

# Graduate Transition Program Recruitment Handbook

## Contents

<b>1</b>	<b>Welcome .....</b>	<b>2</b>
<b>2</b>	<b>Key recruitment dates.....</b>	<b>3</b>
<b>3</b>	<b>Introduction.....</b>	<b>4</b>
<b>4</b>	<b>Preparing for application .....</b>	<b>5</b>
4.1	Recruitment requirements .....	5
4.1.1	<i>Four professional referees .....</i>	<i>5</i>
4.1.2	<i>Other important documents .....</i>	<i>5</i>
<b>5</b>	<b>Eligibility criteria .....</b>	<b>6</b>
5.1.1	<i>Other important requirements .....</i>	<i>7</i>
<b>6</b>	<b>Application process.....</b>	<b>7</b>
6.1	Key points to note in the application.....	7
6.1.1	<i>Attention to detail.....</i>	<i>7</i>
6.1.2	<i>Contact details .....</i>	<i>8</i>
6.1.3	<i>Site and clinical preferences .....</i>	<i>8</i>
6.1.4	<i>Availability to commence employment in 2021.....</i>	<i>8</i>
<b>7</b>	<b>Criteria .....</b>	<b>9</b>
<b>8</b>	<b>Interviews.....</b>	<b>9</b>
8.1	Schedule.....	9
8.2	Preparation .....	10
8.3	What to bring to interview .....	10
8.4	Recruitment process.....	11
<b>9</b>	<b>Employment preparation .....</b>	<b>11</b>
9.1	Registration.....	11
9.2	Employment contract .....	11
9.3	Welcome afternoon tea.....	12
<b>10</b>	<b>Final word.....</b>	<b>12</b>
<b>Appendix 1</b>	<b>Frequently Asked Questions .....</b>	<b>13</b>

## 1 Welcome

---

Welcome to the Calvary Healthcare Adelaide Graduate Transition Program Recruitment Handbook 2021.

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.

Liz Price & Sam Rowe – *Calvary North Adelaide*

Kristy Stapleton & Trish Booker – *Calvary Adelaide*

Sarah Forzisi – *Calvary Central Districts*

**Calvary Health Care Adelaide Graduate Nurse Transition Program Coordinators.**

## Quotes from a Calvary Graduate

*“... I felt very blessed and lucky to have such experienced, patient and compassionate Learning and Development Coordinators, RNs, and Clinical Managers around me for support...”*

*“I felt supported by my GNTTP coordinator and that I could approach them with any issues I had”*

Approved by: GM Adelaide	Approved Date: 5/27/2020
UNCONTROLLED WHEN PRINTED	Review Date: 5/27/2021

## 2 Key recruitment dates

May
Information about the 2021 GNTP application process available on the Calvary Graduate Nurse and Midwifery Program website <a href="https://www.calvarycare.org.au/careers/graduate-nurse-midwifery-program">https://www.calvarycare.org.au/careers/graduate-nurse-midwifery-program</a>
June
<ul style="list-style-type: none"> <li>Dates and times of information sessions circulated to Universities and other Education Providers (e.g. TAFESA; Open Colleges)</li> <li>Attend Calvary and University information sessions.</li> </ul>
July
<ul style="list-style-type: none"> <li>Applications for 2021 GNTP OPEN Friday 3<sup>rd</sup> July 2020 via Calvary Careers <a href="https://calvarycareers.mercury.com.au/">https://calvarycareers.mercury.com.au/</a></li> <li>Applications for 2021 GNTP CLOSE Friday 31<sup>st</sup> July 2020.</li> </ul>
August
Early to Mid-August, Registered Nurse and Midwife applicants selected to progress to the next stage are sent an invitation to attend an interview via email.
September
<ul style="list-style-type: none"> <li>Interviews for the Registered Nurse positions are conducted.</li> <li>Reference checks for the Registered Nurse are conducted.</li> </ul>
October
<ul style="list-style-type: none"> <li>Interviews for the Registered Midwife positions are conducted.</li> <li>Registered Nurse and Midwife applicants will receive provisional offers, via phone and email, and will be required to undertake pre-employment checks. (RN notified early Oct, RM notified late October)</li> <li>Successful applicants required to accept or decline the provisional offer via email within 3 business days.</li> <li>Enrolled Nurse applicants selected to proceed to the next stage are sent an invitation to attend an interview via email.</li> </ul>
November
<ul style="list-style-type: none"> <li>Interviews for the Enrolled Nurse positions are conducted.</li> <li>Enrolled Nurse applicants will receive provisional offers, via phone and email, and will be required to undertake pre-employment checks.</li> <li>Successful applicants required to accept or decline the provisional offer via email within 3 business days.</li> <li>All applicants, successful or not, for the 2021 GNTP are notified of application outcome.</li> </ul>
December
Welcome afternoon tea held for all successful applicants.
February 2021: Graduate program commences

### 3 Introduction

The Calvary Healthcare Adelaide (CHCA) Learning & 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 three hospitals:

- Calvary Adelaide Hospital
- Calvary North Adelaide Hospital
- Calvary Central Districts Hospital

Calvary Hospital	2021 Grad Program Application Dates	RN GNTP	EN GNTP	Midwifery	Dedicated 12 month Peri-Op
Calvary North Adelaide Hospital	3 July – 31 July 2020	✓	✓	✓	✓
Calvary Central Districts Hospital	3 July – 31 July 2020	✓	x	x	✓
Calvary Adelaide Hospital	3 July – 31 July 2020	✓	✓	x	✓

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, dedicated graduate transition program 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 2021 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 you will be required to provide the following:

#### 4.1.1 Four professional referees

- Two referees must be from 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 other referees 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 all referees are to be entered in the online application form.

#### 4.1.2 Other important documents

- The summative assessments **ONLY** from your two most recent clinical placement reports.
- An interim/unofficial academic transcript (that shows grade point average).
- Cover Letter.
- Curriculum Vitae.
- *If you have selected that you hold a visa to work permanently within Australia, you will be required to upload evidence of this.*
- *If you have identified that you are already registered and working as a Nurse/Midwife, you will be required to upload evidence of this.*

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

## 5 Eligibility criteria

### To be eligible for the Calvary 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 2021.
- Be able to undertake 12 months part-time employment of 0.8 FTE 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  $\geq 3$  months full-time equivalent work (436 hours) as a Registered Nurse or Midwife or Enrolled Nurse (if applying for respective GNTP), in any country are not eligible to apply.
- Applicants who are completing their degree after January 29 2021 are not eligible to apply for the 2021 GNTP and should wait for 2022 GNTP recruitment.

\* **Statement of service:** If you have been employed as a Registered Nurse/Enrolled Nurse/Registered Midwife in any health setting or in any country for any period of time (full time, part time or casual), or if you have commenced a graduate program previously, you are required to provide evidence of hours worked via a Statement of Service from each employer. The Statement of Service must contain all of the following:

- Letterhead of employing organisation
- Your full name
- Classification and position title
- Commencement date
- Expected completion date (if applicable e.g. graduate Nursing program)
- Number of hours worked as a RN
- Signed and dated by a person of Authority with their name and title

If you have had more than one employer, you will need a Statement of Service from each employer.

Note: If you fail to provide appropriate evidence, you may be deemed ineligible for a GNTP.

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

Approved by: GM Adelaide	Approved Date: 5/27/2020
UNCONTROLLED WHEN PRINTED	Review Date: 5/27/2021

### 5.1.1 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](http://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 2021 Calvary Healthcare Adelaide GNTTP **open the 3<sup>rd</sup> of July 2020 and close on the 31<sup>st</sup> of July 2020.**

Application forms will be available from 9am on the 3<sup>rd</sup> of July 2020 via the Calvary Graduate Program Website: <https://www.calvarycare.org.au/careers/graduate-nurse-midwifery-program/>

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](#) 

---

All applications will be submitted via Calvary Careers at <https://calvarycareers.mercury.com.au/>. You will be required to create an account in order to complete an application.

## 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 instructions.
- 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 3 – least preferred site for GNTP program.
- You will be asked to identify the clinical areas you would most like to work in.
- Interviews may not be conducted at your preferred site, however your preferences will still be considered should your application progress.

### 6.1.4 Availability to commence employment in 2021

- The CHCA GNTP commences in the first week of February 2021 for all programs (Registered, Enrolled and Midwifery).
- It is expected that you will be able to commence work at this time, having completed your degree in 2020, obtained Registration with AHPRA and are able to commence work in February.



*Caption: The 2020 GNTP cohort for South Australia. February 2020.*



## 7 Criteria

---

At Calvary, we consider all applications carefully, as we see the graduate year as the 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 who are selected to attend an interview will be contacted by email in mid to late August 2020. Interviews for Registered Nurse and Midwife Graduate Nurse Positions will be held during September 2020 and Enrolled Nurse interviews will be conducted in mid to late October 2020.

It is important that you are contactable and available during this time period. If you do not respond to the invite to attend an interview your application will be withdrawn from further consideration.

Changing your interview time will only be considered for extenuating circumstances. 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. Generally, facilitators are aware of the importance of interviews for graduate positions and will be able to accommodate any changes.

<b>Approved by:</b> GM Adelaide	<b>Approved Date:</b> 5/27/2020
<b>UNCONTROLLED WHEN PRINTED</b>	<b>Review Date:</b> 5/27/2021

## 8.2 Preparation

At Calvary we conduct group interviews with up to eight candidates at a time. In the interview, 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 GNTP Coordinator and the Learning and 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?
- 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 invitation 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

Following the interview, successful applicants will be contacted by telephone and notified that their application has progressed towards a formal offer for the CHCA GNTP. **We start making offers in early October 2020.**

Successful applicants will be provided three business days from the date of offer to accept or decline the offer to progress their application. Applicants that fail to respond to an offer by the requested date will be withdrawn from further consideration.

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

## 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 Programs will commence in February 2021, 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 the 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 formally offered a contract you will be required to complete pre-employment screening processes. At the successful completion of these requirements, you will be sent a contract via Calvary Careers. The pre-employment checks include a Functional Capacity Test and a Police Clearance completed by Calvary.

Approved by: GM Adelaide	Approved Date: 5/27/2020
UNCONTROLLED WHEN PRINTED	Review Date: 5/27/2021

The contract will provide specific details on your start date, site location and terms of employment, 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 afternoon tea where we you have an opportunity to meet with the GNTG Coordinators again and also meet 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 GNTG.

## 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 in Appendix 1 below. If this doesn't answer your questions then please email [SA-LearningDev@calvarycare.org.au](mailto:SA-LearningDev@calvarycare.org.au) with "GNTG Recruitment Enquiry" as the subject.

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.

### 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 available positions towards the end of their Program. This is dependent on the successful completion of the GNTP program requirements and position availability. From the 2019 cohort of graduates, our retention rate was 90%.

### 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 40 positions are offered each year. This is inclusive of RNs, RMs and ENs.

### How many intakes does Calvary have?

Currently 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 specialty areas such as Perioperative Services and Maternity – this is determined at the individual site.

### How many hours will I be working?

The GNTP contracts are offered part time to full time, with a minimum hours of completion required that equates to approximately 0.7FTE. Shifts range from 8 hours, to 12 in specialised areas.

### 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 often allocated multiple preceptors on each of their rotations.

Approved by: GM Adelaide	Approved Date: 5/27/2020
UNCONTROLLED WHEN PRINTED	Review Date: 5/27/2021

**Will I be required to work night shift during the GNTP?**

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 in any area of the hospital?**

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

**Can I request to work in Maternity at CNAH?**

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. There are 6 study days scheduled regularly throughout the program, which include a robust induction at the beginning of the Program.

**Is parking provided?**

No, parking is not provided. 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.

**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. Due to the volume of interviewed candidates, individual feedback can be provided on request only.

**Do I need to commit straight away to my offer?**

We provide you with 3 business 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.

<b>Approved by:</b> GM Adelaide	<b>Approved Date:</b> 5/27/2020
<b>UNCONTROLLED WHEN PRINTED</b>	<b>Review Date:</b> 5/27/2021



**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?**

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.

**What is a Functional Capacity Test (FCT)?**

A functional capacity test is a pre-employment check that all Calvary staff are subjected to. It is a standard pre-employment health check.

<b>Approved by:</b> GM Adelaide	<b>Approved Date:</b> 5/27/2020
<b>UNCONTROLLED WHEN PRINTED</b>	<b>Review Date:</b> 5/27/2021