

Graduate Nurse Program Recruitment Handbook

Contents

1	Welcome 2	
2	Key Recruitment Dates	3
3	Introduction.....	4
4	Preparing for application	5
4.1	Recruitment requirements.....	5
5	Eligibility Criteria.....	6
6	Application Process.....	7
6.1	Key points to note in the application.....	7
6.1.1	<i>Attention to detail.....</i>	7
6.1.2	<i>Contact details</i>	7
6.1.3	<i>Site and Clinical Preferences.....</i>	7
6.1.4	<i>Availability to commence employment in 2019.....</i>	8
7	Selection Criteria	9
8	Interviews	10
8.1	Schedule.....	10
8.2	Preparation	10
8.3	What to bring to interview.....	11
8.4	Recruitment Process.....	11
9	Employment Preparation.....	13
9.1	Registration	13
9.2	Employment contract	13
9.3	Welcome afternoon tea.....	13
10	Final Word	14
Appendix 1	Frequently Asked Questions.....	15

1 Welcome

Welcome to the first edition of the Calvary Healthcare Adelaide Graduate Nurse Transition Program (GNTP) Recruitment Handbook - 2019.

As you approach the end of your studies and prepare yourselves for the transition from student to registered/enrolled nurse or midwife, you will be focussing on seeking employment in a graduate transition program so that you can consolidate your studies and commence your journey in nursing or midwifery. This handbook has been developed to guide you through the recruitment process at Calvary Healthcare Adelaide and provide you with the information required to apply for a Graduate position with us.

As you embark on this recruitment journey I encourage you to keep your choices and mind open to the opportunities available to you beyond your graduate year in the private setting. A career as a nurse or midwife is rewarding and challenging and your graduate year provides the perfect platform for you to leap into this exciting career. When you are provided with the right support to consolidate your skills and knowledge, the rewards you will gain from this experience will be rich and the opportunities endless.

On behalf of the education team at Calvary Healthcare Adelaide, we wish you well during this exciting time and look forward to supporting you on the journey that awaits you.

Natalie Hannaford

CHCA Professional Development Manager

Quote from a 2017 Graduate Nurse

"I feel privileged to have been a part of the 2017 GNP at Calvary Wakefield Hospital. The program has enabled me to build competence and confidence as a junior RN, beyond where I expected to be. The opportunity for ongoing employment with Calvary is also excellent post GNP, and I am looking forward to building my career with Calvary in the years to come".

2 Key Recruitment Dates

May 2018
<ul style="list-style-type: none"> Information about the 2019 GNTM application process available on the Calvary Graduate Nurse and Midwifery Program website https://www.calvarycare.org.au/careers/graduate-nurse-midwifery-program
June 2018
<ul style="list-style-type: none"> Dates and times of information sessions circulated to Universities and other Education Providers (e.g. TAFESA; Open Colleges) Attend Calvary and University information sessions
July 2018
<ul style="list-style-type: none"> Applications for 2019 GNTM OPEN at 9am Monday 2nd July 2018. Applications for 2019 GNTM CLOSE at 5pm Friday 27th July 2018. Applications received after the close date and time will not be considered.
August 2018
<ul style="list-style-type: none"> Early to Mid-August, Registered Nurse and Midwife applicants selected to proceed to the next stage are sent an invitation to attend an interview via email. Applicants are required to accept the offer of interview.
September 2018
<ul style="list-style-type: none"> Interviews for the Registered Nurse conducted
October 2018
<ul style="list-style-type: none"> Registered Midwife interviews conducted Registered Nurse and Midwife applicants selected are notified early (RN) to late October (RM). Successful applicants required to accept or decline the position offer via email within 5 business days of receiving the offer. Enrolled Nurse applicants selected to proceed to the next stage are sent an invitation to attend an interview via email.
November 2018
<ul style="list-style-type: none"> Interviews for the Enrolled Nurse GNTM conducted and offers made to successful applicants. All applicants for the 2019 GNTM are notified of application outcome
December 2018
<ul style="list-style-type: none"> Welcome afternoon tea held for all successful applicants.
February 2019 – Graduate programs commence

3 Introduction

The Calvary Healthcare Adelaide (CHCA) Professional Development Manager oversees the recruitment process for the GNTP for Enrolled and Registered Nursing and Midwifery positions, via a centralised application process.

Calvary Healthcare Adelaide consists of four hospitals:

- Calvary Wakefield Hospital
- Calvary Rehabilitation Hospital
- Calvary Central Districts Hospital and
- Calvary North Adelaide Hospital

Registered and Enrolled Nurse GNTP positions are available at all four sites and Midwifery GNTP positions at Calvary North Adelaide Hospital. In mid-2019, the new Calvary Adelaide Hospital, which will merge Calvary Wakefield and Calvary Rehabilitation Hospitals into one site, will be opening. Graduates recruited to either of these hospitals, at the start of 2019, will move to the new Calvary Adelaide Hospital and continue their program there.

The CHCA GNTP provides graduate nurses and midwives with the required assistance to consolidate their clinical knowledge and transition from the student role through the provision of a comprehensive orientation program, learning and development coordinators, preceptors, study days and other unique learning opportunities.

The number of applications we receive each year for the GNTP far exceeds the number of positions we have to offer and for this reason it is important that you take the time to familiarise yourself with the application requirements and demonstrate a high level of attention to detail when submitting your application. This handbook, in addition to the information sessions, are designed to assist you with gaining employment as a graduate in 2019 and will be a great resource throughout the recruitment process.

4 Preparing for application

When preparing your application there are some key factors you should consider including the recruitment requirements, your employment preferences and ensuring you address the selection criteria.

4.1 Recruitment requirements

As part of the recruitment process for Calvary you will be required to provide the following:

Two professional referees

- One referee must be a clinical supervisor (e.g. a registered nurse who supervised you during a clinical placement).
- Suitable clinical supervisors include Registered Nurses, Clinical Nurses or Clinical Managers that have worked with you in a supervisory role during placement and are willing and able to provide a reference should they be contacted.
- The second referee must be either a current or previous employer or another clinical supervisor such as a clinical facilitator. It is not acceptable to only provide clinical facilitators as your referees as the amount of contact that you may have had with them during a placement will be varied.
- It is important for you to establish a connection with an accepted clinical supervisor during clinical placement and ask them to be a referee for you.
- The name, title and contact details for both referees are to be entered on the application form.

Other important documents

- You will be required to submit with your application form evidence of identification and permanent residency, such as passport, Australian Birth Certificate, citizen certificate and Visa information.
- All pages of your two most recent Clinical Placement reports
- An interim academic transcript
- Cover Letter
- Curriculum Vitae.

Failure to provide the requested documents will result in withdrawal of your application from further consideration.

5 Eligibility Criteria

To be eligible for the Calvary OnePlus GNTP you must:

- Be an Australian Citizen or hold a Visa that allows ongoing full time employment in Australia.
- Intend to complete your Nursing or Midwifery Degree or Enrolled Nurse Diploma that leads to initial registration with AHPRA as a Registered Nurse or Midwife or Enrolled Nurse and be ready to commence employment in February 2019.
- Be able to undertake 12 months full time or part-time employment (minimum 8 shifts per fortnight) with a 24 hour / 7 day rotation.
- Be willing to embrace the core values of the Little Company of Mary, being Hospitality, Healing, Stewardship and Respect.

Please note

- Applicants who have completed ≥ 3 months full-time equivalent work (436 hours) as a Registered Nurse or Midwife or Enrolled Nurse (if applying for EN GNTP), in any country are not eligible to apply.
- Applicants who are not completing their degree until after January 30 2019 are not eligible to apply for the 2019 GNTP and should wait for 2020 GNTP recruitment.

Employer sponsorship is not available from Calvary Healthcare for this recruitment process

Other important requirements

Please check that you meet the English language requirement, a pre requisite for Registration with the Nursing and Midwifery Board of Australia (NMBA) www.nursingmidwiferyboard.gov.au. It is advised to commence this process well ahead of course completion.

If you are required to undertake an English Language Test in order to gain registration, please look into this as soon as possible.

6 Application Process

Applications for the 2019 Calvary Healthcare Adelaide GNTP **open on the 2nd July 2018 at 9am and close on the 27th July 2018 at 5pm**. You will have four weeks to apply for the program and applications received after the 5pm cut off on the 27th July 2018 will not be considered.

Application forms will be available from 9am on the 2nd July 2018 via the Calvary Graduate Program Website

<https://www.calvarycare.org.au/careers/graduate-nurse-midwifery-program/>

This handbook, application forms for the Registered, Enrolled and Midwifery programs and a list of Frequently asked questions about the program in South Australia are included under the section APPLY and by clicking on the SA – Adelaide Graduate Nurse and Midwifery Program (see below).

SA - Adelaide Graduate Nurse and Midwifery Program ^

6.1 Key points to note in the application

6.1.1 Attention to detail

- Please ensure you provide all information as requested. Applications that fail to provide all of the requested information will not be considered, so it is very important that you pay attention to detail.
- Make your cover letter stand out – be specific, link our mission and values to your work ethic and/or link some previous experience to our values.
- Let us see that you know and have researched about the hospital you want to work in and what specialties they offer.
- It is always a good idea to have someone else check your application before submitting to check that you have included all of the required information.

6.1.2 Contact details

- Please ensure that your contact details – name, date of birth, address, phone number and email are correct.
- Applicants selected for interview will be contacted via email, so please ensure that you provide the correct email address and check it regularly as you will be required to respond to the offer of interview. Applicants that fail to confirm their interview time will be removed from further consideration.

6.1.3 Site and Clinical Preferences

- Your application will be considered at all four Calvary Healthcare Adelaide sites, however we do ask you to preference the sites on a scale from 1 - most preferred site for GNTP program, to 4 – least preferred site for GNTP program.
- You will be asked to identify the clinical areas you would most like to work in.

- While we make every effort to align your interview with your preferred site and clinical preferences, due to the high volume of applications and interviews conducted this is not always achievable. As pointed out – graduate positions are in high demand and for this reason we encourage you to keep your options open and not become too intent on working in one specific area, as your most preferred option may not always be available.

6.1.4 Availability to commence employment in 2019

- The CHCA GNTP commences in the first week of February 2019 for all positions (Registered, Enrolled and Midwifery).

Quote from a 2017 Graduate Nurse

“I felt well supported throughout the GNP. I am grateful to have been given the opportunity to be a part of the program. I feel this last year is the best introduction I could have been given to establish myself as a new nurse”.

- It is expected that you will be ready and able to commence work at this time, having completed your degree in 2018, obtained Registration with AHPRA and are able to commence work in February.



7 Selection Criteria

At Calvary, we consider all applications carefully, as we see the graduate year as a start of a long career with Calvary and this is why we invest the time to personally review your applications. We consider and review a range of factors, such as the feedback from your clinical placements, your current or previous work history and overall academic performance.

A key part of your application will require you to address some selection criteria. This will allow us to gain further insight into who you are personally and professionally and why you want to work with Calvary in South Australia. Your answers will be examined and contribute to your overall score. This is where we get to see who you are - this is your opportunity to sell yourself and it is important to prepare and develop your answers to ensure you provide an accurate reflection of yourself and why you would like to work at Calvary.

Importantly, we are looking for graduates that can demonstrate that they are aligned with our values. At Calvary grades aren't everything – there are many other personal and professional qualities we are looking for. For example:

- Demonstrated interpersonal, verbal and written communication skills
- Demonstrated satisfactory clinical knowledge and clinical problem solving skills.
- An understanding of the professional, ethical and legal requirements of the Registered or Enrolled Nurse or Midwife.
- Demonstrate understanding of the role of the Registered or Enrolled Nurse or Midwife in applying continuous improvement and quality and safety.
- Able to identify with and reflect on the Calvary Core Values – Hospitality, Healing, Stewardship and Respect.

8 Interviews

8.1 Schedule

Applicants that are selected to attend an interview will be contacted by email in mid to late August 2018. Interviews for Registered Nurse and Midwife Graduate Nurse Positions will be held during September 2018 and Enrolled Nurse interviews will be conducted in mid to late October 2018.

It is important that you are contactable and available during this time period – please check your emails regularly and respond in an appropriate timeframe. If you do not respond to the invite to attend an interview your application will be withdrawn from further consideration. Similarly it is important that you plan to be available during the time when interviews are conducted.

In most cases, applicants will be interviewed by their first preference facility as nominated in their application. Because we interview eight applicants at a time it will not be possible to change your scheduled time, unless there are relevant extenuating circumstances such as illness. Being on placement does not count as an extenuating circumstance – you will need to approach your clinical facilitator and advise them that you have an interview and will need to leave shift early or start late etc. Generally the facilitators are aware of the importance of interviews for graduate positions and will be able to accommodate any changes.

8.2 Preparation

At Calvary we conduct group interviews with up to eight applicants at a time. The interviews are conducted over 2 hours and during this time you will be required to complete and participate in a range of group and individual exercises in front of an interview panel. The interview panel will typically consist of a Clinical Manager, a Learning and Development Coordinator and the Professional Development Manager.

We find this process provides us with an opportunity to see how you interact with others, contribute to the team, think critically and reflect on your practice. The group setting also means that the attention of the interview panel isn't solely focussed on one individual and we find this allows applicants to be more relaxed.

Regardless of the process, we understand that interviews can be daunting and it takes a lot of confidence and time to feel completely relaxed at interview. Preparing for the interview is also important and some useful tips for this include:

- Be prepared – allow yourself plenty of time to ensure that you arrive at the correct time. It's a good idea to check out the parking availability before your interview.
- Follow the instructions provided in the invite to attend an interview letter. If you require clarification on any of the instructions – make contact with the person listed in the letter to make sure you have all of the information you require.
- The interview questions are based on the selection criteria detailed previously, so ensure you are able to provide examples of how you have demonstrated these previously. For example – can you provide an example of good teamwork or communication? Do you know the NSQHS Standards? How would you manage a deteriorating patient?

Approved by: CEO Wakefield	Approved Date: 6/18/2018
UNCONTROLLED WHEN PRINTED	Review Date: 6/18/2021

- Ensure that you are familiar with Calvary as an employer. Being able to demonstrate that you have taken the time to research Calvary healthcare - its mission, values and site based specialties is important – it shows you are interested and demonstrates initiative.
- Be an advocate for person centred care
- Demonstrate your commitment to nursing or midwifery as a profession and be able to articulate your goals.
- Practice! There will be many other potential graduates you will be completing your studies with – use each other to practice answering questions.
- Check with your University Career Advisors to see what services or assistance they can provide.

8.3 What to bring to interview

For identification purposes, you are required to bring the following documentation to your interview

- Four passport size photos with your full name clearly written on the reverse side
- Your driver's license

You will also need to bring

- A pen and paper and an A4 pad to write on

Applicants selected for interview will receive specific instructions in the invite letter. As stated above – if you are unsure of any instructions please check with the contact person listed in the letter. The list of documents you are requested to bring are essential recruitment requirements. If you are unable to provide these at interview as requested, you may not be able to proceed with the interview.

8.4 Recruitment Process

If you attended an interview, successful applicants will be contacted by telephone and offered a position in the CHCA GNTP. **We start making offers in early October 2018.**

Successful applicants will be provided 5 business days from the date of offer to accept or decline the offer. Applicants that fail to respond to an offer day the requested date will be withdrawn from further consideration.

Unsuccessful applicants will receive a letter in November advising of the outcome.

Quote from a 2017 Graduate Nurse

“The Calvary Organisation has been very supportive throughout my graduate program. I found resources easy to access and staff very approachable with assisting me with my learning. The monthly catch ups allowed me with the opportunity to debrief and reflect on my progress as a graduate nurse and further develop any areas that needed improvement”.

9 Employment Preparation

9.1 Registration

You must be registered with the Nursing and Midwifery board of Australia (NMBA) before you can commence employment as a Registered or Enrolled Nurse or midwife. As our program will commence in February 2019, it is advised that you commence your application for registration as soon as you are able. Your University can provide you with details on this process.

The registration process can take many weeks, even if you have provided the correct documentation. You are eligible to pre-register prior to the completion of your degree but registration will not be complete until your notification that you have passed your course has been received.

Further information about this process can be found on the Australian health Practitioner Regularity Authority website

<https://www.ahpra.gov.au/Registration/Graduate-Applications.aspx>

If you are unable to obtain registration in the required timeframe, your offer may be withdrawn. If you are having difficulty obtaining registration or experiencing a lengthy delay, please ensure you contact the Calvary Learning and Development team to alert them and seek guidance.

9.2 Employment contract

Prior to being offered a contract you will be required to participate in some employment screening processes and at the successful completion of these requirements, you will be sent a contract in late November to early December.

The contract will provide specific details on your start date, site location, terms of employment, pre-employment requirements (online eLearning) and details on the orientation process, so it is important that you read it carefully and seek clarification with the nominated contact person.

9.3 Welcome afternoon tea

The recruitment process is generally finalised by mid-December and we acknowledge that there is still considerable time before you actually start your graduate Program. For this reason we invite you to a Welcome afternoon tea where you have an opportunity to meet with the Learning and Development team again and also meet with your Manager and other graduates working in your hospital or clinical area.

Our graduates are very appreciative of this opportunity as it allows them to familiarise themselves with key staff and feel part of the team prior to commencing their GNTP.

Approved by: CEO Wakefield	Approved Date: 6/18/2018
UNCONTROLLED WHEN PRINTED	Review Date: 6/18/2021

10 Final Word

We hope that this information has been helpful and answered your questions. Should you require further information or have any questions about the process, please have a look at the list of frequently asked questions included on the webpage. If this doesn't answer your questions then you may contact the Professional Development Manager - Natalie Hannaford via email

natalie.hannaford@calvarycare.org.au

Again we sincerely wish you all the very best with your application process.

Appendix 1 Frequently Asked Questions

What benefits do Calvary offer?

Calvary offers a range of benefits to employees including paid parental leave, wellness programs, training and development opportunities, uniforms and salary packaging. You can view the range of benefits here

<http://connect.calvarycare.org.au/EmployeeEssentials/Conditions/pages/Pay-and-benefits.aspx>

Does Calvary offer permanent positions or will it be contract work?

The Calvary Graduate Nurse Transition Program (GNTP) is offered as a 12 month contract. GNTPs will be able to apply for a position towards the end of their program. This is dependent on the successful completion of the GNTP program requirements and position availability.

If I don't get a permanent position do you have a casual pool?

Yes, each site has a casual pool.

What will happen to the GNTP program at the new Calvary Adelaide Hospital?

The program will continue in its current format, although it is expected that the number of positions available from 2019 onwards will increase to ensure there are adequate staff employed to accommodate the increased bed capacity.

Do I need to be a Catholic to apply?

No

Do I need to have completed a clinical placement at a Calvary Hospital to apply?

No

How many GNTP positions do Calvary offer?

Each site offers different numbers of positions dependent on local business activity and workforce planning. On average approximately 35 positions are offered each year. This is inclusive of RNs, RMs and ENs.

How many intakes does Calvary have?

One intake per year commencing in February.

How many rotations are there? If so, will they be at different sites and will I get a choice?

The GNTP consists of 2 rotations of 6 months duration within one Calvary Hospital. There are some variations in the length of rotation in some speciality areas such as Perioperative Services and Maternity – this is determined at the individual site

What are the retention rates for the GNTPs working at Calvary?

Currently our retention rate is > 90%

Approved by: CEO Wakefield	Approved Date: 6/18/2018
UNCONTROLLED WHEN PRINTED	Review Date: 6/18/2021

How many hours will I be working?

The GNTP contracts are offered at a minimum of 0.8 FTE (4 days/60 hours per week).

How much will I be paid?

Staff are paid according to the current CHCA Enterprise Agreement.

Will I be allocated a Preceptor?

Yes. All GNTPs are allocated to a preceptor on each of their rotations.

Will I be required to work night shift in my first year and if so how many?

Yes. Night duty is a requirement for all GNTPs, however this is not recommended during the first 3 months of the program.

How many patients will I be responsible for?

You will be assigned patients according to your skill mix and competency level. We don't like to define this as we recognize that GNTPs will progress at varying rates.

How supported are the new GNPs on the wards?

In addition to a dedicated preceptor each site has a dedicated GNP coordinator who will be available to assist you and will monitor your progression.

Do you offer peri-operative placements?

Peri-operative placements are available at all sites with the exception of Calvary Rehabilitation Hospital.

Can I request to work in Maternity?

No. Only Graduates that have completed a Bachelor of Midwifery are employed in the Maternity Unit. We do offer a Graduate Midwife Program at Calvary North Adelaide Hospital for eligible Registered Midwives.

Will there be any study days?

Yes. Study days are scheduled regularly throughout the program.

What references will I need to provide?

You must provide 2 references with your application. One of those MUST be from a staff member from a recent clinical placement (e.g. a Registered Nurse you have worked with during a recent clinical placement). These requirements are detailed in the application form.

Is parking provided?

No parking is not provided at most sites. You will be given instructions on where to park your car during the day and will have access to car parking within the hospital grounds after hours to ensure your safety on late and night duty shifts.

Approved by: CEO Wakefield	Approved Date: 6/18/2018
UNCONTROLLED WHEN PRINTED	Review Date: 6/18/2021

How does the interview process work?

At Calvary we conduct group interviews, with up to 8 applicants in attendance at a time. The interviews are 1.5 hours in duration, with a range of activities undertaken, including short answer questions, group clinical scenario discussions and medication calculations. The interviews work well and provide an opportunity to see an individual interacting with other potential graduates.

Do I need to submit the whole NCAS/PEPR?

Yes. You are required to submit your 2 most recent clinical placement documents.

Does my Grade Point Average (GPA) matter?

While we do request you provide your academic transcript and we do review your GPA, we take many factors, (such as personal and professional qualities) into account when considering your application.

Do my documents need to be certified by a JP?

No

If unsuccessful, can I reapply next year?

Yes, you are always welcome to reapply, as long as you still meet the eligibility criteria listed on the website.

Will I be able to get feedback on my interview?

We notify all applicants if they are successful or unsuccessful. Individual feedback can be provided on request only.

Do I need to commit straight away to my offer?

We provide you with up to 5 days to consider your decision before accepting the offer.

What happens if I need to stop work during my Graduate Program (e.g.: extended personal leave)?

There are no definite rules around this process we assess each case on an individual basis to determine whether an extended period of leave can be accommodated and the GNTP finished at a later date.

Do I get holidays?

Yes. If you work over a 7 day roster you are entitled to 6 weeks annual leave. If you work over a 5 day roster (e.g. Monday to Friday in Theatre) you are entitled to 4 weeks annual leave.

What happens if I get sick?

As part of your employment you are entitled to personal leave as per the EB agreement

What if I don't like the ward I am working on?

Your GNTP Coordinator will assist you to work through the challenges you are facing. Any decision to move a GNTP would be considered on an individual basis in consultation with a range of staff and would be dependent on another position being available in another area.

How long will I be supernumerary for and when do I start working independently?

Approved by: CEO Wakefield	Approved Date: 6/18/2018
UNCONTROLLED WHEN PRINTED	Review Date: 6/18/2021

You are supernumerary for the first 5 days (orientation and supernumerary time on the ward) of your first placement and then 1 - 2 days of any subsequent rotations. Supernumerary days in specialist i.e. Theatre may vary in length.

Will I need to work with students?

Generally you will not be allocated to work with a student, however at times this may be required due to skill mix and staffing levels.

Approved by: CEO Wakefield	Approved Date: 6/18/2018
UNCONTROLLED WHEN PRINTED	Review Date: 6/18/2021