

Queensland Health

Graduate Nurse Recruitment

*Prospectus for Mid Year 2012 Intake
Version 15*

Table of Contents

1	ABOUT QUEENSLAND HEALTH	3
2	ELIGIBILITY CRITERIA FOR A GRADUATE POSITION	5
3	VISA AND IMMIGRATION	5
4	VERIFICATION OF VISA STATUS	5
5	SUBMITTING AN APPLICATION	6
6	MANDATORY CONFIRMATION OF RESIDENCY STATUS	6
6.1	RESIDENCY STATUS (DOCUMENTATION REQUIRED)	6
7	ENGLISH COMPETENCY	7
8	REFEREES**	7
9	THE APPLICATION PROCESS: STEP BY STEP	8
9.1	CHOOSING YOUR PREFERRED PLACE OF EMPLOYMENT	8
9.2	WHAT HAPPENS AFTER SUBMITTING YOUR APPLICATION?	8
10	INTERVIEW PROCESS	8
11	INTERVIEW QUESTIONS	9
11.1	WHAT NEXT?	9
12	SELECTION PROCESS	9
13	OFFERS OF EMPLOYMENT	9
13.1	FIRST ROUND OFFERS	9
13.2	ACCEPTING AN OFFER	10
13.3	OFFERS MADE IN SUBSEQUENT ROUNDS	10
13.4	DECLINING AN OFFER	10
14	SCHEDULE OF CAMPAIGN DATES	10
14.1	OPENING AND CLOSING DATES – MID-YEAR 2012 CAMPAIGN	10
15	CHECKLIST OF RECOMMENDED DOCUMENTATION	11
15.1	PLEASE CHECK WITH THE HOSPITAL RECRUITER/S ON WHAT IS REQUIRED FOR SIGHTING AT INTERVIEW .	11
16	FREQUENTLY ASKED QUESTIONS	12
17	REFEREE REPORT	15

1 About Queensland Health

Queensland Health is a State Government department committed to providing a range of services aimed at achieving good health and well being for all Queenslanders. With over 75 000 staff, Queensland Health is the third largest employer in Australia.

Queensland Health is divided into 17 Health Service Districts. Through a network of 178 hospitals and healthcare facilities, Queensland Health delivers a range of integrated services including:

- Hospital inpatient, outpatient and emergency services;
- Acute and community mental health services;
- Aged care, respite and rehabilitation services;
- Drug and alcohol services;
- Primary health care in community health settings and population health units;
- Chronic disease management in hospitals and community health centres.

From large technologically advanced tertiary hospitals in our metropolitan and regional cities, to community health centres servicing rural, remote and Indigenous communities, we offer exciting career pathways and employment opportunities for nurses and midwives.

Queensland Health districts offer a range of programs and experiences for first year nurses. Some programs are ward based programs whilst others offer a range of rotations. Rotations may be through a number of wards in one (1) facility or in rural districts that may cover a range of facilities. Similarly, not all clinical fields are available at all Queensland Health facilities. You are strongly encouraged to look at individual district websites prior to listing your preferences. Please visit <http://www.health.qld.gov.au/nursing/gnor/partihosp.asp> as a starting point.

Queensland Health is committed to maximising the intake of first year registered nurses, however employment is competitive and applications currently exceed available positions. Queensland Health encourages students to consider options outside the south east corner, and increase employment opportunities by making broad geographical preferences.

My first year as a registered nurse

“At the commencement of my nursing career I was interested in gaining general nursing experience and then pursuing a career in mental health nursing. However, working within a multi-disciplinary team with patients recovering from stroke, spinal injury or orthopaedic procedures, aged care and patients with dementia has thoroughly set a different career path – one that I would have never imagined or could not feel more thankful for..... In 2009 I commenced my Graduate Diploma in Nursing (majoring in Ageing and Dementia Studies) at Queensland University of Technology. I will complete this course this year and will be enrolling in a Masters degree in 2011”.

Teresa Kenny, Ipswich Hospital

2 Eligibility criteria to apply to the Graduate Nurse Online Recruitment (GNOR) system

To be eligible to apply to the graduate (registered) nurse online recruitment (GNOR) you must meet the following criteria:

- Have graduated from your *first* university undergraduate nursing course or graduate-entry Masters of Nursing course within the last 12 months; or are due to complete your *first* undergraduate degree or graduate-entry Masters in nursing prior to commencement dates for graduate programs;
- Eligible to apply for nursing registration with Australian Health Practitioner Regulation Agency (AHPRA) (<http://www.ahpra.gov.au/>);
- Fulfill all the requirements of documentation and identity checks as well as English competency evidence for those graduates requiring this evidence as stated by the Nursing and Midwifery Board of Australia. The provision of all documentation relating to residency status (i.e. proof of citizenship / residency) and International English Language Testing System (IELTS) or Occupational English Test (OET) results are mandatory at the point of interview. **This documentation must be provided for sighting at interview.**
- Have not worked as a registered nurse in any capacity prior to applying to GNOR. The rationale for this stipulation is to ensure equality for all applications within a campaign.

3 Visa and Immigration

Due to the competitive nature of employment with Queensland Health and the commitment of the Queensland Government to domestic employment, a visa and immigration policy exists. The policy states:

“Queensland Health must ensure that the recruitment of overseas professionals into clinical roles strengthens the regional economies through the engagement of skills that complement but do not replace the skills of the available local labour market.”

Currently there are large numbers of domestic graduates seeking employment in Queensland Health.

4 Verification of visa status

By identifying your visa type/residency status you are giving your consent for these details to be verified with the Australian Government's Department of Immigration and Citizenship (DIAC). Any applicants found to have provided contrary visa status information to the status verified on DIAC records will be considered an ineligible application.

5 Submitting an application

Applications for first year registered nursing positions with ALL Queensland Health facilities (public hospitals) must be submitted via the online system G.N.O.R.

- a) When the system is open for applications, you will find a link to G.N.O.R. on the Queensland Health Website: www.health.qld.gov.au – select from the menu: ‘Work For Us’, then ‘Nursing’, then under ‘Find a job’ the link ‘QLD Health Graduate Nurses Online Recruitment’ (you can also find out information about QLD Health facilities / hospitals on this site).
- b) You will first need to ‘register’ on the system before you can commence your application. From the Login page, select ‘Register’ on the menu. Type in a Username of your choice (you can choose any letters and numbers, with a maximum of eight characters – please choose something you will remember); then type in your email address, twice. ***Please make sure you enter a correct email address that you will access regularly and for a long time after you finish your University degree. Please avoid using a Hotmail account as Hotmail cannot accept the size of the recruiting documents that Queensland Health sends via email.***
- c) The online system allows your application to be seen by recruiters at the facilities you list as a preference (first round offers).
- d) For any further offers, your application can be accessed by recruiters at all participating Queensland Health facilities.
- e) During the two (2) week application timeframe you can log on whenever you wish to continue working on your application. **Applications received outside the application timeframe will not be accepted and will be removed from the system.**

6 Mandatory confirmation of residency status

In accordance with recruitment eligibility criteria, applicants must provide confirmation of their residency status including the provision of documentation for sighting at point of interview. Residency documentation is dependent on the residency status when applying and are as follows:

6.1 Residency status (Documentation required)

- a) Australian citizen (Birth certificate & photo ID (license) or passport)
- b) New Zealand citizen (Birth certificate & photo ID (license) or passport)
- c) Permanent Australian resident (Visa approval letter/Passport)
- d) New Zealand permanent resident (Birth certificate & photo ID (license) or passport & Visa specification)
- e) International citizen with current visa from non-English speaking country (Passport AND Visa specification AND successful International English Language Testing System (IELTS/OET) results)

- f) International citizen with current visa from an English speaking country (Passport AND Visa specification) AND IELTS/OET results. Regarding IELTS/OET results for this category, please see the Registration Standard on English Language Skills at:
<http://www.nursingmidwiferyboard.gov.au/Registration-Standards.aspx>

Those graduates who are in the process of acquiring a visa to work in Australia should only attempt to apply once their right to work within Australia has been granted. Please note that in order to work in Australia, even as a student or graduate nurse, *you need a visa that allows you to work*. For more information please refer to Department of Immigration and Citizenship website:

<http://www.immi.gov.au/>

7 English competency

Proof of English proficiency is mandatory for successful registration by the Nursing and Midwifery Board of Australia and therefore is essential to be deemed eligible to apply to first year registered nursing positions in Queensland Health. For the specific requirements please see websites below:

The Nursing and Midwifery Board of Australia fact sheet

<http://www.nursingmidwiferyboard.gov.au/FAQ-and-Fact-Sheets.aspx> and

<http://www.ielts.org/default.aspx> or <http://www.occupationalenglishtest.org>

8 Referees**

Applicants who progress through an initial interview are required to provide at least one Referee Report. Referees must be:

- a) A clinical supervisor from third year of study (cannot be a university employee unless directly involved in your clinical practice (i.e. clinical facilitator); or
- b) Any other previous manager who has had a direct supervisory role, preferably within the last two years. Where a previous manager it is not available, it is recommended applicants seek a clinical supervisor referee.

****Please note: provision of this documentation is mandatory.**

9 The application process: Step by step

9.1 CHOOSING YOUR PREFERRED PLACE OF EMPLOYMENT AND CLINICAL FIELD

Applicants can identify up to six (6) preferred Queensland Health facilities in which they would be willing to undertake their first year as a registered nurse. If you do not make any selections in this option the system will not be able to assign your application to a facility, therefore making it difficult for recruiters access and shortlist your application.

Applicants can select up to four (4) clinical preferences. Please note that not all clinical fields are offered at all Queensland Health facilities. You are strongly encouraged to look at individual district websites prior to listing your preferences. To see specific graduate programs offered by facilities and districts please visit <http://www.health.qld.gov.au/nursing/gnor/partihosp.asp> .

Some recruitment is undertaken by individual facilities whereas other recruitment is conducted at a Health Service District level. You must look at Queensland Health District profiles and consider the graduate programs on offer within each Facility or District when selecting your preferences. To see what facilities are located within which Health Service Districts please go to http://www.health.qld.gov.au/workforus/profiles/QH_Region.asp.

Some clinical fields are offered only at particular facilities so it is advisable to match your clinical preference with your facility preference. For example, if your first clinical preference is mental health nursing, then your first facility preference needs to be for a facility that offers mental health nursing.

The Graduate Registered Nurse Recruitment is a very competitive and therefore graduates are encouraged to preference widely, both geographically and clinically, in order to have the best chance at obtaining a graduate nurse position with Queensland Health.

9.2 WHAT HAPPENS AFTER SUBMITTING YOUR APPLICATION?

After the closing date, you will not be able to make any changes to your application with the exception of your personal details (name, contact details etc). Once the closing date has passed, nurse recruiters in each Health Service District will access the online system to review applications which include their facility as a preference. Districts have a limited timeframe within which to review applications and arrange and conduct interviews.

10 Interview process

Eligible applicants will be interviewed first by their preferred facilities or District. Shortlisted applicants will be contacted by facilities or Districts to arrange a date, time and place to attend an interview.

You will be contacted via the contact details you listed in your online application. Please make sure you check your mobile phone number and/or email account regularly throughout this period to see if you have been contacted for an interview.

Applicants can receive invitations to more than one (1) interview at this point. Interviews will be conducted face to face wherever possible with the option of a telephone interview. Interviews will in most cases be conducted with an interview panel.

If you are not contacted for an interview by your preferred facilities then your application will be reviewed during the second review round (please see Schedule of Campaign Dates on page 11).

If you are not made an offer of employment by any of your first preferred facilities then your application will be referred onto your Second Round, so other facilities are able to consider your application (please see Schedule of Campaign Dates on page 11).

11 Interview questions

The interview questions have been designed to assess the agreed priority key skill requirements of **Team Focus, Patient Focus and Work Values**. The questions have been designed from a behavioral based perspective, which is asking applicants to provide actual examples of how they have managed specific issues or situations. Should you not have the necessary experience in the requested area, interview panels will reframe the question as a scenario based question.

11.1 WHAT NEXT?

After your interview, recruiters will have time to reflect on the interviews and commence First Round Offers to interviewed applicants.

12 Selection process

Selection decisions are based on the combined overall assessment of all selection techniques including the applicants' online application and responses to behavioral based questions during the interview.

For the purpose of this graduate nurse recruitment process, the following determinations have been made in relation to recommendation for appointment:

- Order of Merit ranks applicants from the highest 'Outstanding' incrementally to 'Meets criteria'. A category of 'Does Not Meet' (DNM) is also included.

13 Offers of employment

You are applying for a position in a competitive market and we encourage you to accept your first offer of employment.

13.1 FIRST ROUND OFFERS

Notification of first round offers will be made via the online system GNOR upon the completion of the District recruitment dates. Applicants in receipt of offers during this round will be given a limited timeframe in which to consider the offer and to either 'Accept' or 'Decline' online using the link provided in the email.

For specific campaign dates and timeframes, please refer to the Schedule of Campaign Dates provided on page 11 (below).

13.2 ACCEPTING AN OFFER

Once an individual accepts an offer of employment for a position at a Queensland Health facility, that individual's application will no longer be "available" for further offers. Any offers of employment not accepted during first round offers will be offered to remaining applicants during the second round.

It is recommended that all offers be given utmost consideration due to the competition for registered nurse positions in Queensland Health facilities.

13.3 OFFERS MADE IN SUBSEQUENT ROUNDS

Second round offers will commence shortly after the second review of applications by recruiters. Offers made in the second round are only made to those applicants who have not yet received or accepted an offer during the first round. Applicants yet to accept an offer of employment from the first round will automatically go through to the second round where they will be considered in accordance with the timeframes.

13.4 DECLINING AN OFFER

If you choose to decline an offer of employment by a Queensland Health district your application will go into a pool of applications that can be viewed by all facilities across the State until the commencement of the next campaign. If you decline two offers your application will be removed from the pool.

14 Schedule of Campaign Dates

14.1 OPENING AND CLOSING DATES – Mid-Year 2012 Campaign

Stage	Start Date	Closing Date
Graduates apply online	00:00 hours AEST Saturday 24 March 2012	11:59pm AEST Friday 6 April 2012
First preferred Health Service Districts review applications	Monday 9 April 2012	Friday 25 May 2012
First round job offers to Graduate Applicants to accept or decline	Monday 28 May 2012	Friday 1 June 2012
Second preferred Health Service Districts review applications not successful in first round offers	Monday 4 June 2012	Friday 8 June 2012
Second round job offers to Graduate Applicants to accept or decline	Monday 11 June 2012	Applications will remain valid until the commencement of the Start of 2013 Campaign.

15 Checklist of recommended documentation

15.1 Please check with the hospital recruiter/s on what is required for sighting at interview

**** You may not be allowed to sit for your interview without the following documentation for sighting on the day of interview:**

	Checklist	Please Tick
1	Documentation relating to residency status (please refer to Section 6.1 on page 6)	<input type="checkbox"/>
2	If not permanent Australian resident, proof of visa status and associated documentation	<input type="checkbox"/>
3	Proof of successful International English Language Testing System (IELTS) or Occupational English Test (OET) results	<input type="checkbox"/>
4	At least one (1) referee (please refer to Section 8 on page 7)	<input type="checkbox"/>

16 Frequently asked questions

a) What if I am not eligible to apply to the online system?

Should you not meet the eligibility criteria you can apply to:

- Directly advertised positions with Queensland Health;
- Work For Us (Queensland Health);
- Private Hospitals;
- Aged Care sector;
- Nursing agencies.

b) I am a graduate midwife/graduate enrolled nurse – how do I apply to graduate positions?

Graduate midwives and enrolled nurses wishing to apply for a position within Queensland Health must apply directly to the Health Service District or facility. The Graduate Nurse Online Recruitment (G.N.O.R.) system is currently only open to registered nurse graduates.

c) When should I apply?

Graduates should apply for a Campaign that will commence employment soon after their graduation and registration. As follows:

- Graduates applying for the Start of Year campaign must be ready to commence employment from January and no later than March.
- Graduates applying for the Mid Year campaign must be ready to commence employment from July and no later than September.

d) What happens if I miss the closing date?

The dates have been agreed in consultation with both hospitals and universities and are final. Late applications will not be accepted after this time and will be removed from the system.

e) Can I defer my graduate year?

You can defer your *application* for up to 12 months however you cannot work as a registered nurse within that period to remain eligible to apply to GNOR.

f) What if my circumstances change and I cannot complete my graduate year?

You will need to negotiate any change in your personal circumstances with the district within which you gain employment.

g) Can I apply for more than one (1) campaign?

Yes, as long as you still meet the eligibility criteria.

h) I applied to the Start Year 2012 campaign. Am I eligible to apply to the Mid-Year 2012 Campaign?

Yes you are, if you were unsuccessful in gaining a Registered Nurse position in the Start Year 2012

Campaign and still meet the Eligibility Criteria.

i) How much experience is too much to be considered a graduate?

A graduate is defined as:

- A graduate nurse is a person who has graduated from an undergraduate or graduate-entry (provided it is their first nursing course) Degree in Nursing within the last 12 months and who has not worked as a registered nurse in any capacity.

The rationale for the stipulation of having not worked as a registered nurse in any capacity is that a level playing field must be maintained for all applications within a campaign.

j) What if I receive more than one (1) offer?

If you are interviewed by more than one district you may receive more than one offer at the same time. During the First round of offers you will only have one (1) week to consider any offers that are made to you (please see the Schedule of Campaign Dates on page 11). A second offer may be made to you if you have declined your first offer, however you are applying for a position in a competitive market and we encourage you to accept your first offer of employment.

k) Am I able to accept an offer prior to my gaining nationally recognised registration as an RN?

Districts are aware that they will need to allow some time for you to secure your nursing registration. Commencement dates can be negotiated with the employing hospital. For further information relating to Nursing Registration please refer to www.ahpra.gov.au or the www.nursingmidwiferyboard.gov.au

l) If I do not have evidence of my nursing registration, can I still apply?

Yes, you can apply provided your registration is approved prior to commencement of employment within the district.

m) I am trying to upload my documents to the GNOR system and it is not working.

The GNOR system does not have capability to upload documents. Any documentation must be provided at interview.

n) If I do not receive an offer, what are my choices?

If you do not receive an offer you will remain on the eligibility list for districts to contact you directly should opportunities for employment arise. This list will be active until the start of the next graduate campaign. Remember there are graduate registered nurse employment opportunities within private hospitals, non-government and the aged care sectors if you are not offered a position in Queensland Health.

o) Am I allowed to work as an RN after I accept an offer of a position?

Yes. Once you have received and accepted an offer and your appointment is confirmed, you may work as a registered nurse until the commencement of your formal employment in Queensland Health (provided you have obtained your registration). For example, you may be able to negotiate to work in the casual pool of Queensland Health in the interim.

p) There is supposed to be a shortage of nurses in Queensland, yet I have heard that it is difficult to get a job upon leaving university, why is this so?

Currently we have an increased number of registered nurse wanting jobs on graduation in Australia hence the job market is competitive. There will be a shortage in coming years and so we are improving our systems for graduates so we can increase your chances of employment. Remember to choose preferences widely and consider regional and rural districts.

q) What if I am unable to provide proof of a successful International English Language Testing System (IELTS) or Occupational English Test (OET) results in time to apply online?

Proof of English proficiency is mandatory for both successful registration with the Nursing and Midwifery Board of Australia and therefore employment with Queensland Health. Should you be unable to sit an IELTS or OET exam and/or have difficulty in obtaining a minimum score of 7 (seven) for IELTS or B for OET in each of the four components (listening, reading, writing and speaking) it may be necessary for you to wait until the next graduate recruitment campaign to apply once these have been obtained.

For more information go to <http://www.ielts.org/default.aspx>, <http://www.occupationalenglishtest.org> or <http://www.nursingmidwiferyboard.gov.au/FAQ-and-Fact-Sheets.aspx>;

r) Is there a number that I can contact for more information?

For more information about Graduate Nursing Recruitment, please call 1800 426 210.

17 Referee Report

The applicant below has applied for employment as a graduate registered nurse within Queensland Health. You have been nominated as a referee for this applicant.

Please complete the following table regarding your knowledge of the applicant in relation to the following questions. Queensland Health recognises and appreciates your assistance in this process.

Applicant's Name	
In what capacity is the applicant known to you? What position was held by the applicant? (Please state if you have a personal relationship or are related to the applicant)	
For what period of time have you known the applicant?	
If you have worked or are currently working with the applicant, what is your knowledge of the applicant's performance?	
If you are a clinical referee for this applicant, how would you describe the person's suitability for a role within Queensland Health?	

Job Performance	
How would you summarise the applicant's performance in general?	
What are the applicant's strengths and weaknesses?	
Based on your knowledge of this person, would you recommend them for employment within Queensland Health?	

Workplace Behaviour	
Where applicable does the applicant contribute positively to the workplace? If yes, in what ways?	
How does the applicant respond to feedback?	

Attendance	
Has the applicant ever needed to be counseled about excessive sick leave or particular patterns of absence? If yes, what were the circumstances?	

Referee Details (THIS INFORMATION IS MANDATORY)		
Name		
Position		
Telephone	Work	Other
Work e-mail address		
Signature		Date:

Queensland Government Copyright

Published 2012

You may download, display, print and
Reproduce the material in this publication
in unaltered format for work, study and
training purposes subject to the inclusion of
an acknowledgement of the source and
reference to the title of the publication.
Not for commercial use or sale.
Apart from any use permitted under the
Copyright Act 1968, all other rights
are preserved.

Author: Nursing and Midwifery Office, Queensland – Queensland Health