Recruitment Prospectus for 2021:
Graduate Registered Nurse and Midwife
Version 1.0 July 2020
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An electronic version of this document is available at

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1 About Queensland Health

Queensland Health is committed to providing a range of services aimed at achieving beneficial health and wellbeing for all Queenslanders. Queensland Health employs more than 100,000 staff, making it one of the largest employers in Australia.

Through a network of 16 Hospital and Health Services (HHSs), each governed by a separate Hospital and Health Board, 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, limited respite and aged care services.

From large tertiary hospitals in metropolitan and regional cities, to community health centres servicing rural, remote and Aboriginal and Torres Strait Islander communities, Queensland Health offers exciting career pathways and employment opportunities for registered nurses and midwives.

HHSs offer a range of programs and experiences for first year registered nurses and midwives, including ward-based and rotational programs. Rotations may be through several units in one facility or in rural areas that may cover a range of facilities.

Through the annual Nursing and Midwifery Graduate Recruitment Campaign, Queensland Health is strengthening its workforce to ensure graduate nurses and midwives have greater employment opportunities. Queensland Health encourages graduates to consider options outside South East Queensland, and in priority areas such as mental health and aged care.

2 Graduate Registered Nurse or Midwife Role Description

If you are accepted into a Registered Nursing or Midwifery Graduate Program, you will be employed by Queensland Health and are required to fulfil functions as outlined in the Graduate Registered Nurse or Midwife Generic Role Description. It is important to read the Role Description as it will help you decide if the program is suitable. It will also help frame your application cover letter.
3 Recruitment eligibility criteria

To be eligible to apply for the Queensland Health Registered Nursing and Midwifery Graduate Program, you must meet all four (4) criteria.

Criteria 1

You must be a registered nurse or registered midwife, or be eligible to apply for nursing or midwifery registration with the Nursing and Midwifery Board of Australia (NMBA) Australian Health Practitioner Regulation Agency (AHPRA). The NMBA and AHPRA have core registration standards that must be met, which include:

- Criminal history declaration
- Demonstrate competency to communicate in English (see Appendix A)
- Demonstrate continuing professional development (if currently registered).

You must fulfil all the requirements of documentation and identity checks, as stated by the NMBA.

Note: Graduates must be registered with AHPRA within two years of completing a nursing or midwifery program of study.

Criteria 2

For nursing graduates, you:

- have completed your first university undergraduate nursing course or graduate-entry Master of Nursing (whether in Australia or internationally) between July 2018 to July 2020; or
- are due to complete your first undergraduate degree or graduate-entry Master of Nursing (whether in Australia or internationally) by March 2021.

For midwifery graduates, you:

- have completed your first university undergraduate midwifery course or graduate-entry Master of Midwifery (whether in Australia or internationally) between July 2018 to July 2020; or
- are due to complete your first university undergraduate midwifery degree or graduate-entry Master of Midwifery (whether in Australia or internationally) by March 2021.

Criteria 3

You have not worked as a registered nurse or midwife in Australia or internationally for more than six months full-time (960 hours) prior to applying for the Queensland Health Registered Nursing and Midwifery Graduate Program.

Criteria 4

You must be eligible to work in Australia. All documentation relating to residency status (i.e. proof of citizenship or residency) or relevant visa must be provided upon request. For further information on visa and immigration status see Appendix B.
For consideration of exceptional circumstances, contact the Office of the Chief Nursing and Midwifery Officer at ChiefNurse-Office@health.qld.gov.au

4 Application preparation

4.1 Selection of Hospital and Health Service preferences

It is important that you identify two different HHSs in which you would be willing to undertake your first year as a registered nurse or midwife. Selecting the same HHS twice offers no advantage and removes the possibility of your application being considered for placement by a second HHS.

Metro North, Metro South, and Gold Coast receive a significantly higher number of applications than the other HHSs. It is recommended that if you are preferring one of these HHSs, you may want to consider choosing a regional or rural and remote HHS as your second preference. This may increase the likelihood of being offered a position, as regional, rural and remote HHSs have a strong demand to attract and retain nurses and midwives.

When completing the online application form, you will be asked if you are willing to relocate if your application should be unsuccessful with your first and second HHS preferences. If you can relocate, it is advised to select yes as this will increase your chances of placement within Queensland Health.

In the Graduate Summary, applicants can list up to three hospital preferences, for each of the two nominated HHSs.

Example:

**First preference** Metro South Hospital and Health Service.
1. Beaudesert Hospital
2. Logan Hospital
3. Princess Alexandra Hospital

**Second preference** North West Hospital and Health Service.
1. Cloncurry Multipurpose Health Service
2. Mount Isa Hospital
3. Doomadgee Hospital

4.2 Selection of clinical preferences

You can select up to two clinical preferences. Not all HHSs or Hospitals will offer the clinical fields you are interested in.

Prior to listing clinical preferences, it is advised to check if your preferences are available at the preferred HHS. You can do this by:
• Viewing the website of your preferred HHS or Hospital.
• Contacting the Nurse or Midwife Educator, or
• Nursing and Midwifery Workforce Manager at your preferred HHS or Hospital.

See contact details listed in Appendix E.

Clinical areas

• Cardiac care
• Care of the older person (gerontic)
• Emergency care
• Gastroenterological care
• Aboriginal and Torres Strait Islander health care
• Intensive/critical care
• Medical care
• Mental Health care
• Midwifery care
• Neonatal care
• Neurological care
• Offender health care
• Oncology/haematology care
• Orthopaedic care
• Paediatric care
• Palliative care
• Peri operative care
• Primary-community health care
• Procedural areas/interventional suites
• Rehabilitation
• Renal care
• Rural and remote practice
• Surgical care

If you have confirmed a clinical specialty (not listed above) is available at a HHS, you can include the preference in your Graduate Summary.

Example:

Your clinical preference is Mental Health care and you have listed HHS X as your preferred HHS. When checking the website of HHS X, you cannot find any Mental Health care clinical areas listed. You then contact the respective Workforce Manager to check whether this clinical preference is available:

The Workforce Manager confirms your preference is available – you can proceed with your application.

The Workforce Manager confirms your preference is not available – you must either change your clinical preference or find a HHS where your clinical preference is available.

4.3 Identifying as Aboriginal and Torres Strait Islander peoples

Queensland Health recognises the importance of a diverse and inclusive workforce and is committed to the whole-of-Queensland government strategy Moving Ahead: A strategic approach to increasing the participation of Aboriginal people and Torres Strait Islander people in Queensland’s Public Service and the achievement of increased participation of Aboriginal and Torres Strait Islander peoples in the Queensland Health workforce. The Queensland Health Aboriginal and Torres Strait Health Workforce Strategic Framework 2016-2026 guides and enables the development and support of targeted initiatives to build a
more skilled and diverse workforce and the ability to monitor and report on Aboriginal and Torres Strait Islander workforce representation across all employment streams. It is important when completing the online application form that, if applicable, you identify as Aboriginal and Torres Strait Islander peoples. This is so we can provide information and report on the success of Aboriginal and Torres Strait Islander nursing and midwifery graduates applying for Queensland Health workforce opportunities.

4.4 Graduate Summary

The Graduate Summary will provide the opportunity to consider your preferred HHS and clinical specialty choices. The form will replicate some of the online application fields.

You will need to indicate three preferred facilities and three clinical preferences under two nominated HHSs. The Graduate Summary allows for a greater number of facility and clinical preferences when compared to the online application form. This provides recruiters more options for identifying candidates during the selection period.

Note: It is important that the two preferred HHSs listed in the Graduate Summary match the online application form. Failure to do so may result in your application not being considered.

You are also required to provide responses (maximum of 500 words) on your key attributes, experience and rationale for your chosen preferences. This is a key document that the recruiters will use to shortlist thousands of applications. Ensure your response is a true reflection of your professional self.

If you can’t download the Graduate Summary, try using a different browser (such as Firefox).

4.5 Resume

Creating an impressive, professional resume will increase your chances of being placed as a graduate. When writing your resume, consider what HHSs are looking for as a graduate nurse or midwife and the skills they would value. This is your chance to show how you would contribute to the organisation and why you should be selected, based on previous experience and current achievements.

4.6 Cover letter

The purpose of your cover letter is to enhance your resume, not repeat it. A couple of good-sized paragraphs is more than enough to introduce yourself and explain why you’re best suited to the role, your career aspirations, and what role you can see yourself in. Your resume lists your skills, but your cover letter is an opportunity to highlight how you have, or can, put those skills to use.

Address your cover letter to the ‘Queensland Health Nursing and Midwifery Graduate Recruitment team’ or ‘To whom it may concern’, as both of your preferred HHSs may review your cover letter.

When writing your cover letter (two pages maximum) you should consider the following:
• Why do you want to participate in a graduate program? Ensure you clearly state which program you are applying for (nursing or midwifery).
• What are your career aspirations?
• How have you used your attributes (knowledge, skills, and abilities) to work through difficult situations with people or resolve issues?
• What makes you the best candidate? Refer to the Role Description.

5 Application submission

5.1 Steps to apply
Ensure you follow the steps below to complete your application.

1. Have an email address that you can access for (at least) the next year.
   • Regularly check your email account as this will be the main method of contact.
   • Avoid using a Hotmail account or an email provider with low storage limits as it may not have the capacity to accept the size of the recruitment documents).
   • If using a tertiary email address, ensure you will have access following graduation.
   • Check your junk folder regularly as emails may be directed here instead of your inbox.

2. Visit the Graduate Portal and select 'apply now'. The ‘apply now’ icon will be activated/displayed when applications open at 10.00am, Monday, 27 July 2020.
   • If you have previously registered or applied for jobs using the Graduate Portal or Smart Jobs, enter your existing details and login. You will be directed to the registration form.
   • If you have not previously registered on the Graduate Portal or Smart Jobs, select 'Register' to create a new account. Enter a username (your email address – see step 1) and a suitable password.
   • Complete your account details and select 'Save'. You will then be automatically directed to the online application form.
   • If you do not receive a confirmation email, contact the Office of the Chief Nursing and Midwifery Officer at ChiefNurse-Office@health.qld.gov.au

3. Complete the online application form and ensure the following documents are uploaded in PDF format:
   • Completed Graduate Summary
   • Resume
   • Cover letter (two pages maximum)
   • Academic Transcript

Note:
- You are not required to submit a Referee Report with your application. If you are shortlisted, the respective HHS recruiter will be in contact regarding referee reports.

- **All documents must be submitted in PDF format** to be accepted by the portal. You can either save Microsoft Word documents as a .PDF, or scan and save printed documents in PDF format.

4. Ensure you press the ‘Submit’ button on the page. Following this, you will receive a confirmation email from the Graduate Portal, with a reference number QLD/xxxxxxxxx. This means your application has been submitted successfully.

If the reference number is anything other than QLD/xxxxxxxxx, then you have submitted your application incorrectly. If so, you must log back in to the Graduate Portal and select the ‘Graduate nurse and midwife’ registration link to re-ledge your application.

- **Check the status of your application before 11:59pm on Friday, 21 August 2020 to ensure it is listed as ‘Submitted’**.
- If your status is listed as ‘Draft’, this means your application has not been submitted. Successfully lodged applications are listed as ‘Submitted’.

**Note: Only one application from the same individual will be accepted** by the Queensland Health Nursing and Midwifery Graduate Portal. Graduates who submit multiple applications will not increase their chances of being considered for offers, as the portal will automatically remove any subsequent submissions from the same applicant.

### 5.2 Updating your application

You have until the closing date, **11:59pm, Friday 21 August 2020**, to update your application through the Graduate Portal. **After this date, you will not be able to make changes** to your online application. You must contact your nominated HHSs directly if you require changes to be made after this date.

### 5.3 Application process checklist

<table>
<thead>
<tr>
<th>Steps to complete application</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read and complete all processes within the Graduate Registered Nurse and Midwife Recruitment Prospectus for 2021.</td>
<td>☐</td>
</tr>
<tr>
<td>Read the FAQ's on the Nursing and Midwifery Graduate Campaign website.</td>
<td>☐</td>
</tr>
<tr>
<td>Ensure your personal details are correct and updated as required.</td>
<td>☐</td>
</tr>
<tr>
<td>Ensure you have uploaded all required documentation in PDF format.</td>
<td>☐</td>
</tr>
<tr>
<td>After submitting your application, ensure you have received a confirmation email with a reference number QLD/xxxxxxxxx.</td>
<td>☐</td>
</tr>
</tbody>
</table>
6 Recruitment process

If eligible, you will be considered by the HHS listed as your first preference. HHSs are required to apply priority rankings for employment of all clinical health graduates, including graduate registered nurses and registered midwives. For more information on priority rankings see Appendix C.

If you are shortlisted, you will be contacted by the HHS to discuss next steps regarding the recruitment process and to arrange an interview (if required). Ensure you regularly check your email and phone to see if you have been contacted for an interview. Interviews are conducted at the discretion of the HHS and may occur face-to-face or via telephone (see Appendix E for interview schedule). You may receive invitations to more than one interview.

To enquire on your application status after the closing date, contact the respective HHS directly. For contact details see Appendix E.

For recruitment purposes, HHSs assess the priority key skill requirements of team focus, patient focus and work values. Interview questions will typically have a behavioural based perspective, which require you to provide examples on how you have managed specific issues or situations.

6.1 Interview documentation checklist

If invited to interview, you must have the following documents:

<table>
<thead>
<tr>
<th>Interview documentation</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentation relating to proof of identify (see Appendix D).</td>
<td></td>
</tr>
<tr>
<td>If not an Australian Citizen, proof of visa status and associated documentation (see Appendix B).</td>
<td></td>
</tr>
<tr>
<td>Proof of successful English proficiency testing results, if required (see Appendix A).</td>
<td></td>
</tr>
<tr>
<td>At least one Referee Report.</td>
<td></td>
</tr>
</tbody>
</table>

This is the minimum documentation required, some HHSs may require additional information and will advise if you are invited to interview.

6.2 Referee reports

Applicants who are shortlisted will be required to provide at least one Referee Report. It is recommended to provide your referees’ professional contact details (business hours) and professional email address. At least one of your referees must be a current clinical line manager, supervisor, clinical facilitator or preceptor. A clinical supervisor from your third year of study is highly recommended. They cannot be a university employee unless directly involved in your clinical practice (i.e. clinical facilitator).
Note: The Referee Report is not used by all HHSs and you may be asked to provide a reference using a different template.

6.3 Employment offers

Employment offers will be made by HHSs following the recruitment process. If you receive an offer, you will be given a timeframe to consider, and either accept or decline the offer. Employment offers may continue to be made until July 2021.

If you decline an employment offer, you will need to re-apply for the next recruitment campaign (meeting eligibility criteria) which is scheduled for July to August 2021.

Note: If you decline an offer with a HHS, it is unlikely you will be offered another position within the same HHS.

6.4 2021 campaign schedule

<table>
<thead>
<tr>
<th>Stage</th>
<th>Opening date</th>
<th>Closing date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduates apply online</td>
<td>10:00am AEST 27 July 2020</td>
<td>11:59pm AEST 21 August 2020</td>
</tr>
<tr>
<td>HHSs review applications</td>
<td>28 August 2020</td>
<td>July 2021</td>
</tr>
<tr>
<td>HHSs interview selected applicants</td>
<td>Refer to Appendix E</td>
<td>-</td>
</tr>
<tr>
<td>Employment offers made</td>
<td>Offers are usually made in October to November, following recruitment processes at each HHS. If positions are not filled through the first round of offers, HHSs may continue to shortlist and interview candidates in December through to February. You may also be considered for other graduate nurse and midwife opportunities outside of these times, if available. Eligible applications are available for recruitment until July 2021.</td>
<td>July 2021</td>
</tr>
</tbody>
</table>
7 Appendices

Appendix A: English competency

**Proof of English proficiency is mandatory** as part of registration with the Australian Health Practitioner Regulation Agency (AHPRA) and is an essential component of eligibility for first year registered nursing or midwifery 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 for interview.

Refer to the [Registration Standard on English Language Skills](#) for information on English proficiency testing results.

**Note:** You will only need to provide English proficiency testing results if you identify as someone who comes from a non-English speaking background.
Appendix B: Visa and immigration

The Queensland Health Citizen, Residency, Visas and Immigration Policy provides clear and consistent advice regarding citizenship, residency and visa requirements for employment – including Queensland Health sponsorship of overseas highly skilled clinical professionals. Due to the competitive nature of employment within Queensland Health and the commitment of the Queensland Government to provide job opportunities to Australian citizens, 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’ (HR policy B46, June 2014).

Verification of visa status

If you are currently on a temporary or permanent residency visa, you will be requested to complete a Visa Entitlements Verification Online (VEVO) consent form. This form will provide Queensland Health consent to check your current work rights.

You may also be required to provide the following documentation:

- Passport
- Australian Visa Approval Letter
Appendix C: Applicant priority ranking

HHSs are required to apply employment priority rankings for nurse and midwife graduates. 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 |
| 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:  
|      | • 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 |
Appendix D: Mandatory identity requirements

If offered a position, you will be required to provide proof of identity before your employment start date. The respective HHS may request this at any time during the recruitment process. You are required to have three identity documents from the list below certified by a Justice of the Peace, Commissioner of Declarations, barrister, solicitor, or notary public.

The three identity documents, must include at least one type of photographic identification (ID), and one type of ID that contains a signature and date of birth:

- Australian citizenship certificate
- Australian driver’s license
- Australian student photo ID
- Australian proof of age card
- Birth certificate
- Passport
- Health care card
- Medicare card
- Utility bill
- Working with children check (Blue Card)

For international applicants, local documents issued by equivalent overseas authorities can be accepted. If a document is not in English, an English translation from a translator approved by the National Accreditation Authority for Translators and Interpreters (NAATI) is to be provided by the applicant.
Appendix E: Enquiries

For application enquiries after the [Graduate Portal](https://www.health.qld.gov.au/cairns_hinterland/join-our-team/career-opportunities/nursing-and-midwifery/graduate-opportunities) has closed (21 August 2020), contact the HHS as listed in your application.

**HHS recruitment information**

<table>
<thead>
<tr>
<th>Hospital and Health Service</th>
<th>First round interviews commence</th>
<th>Graduate website</th>
<th>Contact email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region</td>
<td>Month</td>
<td>URL</td>
<td>Contact Email</td>
</tr>
<tr>
<td>----------------------</td>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Metro South</td>
<td>October</td>
<td><a href="https://metrosouth.health.qld.gov.au/join-our-team/graduate-programs">https://metrosouth.health.qld.gov.au/join-our-team/graduate-programs</a></td>
<td>MS_N&amp;<a href="mailto:M_Graduate_Support@health.qld.gov.au">M_Graduate_Support@health.qld.gov.au</a></td>
</tr>
<tr>
<td>North West</td>
<td>September</td>
<td><a href="https://www.health.qld.gov.au/services/northwest">https://www.health.qld.gov.au/services/northwest</a></td>
<td><a href="mailto:NWHHS_FYP_Support@health.qld.gov.au">NWHHS_FYP_Support@health.qld.gov.au</a></td>
</tr>
<tr>
<td>South West</td>
<td>October</td>
<td><a href="https://www.southwest.health.qld.gov.au/">https://www.southwest.health.qld.gov.au/</a></td>
<td><a href="mailto:swhhs_FYRN@health.qld.gov.au">swhhs_FYRN@health.qld.gov.au</a></td>
</tr>
<tr>
<td>Sunshine Coast</td>
<td>September</td>
<td><a href="https://www.health.qld.gov.au/services/sunshine-coast">https://www.health.qld.gov.au/services/sunshine-coast</a></td>
<td><a href="mailto:scnurseeducatorgraduateprograms@health.qld.gov.au">scnurseeducatorgraduateprograms@health.qld.gov.au</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>and</td>
<td></td>
</tr>
<tr>
<td>Wide Bay</td>
<td>September</td>
<td><a href="https://www.health.qld.gov.au/widebay/join-our-team/career-opportunities/nursing-and-midwifery#graduate-rn-midwives">https://www.health.qld.gov.au/widebay/join-our-team/career-opportunities/nursing-and-midwifery#graduate-rn-midwives</a></td>
<td><a href="mailto:WBHHS-GraduateProgram@health.qld.gov.au">WBHHS-GraduateProgram@health.qld.gov.au</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cheryl Manning – Hervey Bay and Maryborough Rikki Lee Arnicar – Bundaberg and Rural Hospitals</td>
<td></td>
</tr>
</tbody>
</table>

For all other enquiries, contact the Office of the Chief Nursing and Midwifery Officer at ChiefNurse-Office@health.qld.gov.au