you are interested in. Below is a link to all HHSs in Queensland Health.

<https://www.health.qld.gov.au/services/default.asp>

Queensland Health is working to strengthen its nursing and midwifery workforce, and ensuring graduates have more employment opportunities. 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 24 months (from 1 January 2014 to 31 January 2016).
 - or
 - are due to complete your first undergraduate degree or graduate-entry Masters in Nursing (whether in Australia or internationally) by 30 June 2016.
- For midwifery graduates, you:
 - have completed your first university undergraduate midwifery course (whether in Australia or internationally) within the last 24 months (from 1 January 2014 to 31 January 2016)
 - or
 - are due to complete your first undergraduate midwifery degree (whether in Australia or internationally) by 30 June 2016.
- 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

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

Rank	Definition
1	Clinical graduates of Queensland universities who are: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• Australian citizens• Australian permanent residents• New Zealand citizens.
3	Clinical graduates of interstate or New Zealand universities who are: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• Overseas citizens other than New Zealand citizens• Overseas permanent residents.
5	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: <ul style="list-style-type: none">• Overseas citizens other than New Zealand citizens• Overseas permanent residents.
6	Clinical graduates of international universities who are: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• Overseas citizens other than New Zealand citizens• Overseas permanent residents.

4. Visa and immigration

Due to the competitive nature of employment within Queensland Health and the commitment of the Queensland Government to provide job opportunities to Queenslanders and Australian citizens, a visa and immigration policy exists to ensure these commitments are being fulfilled.

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.”

5. Verification of visa status

By detailing your visa type/residency status in this application, you are giving your consent for these details to be verified by the Australian Government's Department of Immigration and Border Protection (DIBP). Applicants found to have provided contrary visa status information to DIBP 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 must register your interest 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 an email provider with a low storage limit in case it cannot accept the size of the recruiting documents.

Save your application, and review all information and attachments before submitting your application:

- once you submitted your application you can change and edit information up until the end of the application period up until 30 May 2016.

If you have submitted your application, its status will be 'In Progress'; if you are yet to submit your application its status will be 'Draft'. **Please remember to submit your application, and check that its status is 'In Progress', before 5pm on Monday 30 May 2016.**

7. Mandatory confirmation of residency status

In accordance with *Recruitment eligibility criteria*, (refer to section 2 recruitment eligibility criteria – Queensland Government graduate portal) 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 is not available, it is recommended applicants seek a clinical supervisor referee.

10. Application process

10.1 Preferences of Hospital and Health Services

It is important that applicants identify **two** different preferred HHSs in which they would be willing to undertake their first year as a registered nurse/midwife. Applicants must also provide up to **3 hospital preferences for each of the two nominated HHSs** ([list of hospitals](#)) in your cover letter and uploaded to your application in the system.

For example:

First preference Metro North HHS

Second preference Sunshine Coast Hospital and Health Service

Complete the [cover letter](#) template detailing your 3 hospital preferences for each of the two above referenced HHS and uploaded.

Selecting the same HHS twice offers no advantage and removes the possibility of you being considered for placement at a second HHS.

10.2 Selection of clinical preferences

Applicants can select **up to three** 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.

Applicants can select their clinical preferences (on the proviso that the HHS offers that particular speciality) from the following options:

- Emergency care
- Indigenous Health Care
- Medical care
- Mental Health care
- Midwifery care
- Neonatal care
- Neurological care
- Offender health care
- Oncology/haematology care
- Paediatric care
- Palliative care
- Peri operative care
- Primary-community health care
- Rehabilitation
- Renal Care
- Rural practice
- Care of the older person

For any clinical fields available at HHSs that are not provided in the above list, please include these preferences within your uploaded cover letter.

10.3 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.

Note: the Cover letter asks for an expanded number of facility and clinical preferences to that available in the Graduate Portal online application form. This enables recruiters to have greater options for identifying candidates later in the recruitment period.

10.4 Changes to your application

After the closing date you will not be able to make changes to your application through the portal. If you have any urgent changes please contact [HHSs](#) directly.

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

If you have not been contacted by a HHS by the end of the mid-year campaign 30 July 2016, please reapply in the next recruitment campaign commencing on 1 August 2016.

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

13.1 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 up until 30 July 2016.

13.2 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.

13.3 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 2016 mid-year campaign

Stage	Opening date	Closing date
Graduates apply online	10:00am AEST 6 May 2016	5:00pm AEST 30 May 2016
HHSs to review applications	2 June 2016	30 July 2016
Employment offers made	Contact HHS for date	30 July 2016

15. Checklist of recommended documentation

Please bring the following documents with you, should you be shortlisted for interview.

Checklist	Please tick
Documentation relating to residency status (see Section 7).	<input type="checkbox"/>
If not permanent Australian resident, proof of visa status and associated documentation.	<input type="checkbox"/>
Proof of successful IELTS or OET results, if required (see Section 8).	<input type="checkbox"/>
At least one referee (see Section 9).	<input type="checkbox"/>

16. Frequently asked questions

Question	Answer
What if I am not eligible to apply using the Queensland Government graduate portal?	If you are not eligible, you can apply for positions: <ul style="list-style-type: none"> a) advertised directly with HHSs b) advertised on Smart jobs and careers c) with private hospitals, in the non-government 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: <ul style="list-style-type: none"> d) the quality of your application e) your university grade point average (GPA) f) your willingness to work in an area outside South East Queensland. There are seven priority rankings given to eligible applicants (refer to Section 3).

When should I apply?	Applicants are encouraged to apply for the year they complete their study and obtain registration, for example: g) a graduate who is registered with the Nursing and Midwifery Board of Australia and who is ready to commence employment before June 2016 should apply for the 2016 campaign.
How do I apply?	Go to the Graduate Portal and, after reading the important information to help you prepare for applying, click on Register your Interest
Can I edit my application?	You can edit your application as many times as you like within the application period. Once applications close you will not be able to edit your application.
How can I tell if I have submitted my application?	If you have not yet finalised and submitted your application it will say 'Draft' in the Graduate Portal system. If you have finalised and submitted your application it will say 'In Progress'.
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. However, you can only apply once in each campaign. Duplicate applications will be deleted.
How much experience is too much to be considered a graduate?	A graduate is defined as: h) <i>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 more than six months full-time equivalent, including overseas.</i> The rationale for the stipulation of having not worked as a registered nurse or midwife for more than six months full-time equivalent is to ensure equity for all applications within a campaign.
What if I receive more than one offer?	An applicant can receive one or more offers of employment; however the graduate will need to choose the best option of employment for them.
Am I able to accept an offer prior to my gaining nationally recognised registration as a registered nurse or midwife?	HHSs will need to allow some time for graduates to secure their 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 www.ahpra.gov.au or www.nursingmidwiferyboard.gov.au

If I do not have evidence of my nursing or midwifery registration, can I still apply?	Yes. You can apply provided your registration is approved prior to commencement of employment within a HHS.
If I do not receive an offer, what are my choices?	If you do not receive an offer, your application will be kept on the Queensland Government graduate portal until the next recruitment campaign commences. Graduates can contact additional HHSs for consideration of a late application. If accepted, the graduate can send an email to graduates@psc.qld.gov.au and ask for their preferences to be changed. However, confirmation from accepting HHS must be provided.
Am I allowed to work as a registered nurse or midwife after I accept an offer with a HHS?	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.
What if I am unable to provide my IELTS or OET results in time of applying online?	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: i) www.ielts.org/default.aspx j) www.occupationalenglishtest.org k) www.nursingmidwiferyboard.gov.au/FAQ-and-Fact-Sheets.aspx
Is there an email that I can contact for more information?	For more information email graduates@psc.qld.gov.au
Is a Referee Report required?	Yes, if you are shortlisted for an interview by a HHS you will then be asked to supply a referee report at that stage.

17. Referee report

All applicants are required to nominate **two** referees in their application. Successful applicants who are contacted by a HHS for an interview must provide one completed referee report directly to the HHS. It is the applicants responsible to have one of their two nominated referees complete the [Referee Report](#).

Refer to Section 9 for eligibility of referees.