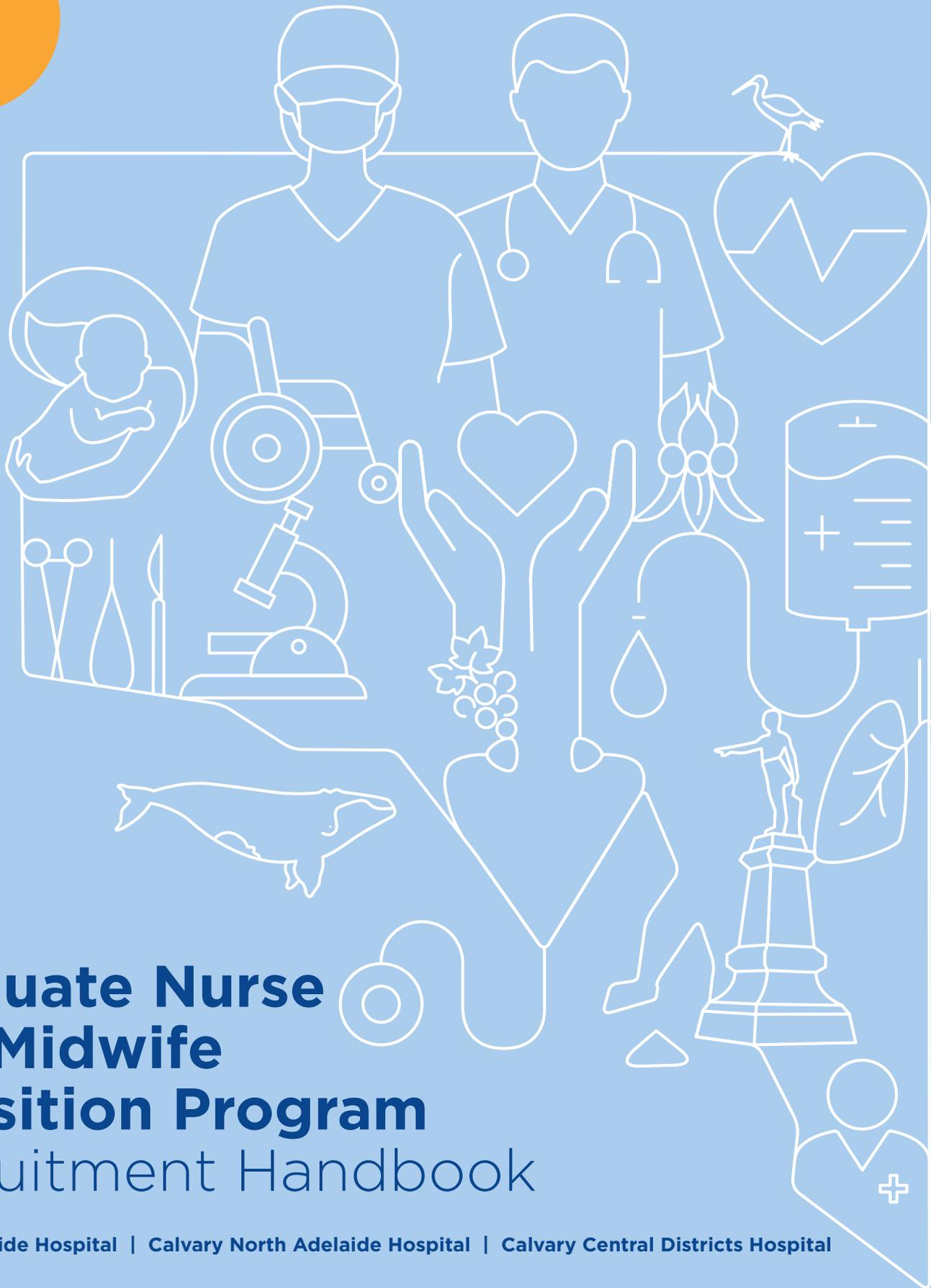


2023



Graduate Nurse and Midwife Transition Program Recruitment Handbook

Calvary Adelaide Hospital | Calvary North Adelaide Hospital | Calvary Central Districts Hospital



Health Care South Australia

Hospitality
Healing
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Respect



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Welcome

The Calvary Healthcare South Australia (CHCSA) Graduate Nurse Transition Program (GNTP) is designed to support the growth and development of each Graduate Nurse and Midwife. We provide the required assistance to consolidate each graduates clinical knowledge and skills over the year. GNTP's are given multiple opportunities for ongoing education through a supportive learning environment, a comprehensive orientation program, dedicated Graduate Transition Program Coordinators, Preceptors, Clinical Educators, study days and other unique learning opportunities.

Calvary Healthcare South Australia is excited to announce we offer permanent employment to all GNTP candidates, with the option of selecting your FTE, from 0.8 to full time.

This handbook has been developed to guide you through the recruitment process at Calvary Healthcare South Australia and provide you with the information required to apply for a Graduate Nurse Transition Program position.

The number of applications CHCSA receive each year for the GNTP far exceeds the number of positions available. It is important that you take the time to familiarise yourself with the application requirements in this handbook 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 2023 and will be a great resource throughout the recruitment process.

From the GNTP Coordinator team at Calvary Healthcare South Australia, we wish you well during this exciting time and look forward to supporting you on the journey that awaits you.

Bianca Hum & Sam Rowe | Calvary North Adelaide Hospital
Kristy Stapleton & Trish Booke | Calvary Adelaide Hospital
Mel Scholefield | Calvary Central Districts Hospital
**Calvary Health Care South Australia Graduate Nurse
Transition Program Coordinators.**





Recruitment timeline

JUNE	
Tuesday, 14th June	Flinders University Career Expo presentation
Tuesday, 14th June	University of Adelaide Career Expo presentation
Wednesday, 15th June	University of South Australia Career Expo presentation
Monday, 20th June	Applications open via Calvary Careers for RN, EN and RM GNTP, AEST
Monday 27th June	Calvary 'in house' GNTP information session
JULY	
Sunday, 24th July	Applications close for RN, EN and RM GNTP, AEST 2300
Mid to late July	Successful candidates are sent an invitation to attend an interview via email
Late July	Interviews conducted across multiple CHCSA locations, dates and times
AUGUST	
Early August	Interviews completed
Mid August	Reference checks completed
Late August	GNTP position Round 1 provisional offers commence <i>*Offers continue until all positions are filled</i>
SEPTEMBER	
Mid September	Formal on boarding commences
JANUARY 2023	
Late January	GNTP Program commences



Eligibility criteria

Calvary GNTP eligibility criteria:

- All applicants will be considered, including Australian Citizens, Permanent Residency and people who can work permanently in Australia.
- Intend completion of 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.
- Ready to commence employment in January 2023.
- Ability to undertake 12 months part-time employment of a minimum of 0.8 FTE (8 shifts a fortnight) with a 24 hour / 7 day rotation.
- Applicants who have been employed as an Enrolled Nurse, Registered Nurse or Midwife and have worked less than 3 months full time equivalent work can apply for a GNTP position. If you have been employed in the designation you are applying for, you must submit a Statement of Service. If this applies to you, see Statement of Service criteria below.
- Applicants who have completed ≥ 3 months full-time equivalent work as a Registered Nurse, Midwife or Enrolled Nurse (if applying for respective GNTP), in any country are not eligible to apply.
- Be willing to embrace the Core Values of the Little Company of Mary, being Hospitality, Healing, Stewardship and Respect.
- Applicants who have completed their degree or diploma prior to 1 July 2021 are not eligible to apply.

Statement of service (if applicable):

If you are currently or have been employed as a Registered Nurse/Enrolled Nurse/Registered Midwife (designation relating to your interested graduate program) 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 (not a payslip).

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/EN/RM
- 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.

If you fail to provide appropriate evidence, you are deemed ineligible for a GNTP.

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



Applying for a Calvary SA GNTP

At CHCSA, we consider all complete GNTP applications. 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 listed in the table at right.

How to apply for a GNTP position at CHCSA:

Apply through Calvary Careers online, via: <https://careers.calvarycare.org.au/Careers-At-Calvary>

Applications are open on 20th June 2022 and close AEST 24th July 2022.



Graduate Nurse and Midwife Transition Program
Recruitment Handbook

What to provide:

SELECTION CRITERIA	DETAILS	CHECK BOX
Cover Letter	<p>Address your Cover Letter to the 'GNTP Coordinators'</p> <p>Introduce yourself and provide a brief explanation why you would suit and benefit from a Calvary GNTP position</p>	
Curriculum Vitae	<p>Your CV must include:</p> <ul style="list-style-type: none"> • Full clinical placement history (including dates and specialties) • Four (4) referees contact details (see below for further information) • Relevant employment history 	
Four Professional Referees	<p>You must include four (4) Professional Referees including:</p> <ul style="list-style-type: none"> • Referees full name • Job title • Place of employment • Phone number <p>References <u>must</u> be a clinical supervisor from your placement experiences (e.g. a Registered Nurse, Clinical Nurse or Clinical Manager who has supervised you during a clinical placement and is happy to be contacted by phone to provide a reference).</p> <p>Referees need to be from two (or more) separate clinical placement experiences as a nursing/midwifery student. These will ideally be your two most recent placements.</p> <p>References from a Clinical Facilitator can be accepted as a 4th referee, if they have worked alongside you clinically on your most recent placement.</p>	
Selection Criteria Response	<p>This PDF document is located on each specific job advertisement. It must be downloaded and completed prior to uploading on Calvary Careers.</p>	
Summative Clinical Placement Assessments	<p>Submit your two most recent summative clinical placement reports.</p> <p><i>*This may mean a portion of your placement report only</i></p>	
Academic Transcript	<p>Submit your official or unofficial academic transcript, which includes your GPA.</p> <p><i>*Please note; this does not mean your graduation certificate - GPA evidence is required.</i></p>	

You must provide a full and complete application in order to be considered.



Interviews

Applicants who are selected to attend an interview will be contacted via email from mid-July 2022. Interviews for all graduate positions (RN, EN, RM) will be held during July and August 2022.

You must 'accept' your offer to attend an interview via email. If you do not wish to attend an interview, please 'decline' so we can offer the position to another candidate. If you do not respond to the invitation 24 hours prior to the scheduled interviewed time, 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.

Instructions on where to attend and what to bring to an interview will be provided in the email offer.

Preparing for employment

AHPRA 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. 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. If you are unable to obtain registration in the required timeframe, your offer may be withdrawn.

Follow this link for instructions on applying for Graduate Registration: <https://www.ahpra.gov.au/registration/graduate-applications.aspx>

Pre-employment screening

Prior to being formally offered a contract you will be required to complete a pre-employment screening process. At the successful completion of these requirements, you will be sent a contract via Calvary Careers. The pre-employment checks include a Functional Capacity Assessment, a Police Clearance completed by Calvary and up-to-date Immunisation Records.

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.



In conclusion

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 with 'GNTP Recruitment Enquiry' as the subject.

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

Kind regards,

**Bianca Hum, Kristy Stapleton, Mel Scholefield,
Sam Rowe and Trish Booker.**
Calvary Healthcare South Australia GNTP Coordinators



Calvary Adelaide Hospital 2020 GNTP cohort at their graduation. January 2021





Frequently asked questions

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 80 positions are offered each year across CHCSA sites. This is inclusive of RNs, RMs and ENs.

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

Calvary Healthcare South Australia offers permanency to all candidates whereby the first 12 months is your GNTP.

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.

We endeavour to match your selected preferences from the Selection Criteria Response document, to the rotations offered within CHCSA. Please note, your preference is not always guaranteed due to the needs and requirements of the Hospital.

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 0.8FTE (8 shifts a fortnight). Shifts range from 8 hours to 12 in specialised areas.

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

Yes. Night duty is a requirement for all GNTPs, however this is not expected during the first 3 months of the program. Night duty is not required for those working in the perioperative areas.

Can I edit my application once it has been submitted?

Yes, you can edit your application up until the closing date and time provided.

Can I still apply after the closing date?

No, you cannot apply once the application submission deadline has closed.

Will I be allocated a Preceptor?

Yes. All GNTPs are often allocated multiple preceptors on each of their rotations.

How supported are the new GNTPs in any area of the hospital?

In addition to a dedicated preceptor, each site has dedicated GNTP Coordinators who will be available to assist you and will monitor your progression, along with Clinical educators for a variety of Clinical areas.

How many patients will I be responsible for?

You will be assigned patients according to your skill mix and competency level.





Frequently asked questions

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

No. We recognise diverse placements are completed in your training.

How many intakes does Calvary have?

We currently have two intakes per year, commencing in January and May.

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.

How much will I be paid?

Staff are paid according to the current CHCA Enterprise Agreement.

What Immunisation Documentation do I need to provide?

You are not required to provide any immunisation records at the time of your initial application. If you are offered a Provisional Offer, you will then be required to submit an immunisation record.

Do I need to be a Catholic to apply?

No.

Can I request to work in Maternity at Calvary North Adelaide as a nurse?

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 paid orientation and study days inclusive of the program. In addition to set study days, CHCSA offers a significant number of education opportunities, for all staff to attend.

Is parking provided?

Parking varies at each of our sites. Information for each site is made available to all staff and safe transport measures are supported. Onsite parking is allowed for night duty at all hospitals.

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



Frequently Asked Questions

on request only. Please email SA-Learningdev@calvarycare.org.au

Do I need to commit straight away to my offer?

We provide you with 3 days to consider your decision before accepting the offer. We ask you only accept if you are fully committed to a GNTP with Calvary.

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?

You are supernumerary for the first 5 days at a minimum (orientation and supernumerary time on the ward) of your first placement and then 1 - 2 days of any subsequent rotations. Supernumerary days in specialist areas (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 for the first 6 months, however at times this may be required due to skill mix and staffing levels.

What is a Functional Capacity Assessment (FCA)?

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





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For more information visit www.calvarysa.org.au