

# Graduate nurse and midwife recruitment prospectus for 2018

June 2017





## **Graduate nurse and midwife recruitment prospectus for 2018**

Published by the State of Queensland (Queensland Health), June 2017



This document is licensed under a Creative Commons Attribution 3.0 Australia licence. To view a copy of this licence, visit [creativecommons.org/licenses/by/3.0/au](http://creativecommons.org/licenses/by/3.0/au)

© State of Queensland (Queensland Health) **2017**

You are free to copy, communicate and adapt the work, as long as you attribute the State of Queensland (Queensland Health).

For more information contact:

Office of the Chief Nursing and Midwifery Officer, Queensland, Department of Health, GPO Box 48, Brisbane QLD 4001, email [ChiefNurse-Office@health.qld.gov.au](mailto:ChiefNurse-Office@health.qld.gov.au).

An electronic version of this document is available at <http://www.health.qld.gov.au/employment/work-for-us/clinical/nursing-midwifery/graduate-campaigns/>

### **Disclaimer:**

The content presented in this publication is distributed by the Queensland Government as an information source only. The State of Queensland makes no statements, representations or warranties about the accuracy, completeness or reliability of any information contained in this publication. The State of Queensland disclaims all responsibility and all liability (including without limitation for liability in negligence for all expenses, losses, damages and costs you might incur as a result of the information being inaccurate or incomplete in any way, and for any reason reliance was placed on such information).



## Contents

1.	About Queensland Health.....	4
2.	Recruitment eligibility criteria – Queensland Government Graduate Portal	5
3.	Priority rankings for applicants.....	6
4.	Visa and immigration .....	7
5.	Verification of visa status .....	7
6.	Submitting an application.....	7
6.1	How to apply: .....	7
7.	Mandatory confirmation of residency status .....	8
8.	English competency. ....	9
9.	Referees .....	9
10.	Application process .....	9
10.1	Preferences of Hospital and Health Services (HHS).....	9
10.2	Selection of clinical preferences.....	10
10.3	Graduate Summary .....	11
10.4	Changes to your application .....	12
10.5	Checklist for completing the application process: .....	12
11.	Recruitment and selection process.....	12
12.	Selection process .....	13
13.	Offers of employment .....	13
13.1	Offers .....	13
13.2	Accepting an offer .....	13
13.3	Declining an offer .....	13
14.	Schedule of 2018 campaign .....	13
15.	Checklist of recommended documentation.....	14
16.	Frequently asked questions.....	14
17.	Referee report .....	17



## 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 units 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>

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 to increase employment opportunities by making broad geographical preferences.



## 2. Recruitment eligibility criteria – Queensland Government Graduate Portal

To be eligible to apply through 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 July 2015 to July 2017).
  - or
  - are due to complete your first undergraduate degree or graduate-entry Masters in Nursing (whether in Australia or internationally) by December 2017.
- For midwifery graduates, you:
  - have completed your first university undergraduate midwifery course (whether in Australia or internationally) within the last 24 months (from July 2015 to July 2017)
  - or
  - are due to complete your first undergraduate midwifery degree (whether in Australia or internationally) by December 2017.
- 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) 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:

Rank	Definition
1	Clinical graduates of Queensland universities who are: <ul style="list-style-type: none"><li>• Australian citizens</li><li>• Australian permanent residents</li><li>• New Zealand citizens.</li></ul>
2	Clinical graduates of interstate or New Zealand universities who completed year 12 schooling in Queensland and are: <ul style="list-style-type: none"><li>• Australian citizens</li><li>• Australian permanent residents</li><li>• New Zealand citizens.</li></ul>
3	Clinical graduates of interstate or New Zealand universities who are: <ul style="list-style-type: none"><li>• Australian citizens</li><li>• Australian permanent residents</li><li>• New Zealand citizens.</li></ul>
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"><li>• Overseas citizens other than New Zealand citizens</li><li>• Overseas permanent residents.</li></ul>
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"><li>• Overseas citizens other than New Zealand citizens</li><li>• Overseas permanent residents.</li></ul>
6	Clinical graduates of international universities who are: <ul style="list-style-type: none"><li>• Australian citizens</li><li>• Australian permanent residents</li><li>• New Zealand citizens.</li></ul>
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"><li>• Overseas citizens other than New Zealand citizens</li><li>• Overseas permanent residents.</li></ul>



## 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](#).

### 6.1 How to apply:

- Visit the [Graduate Portal](#), select ‘Graduate Programs’
- Scroll down the page to the “Available Programs’ table
- Select “apply now” next to “Nursing and midwifery with Queensland Health” (The “apply now” icon will be displayed and activated when applications open at 10.00am Monday, 31 July 2017).
- If you have previously applied on the Graduate Portal or Smart Jobs, enter your existing login details and select **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, 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.
- Complete your account details, select **save**, and you will be directed to the application form.
- Complete the form, remembering to upload all essential documents (academic transcript,



completed [graduate summary](#) template, and resume) and select **submit**.

- After submitting, you should receive an automated confirmation email from the Graduate Portal with the reference number : QLD/244562. This means that your application has been submitted successfully. However, if the reference number in the confirmation email is anything other than QLD/244562 it would indicate that you have submitted your application incorrectly. You need to log back into the portal and make sure you select the Graduate nurse and midwife registration link on the portal to relodge your application.
- After submitting your application you can change and edit information up until the end of the application period which is **5.00pm, Friday 25 August 2017**.

If the status of your application is listed as 'Draft' it is an indication that your application has not been correctly submitted. Successfully submitted applications are listed as 'Submitted'. **Please check the status of your application before 5pm on Friday 25 August 2017 to ensure the status is "Submitted"**.

Please be aware only **ONE application** from the same individual will be accepted by the Queensland Government Portal. Graduates who submitted 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.

## 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.

The [referee report](#) can be submitted at the time of application.

## 10. Application process

### 10.1 Preferences of Hospital and Health Services (HHS)

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

Applicants must also provide up to **3 hospital preferences for each of the two nominated HHSs** ([list of hospitals](#)) in your [graduate summary](#) and uploaded to your application along with a copy of your academic transcript and resume in the system.

**Note:** your nominated preferences in your [graduate summary](#) must match those nominated within the online application form.

**For example only:**

First preference Metro South Hospital and Health Service

Second preference North West HHS

The best way to illustrate the selection of HHS is as follows:



For example:

If applicants select Metro South HHS as their first preference, under Metro South there are five hospitals:

1. Beaudesert Hospital
2. Logan Hospital
3. Princess Alexandra Hospital
4. Queen Elizabeth II Jubilee Hospital and
5. Redland Hospital

Applicants can choose up to **3 of the 5** hospitals as their first preference.

\* Please note that Lady Cilento's Children Hospital (LCCH) is NOT part of Metro South. LCCH belongs to a separate HHS : The Children's Health Queensland.

If applicants select North West HHS as their second preference, under North West HHS there are:

1. Cloncurry Hospital
2. Dajarra Hospital
3. Doomadgee Hospital
4. Mount Isa Hospital
5. Normanton Hospital
6. Karumba Hospital
7. Julia Creek Hospital

Applicants can choose up to **3 of the 7** hospitals as their second preference.

Complete the [graduate summary](#) detailing your 3 hospital preferences for each of the two above referenced HHS.

However, there are exceptions to the above rule:

- Children's Health Queensland HHS: Lady Cilento Children's Hospital is the ONLY hospital for Children's Health Queensland hence the selection is only ONE.

## 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 or contact either the Nurse Educator or Workforce Manager of the HHSs to find out if their facilities offer the clinical fields you are interested in

**For example only:** if your first clinical preference is mental health nursing, then your first facility preference needs to be for a facility that provides mental health nursing. Applicants can select their clinical preferences (on the proviso that the HHS offers that particular specialty) 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 and remote practice
- Cardiac care
- Surgical care
- Orthopedic care
- Gastroenterological care
- Intensive/critical care
- Procedural areas (radiology, endoscopy, cardiac catheter)
- Care of the older person (gerontic)

For any clinical fields available at HHSs that are not provided in the above list, please include these preferences in your graduate summary.

### 10.3 Graduate Summary

Please complete and attach the standardized [graduate summary](#) (two pages only), indicating your preferred hospital and clinical preferences to your application in the Graduate Portal.

*Note: the graduate summary 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.*

Should you experience technical problems in downloading the [graduate summary](#), please try using a different browser such as Firefox or Internet Explorer.



## 10.4 Changes to your application

After the closing date on 25 August 2017 at 5.00pm, you will **not** be able to make changes to your application through the portal. If you have any urgent changes please contact the [HHSs](#) you nominated directly.

## 10.5 Checklist for completing the application process:

Checklist	Please tick
Application for the mid-year graduate nurse and midwife recruitment form lodged in the Queensland Government Graduate portal under job number QLD/244562	<input type="checkbox"/>
<a href="#">Graduate summary</a> template, academic transcript and resume uploaded with your application	<input type="checkbox"/>
Graduate nurse and midwife recruitment prospectus for 2018 thoroughly read and understood	<input type="checkbox"/>
The Hospitals preferred belong to the relevant HHS	<input type="checkbox"/>
<a href="#">Referee report</a> completed and submit with your application (Optional at the time of application)	<input type="checkbox"/>

## 11. Recruitment and selection process

Eligible applicants will be considered 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.

To enquire on the status of your application after the closing date, contact directly the [HHSs](#) you have preferred in your application.



## 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.

**Note:** For any enquiry after the closing date must be directed to [HHSs](#) you preferenced only.

## 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 July 2018.

### 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 which is scheduled for August 2017.

## 14. Schedule of 2018 campaign

Stage	Opening date	Closing date
Graduates apply online	10:00am AEST 25 July 2017	5:00pm AEST 25 August 2017
HHSs to review applications	4 September 2017	July 2018
Employment offers made	Contact HHS for date	July 2018



## 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 <a href="#">7 Mandatory confirmation of residency status</a> ).	<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 <a href="#">8, English competency</a> ).	<input type="checkbox"/>
At least one <a href="#">referee report</a> (refer to Section <a href="#">9 Referee</a> )	<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: a) advertised directly with HHSs b) advertised on <a href="#">Smart jobs and careers</a> 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: 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 January 2018 should apply.
How do I apply?	Refer to Section <a href="#">6.1 How to Apply</a>
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 "Submitted".
What happens if I miss the closing date?	No late applications will be accepted.
How do I find out how my application is going?	You will need to contact your preferred <a href="#">HHS</a> directly.
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?	<p>A graduate is defined as:</p> <p>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 24 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></p> <p>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.</p>
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	HHSs will need to allow some time for graduates to secure their nursing or midwife registration, but you do need to be upfront about



<p>registration as a registered nurse or midwife?</p>	<p>when you expect to secure your registration.</p> <p>Commencement dates can be negotiated with the employing HHS.</p> <p>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></p>
<p>If I do not have evidence of my nursing or midwifery registration, can I still apply?</p>	<p>Yes. You can apply provided your registration is approved prior to commencement of employment within a HHS.</p>
<p>If I do not receive an offer, what are my choices?</p>	<p>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 <a href="mailto:ChiefNurse-Office@health.qld.gov.au">ChiefNurse-Office@health.qld.gov.au</a> and ask for their preferences to be changed. However, confirmation from accepting HHS must be provided.</p>
<p>What if I decline an offer?</p>	<p>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 which is scheduled for August 2017.</p>
<p>Am I allowed to work as a registered nurse or midwife after I accept an offer with a HHS?</p>	<p>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.</p>
<p>What if I am unable to provide my IELTS or OET results in time of applying online?</p>	<p>Proof of English proficiency is <b>mandatory</b> for registration with the Nursing and Midwifery Board of Australia and for employment with Queensland Health.</p> <p>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.</p> <p>For more information, visit:</p> <ul style="list-style-type: none"> <li>i) <a href="http://www.ielts.org/default.aspx">www.ielts.org/default.aspx</a></li> <li>j) <a href="http://www.occupationalenglishtest.org">www.occupationalenglishtest.org</a></li> <li>k) <a href="http://www.nursingmidwiferyboard.gov.au/FAQ-and-Fact-Sheets.aspx">www.nursingmidwiferyboard.gov.au/FAQ-and-Fact-Sheets.aspx</a></li> </ul>
<p>Is there an email that I can contact for more information?</p>	<p>For more information email <a href="mailto:graduates@psc.qld.gov.au">graduates@psc.qld.gov.au</a></p>
<p>Is a Referee Report required?</p>	<p>Yes, if you are shortlisted for an interview by a HHS you will then be asked to supply a referee report at that stage.</p>



## 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](#).

The referee report can be submitted at the time of application should you wish to do so.

Refer to Section 9 for eligibility of referees.