

2023 Graduate Nurse Program Handbook – Calvary Riverina Hospital



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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 focusing 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 Riverina Hospital 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 Riverina Hospital, we wish you well during this exciting time and look forward to supporting you on the journey that awaits you.

Crystal Casey

Learning & Development Co-ordinator



Key Recruitment Dates

May 2022
<ul style="list-style-type: none"> Information about the 2023 GNTF application process available on the Calvary Graduate Nurse and Midwifery Program website www.calvarycare.org.au/jobs/search/search-page-hospitals
June & July 2022
<ul style="list-style-type: none"> Applications for 2023 GNTF OPEN on Monday 22nd June 2022 Applications for 2023 GNTF CLOSE on Sunday 17th July 2022. Applications received after the close date will not be considered.
August 2022
<ul style="list-style-type: none"> By Friday 5th August 2022 interview invitations will be sent to applicants selected to proceed to the next stage via email. Applicants must accept/decline interview invitation by the 19th August 2022
September 2022
<ul style="list-style-type: none"> Interviews will be held between Monday 6th September – Friday 17th September 2022
October & November 2022
<ul style="list-style-type: none"> Friday 21st October 2022: All applicants notified of application outcome Successful applicants must respond to position offers via the online link provided in the employment offer email by: 12 noon Thursday 4th November 2022
February 2023 – Graduate Programs Commence

Introduction

The Calvary Riverina Hospital Learning & Development Co-ordinator oversees the recruitment process for the GNTP for Enrolled and Registered Nursing positions, via a centralised application process.

The Calvary Riverina Hospital GNTP provides graduate nurses with the required assistance to consolidate their clinical knowledge and transition from the student role through the provision of a comprehensive orientation program, Clinical Nurse Educators, 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 is designed to assist you with gaining employment as a graduate in 2023 and will be a great resource throughout the recruitment process.

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.

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 Nurse Educators 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.

Eligibility Criteria

To be eligible for the Calvary OnePlus GNTF you must:

- Be an Australian Citizen or hold a Visa that allows ongoing full time employment in Australia.
- Intend to complete your Nursing Degree or Enrolled Nurse Diploma that leads to initial registration with AHPRA as a Registered Nurse or Enrolled Nurse and be ready to commence employment in February 2023.
- Be able to undertake 12 months full time or part-time employment (minimum 8 shifts per fortnight) with a 24 hour / 7 day rotation.
- Have immunisation status compliant with NSW Health Policy Directive for a Category A worker.
- 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 GNTF), in any country are not eligible to apply.
- Applicants who are not completing their degree until after January 30 2023 are not eligible to apply for the 2023 GNTF and should wait for 2024 GNTF 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.

Application Process

Applications for the 2022 Calvary Riverina Hospital GNTP **open on Monday 22nd June 2022 and close on Sunday 17th July 2022**. You will have two weeks to apply for the program and applications received after the 17th of July 2022 will not be considered.

Applications are to be completed online from Monday 22nd June 2022 via the Calvary Recruitment Website

www.calvarycare.org.au/jobs/search/search-page-hospitals

Key points to note in the application

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 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.

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.

Availability to commence employment in 2023

- The Calvary Riverina Hospital GNTP commences in February 2023 for all positions (Registered and Enrolled Nurses).
- It is expected that you will be ready and able to commence work at this time, having completed your degree in 2022, obtained Registration with AHPRA and are able to commence work in February.

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 Riverina Hospital. 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.
- Demonstrate understanding of the role of the Registered or Enrolled Nurse in applying continuous improvement and quality and safety.
- Able to identify with and reflect on the Calvary Core Values – Hospitality, Healing, Stewardship and Respect.

Interviews

Schedule

Applicants that are selected to attend an interview will be contacted by email in Early August 2022. Interviews for Registered and Enrolled Nurse Graduate Nurse Positions will be held during September 2022.

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.

Preparation

At Calvary we conduct individual face to face interviews. The interview panel will typically consist of the Learning and Development Coordinator and the Director of Clinical Services.

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 email. 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.

What to bring to interview

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

- Birth certificate or passport
- Your driver's license

The position requires compliance with NSW Health policy directive for immunisation as a category A worker. You will be required to bring documentation to interview of your current immunisation status according to the requirements of NSW Health.

Applicants selected for interview will receive specific instructions in the invite email. As stated above – if you are unsure of any instructions please check with the contact person listed in the email. 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.

Recruitment Process

If you attended an interview, successful applicants will be contacted by telephone and offered a position in the Calvary Riverina Hospital GNT. **We start making offers in late October 2022.**

Successful applicants will have until **12 noon Thursday 4th November 2022** to accept or decline the offer. Applicants that fail to respond to an offer by the requested date will be withdrawn from further consideration.

Unsuccessful applicants will receive notification in November advising of the outcome.

Employment Preparation

Registration

You must be registered with the Australian Health Practitioners Regulation Agency (AHPRA) before you can commence employment as a Registered or Enrolled Nurse. As our program will commence in February 2022, 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 notification that you have passed your course has been received by AHPRA.

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 early to alert them and seek guidance.

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, 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.

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 Learning & Development Co-ordinator – Crystal Casey via email:

crystal.casey@calvarycare.org.au

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

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, there is a casual pool.

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 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.

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

Currently our retention rate is > 90%

How many hours will I be working?

The GNTP contracts are offered at a minimum of 0.8 FTE (4 days/32 hours per week).

How much will I be paid?

Staff are paid according to the current CRH 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 GNP coordinator who will be available to assist you and will monitor your progression.

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.

How does the interview process work?

At Calvary we conduct individual face to face interviews. The interviews are approximately 1 hour in duration, with a variety of questions being asked.

Do I need to submit the whole NCAS?

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 a number of weeks 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 GNTF 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?

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.