Registered Nurse Transition to Practice

2023 Recruitment

Table of Contents

[Welcome 3](#_Toc104899313)

[Key Recruitment Dates 4](#_Toc104899314)

[Timeline 4](#_Toc104899315)

[July 2022 4](#_Toc104899316)

[August – September 2022 4](#_Toc104899317)

[October 2022 4](#_Toc104899318)

[November 2022 – January 2023 4](#_Toc104899319)

[Eligibility 4](#_Toc104899320)

[Visa Holders 4](#_Toc104899321)

[Recruitment Requirements 4](#_Toc104899322)

[Online Application 5](#_Toc104899323)

[Resume 5](#_Toc104899324)

[Referees 5](#_Toc104899325)

[Additional information 5](#_Toc104899326)

[Employment Preferences 5](#_Toc104899327)

[Applying for A Position 6](#_Toc104899328)

[Applying Online 6](#_Toc104899329)

[Before you apply 6](#_Toc104899330)

[Providing a valid email address 6](#_Toc104899331)

[Submitting your application 6](#_Toc104899332)

[Interviews 6](#_Toc104899333)

[Interview Preparation 6](#_Toc104899334)

[Recruitment Outcomes 7](#_Toc104899335)

[Successful Applicants 7](#_Toc104899336)

[Eligible Applicants’ List 7](#_Toc104899337)

[Withdrawing your application 7](#_Toc104899338)

[Prior to Interview 7](#_Toc104899339)

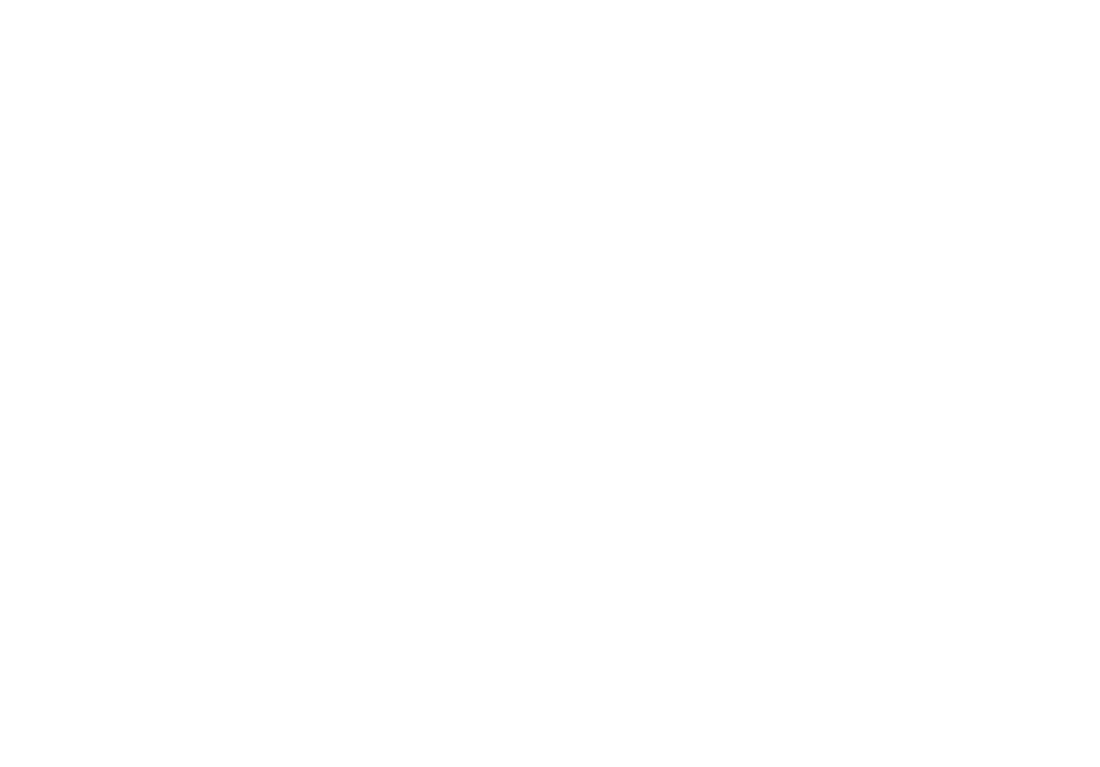
[After Interview 7](#_Toc104899340)

[Planning for Employment 7](#_Toc104899341)

[Registration 7](#_Toc104899342)

[Applicant Checklist 9](#_Toc104899343)

# Welcome

*Nurses are the largest health professional group in the Tasmanian public health care system. We are proud to offer a variety of career opportunities* *to those who are recently or about to graduate.*The Department of Health runs a Statewide coordinated recruitment for graduate nurses.

This handbook will assist you to apply for employment as a graduate registered nurse in the Tasmanian Department of Health in 2023.

Each year we advertise our new intake to Transition to Practice programs for Registered Nurses. Based on your application and regional preferences, interviews are offered to graduates as part of a competitive process.

More people will apply than there are positions available, you should aim to stand out from the crowd!

# Key Recruitment Dates

## Timeline

### July 2022

Applications Open: Monday 4 July, 9am

Applications Close: Monday 18 July, 11:55pm

References are sent on submission of application.

### August – September 2022

Interview invitations to applicants on: Thursday 18 August

Interviews are held between Tuesday 30 August and Friday 16 September

### October 2022

First round offers are sent on Tuesday 11 October

### November 2022 – January 2023

Subsequent offers will be sent out up until January 2023.

## Eligibility

Selection is a competitive process, and you must meet the following criteria to apply:

* have completed an accredited undergraduate nursing course within the last 24 months
* have less than six calendar months experience working as a registered nurse at the date of commencement
* hold the relevant registration with the [Nursing and Midwifery Board of Australia](https://www.nursingmidwiferyboard.gov.au/)[[1]](#footnote-2) at the date of commencement
* hold Australian citizenship, permanent residency or a visa permitting you to work in Australia at a minimum of 40 hours per fortnight
* comply with immunisation and conviction check requirements.

### Visa Holders

Applications from candidates who do not hold a current work visa will be ineligible to apply. No sponsorship is provided for Transition to Practice positions.

Where an applicant holds a visa (such as student visa) they will be assessed on merit against all other candidates.

Offers may be made to those candidates with this type of visa once the Eligible Applicants’ List has been exhausted of applicants who hold working visas.

These offers will be made contingent on the candidate holding a valid working visa upon commencement (for the entirety of the proposed fixed-term appointment).

# Recruitment Requirements

As part of the recruitment process you are required to provide:

An online application

A copy of your official academic transcript and grade point average (GPA)

Resume - maximum one (1) page

The names and contact details of two (2) referees

## Online Application

To be considered for a role, you must upload supporting documentation with your application.

Before you start the application form, please ensure you have the following documentation ready to upload:

A copy of your official academic transcript (This is the transcript issued by your education provider, not a copy of what you can download from your student services account).

A copy of your Grade Point Average document if your Grade Point Average is not on your academic transcript

A copy of your statement of service if you have been working as a Registered Nurse

## Resume

Please upload your current resume. It should be a maximum of one (1) page outlining your employment history, any volunteer and/or community involvement and a photo of yourself (included for identification purposes).

## Referees

The application form will ask you to list contact details for two (2) referees from your most recent clinical placement, with their roles being -

Clinical Nurse Educator, or

Nurse Unit Manager, or

Clinical Facilitator,

Other Registered Nurse with more than 1 year experience or

University Clinical Facilitator

At least one (1) must be either a Clinical Nurse Educator, Nurse Unit Manager or Clinical Facilitator.

As your referees will be sent an email, in order to complete an online reference check, please ensure you provide valid email addresses that your referees monitor regularly.

## Additional information

All attachments must be in Microsoft Word or PDF format.

Please identify the essential documents using the following naming format:

Lastname, Firstname - document type

For example: "Smith, John - Academic Transcript.PDF"

The email account you provide when submitting job applications will be used in correspondence to you. It is important that this is kept up to date and monitored regularly.

To update your email address or other contact information, log in to www.jobs.tas.gov.au and look for "Existing applicant login" where you can update your details.

## Employment Preferences

A vast range of employment options are available across more than 100 sites across Tasmania in metropolitan, regional, rural, and remote settings.

Applicant will be required to elect their first preference of work area: Acute Hospital, Mental Health, Community Health and District Hospitals. Followed by the regional location preference: South, North or North West.

Your preference selection will determine where your interview will take place.

We request that you list a second and third preference of work area. If you are not successful in your first preference, we may be able to offer you a role in your subsequent preferences.

# Applying for A Position

## Applying Online

Applications for the 2023 intake will be open from 9am Monday 4 July and close at 11:55pm Sunday 18 July 2022.

Late applications will not be accepted.

## Before you apply

To access the job application please go to the [Jobs Tas Website](https://www.jobs.tas.gov.au/)[[2]](#footnote-3) and click on the Transition to Practice Image on the front page. Once you are at the advertisement click on blue Apply now.

## Providing a valid email address

Email is the primary communication used to contact you during the recruitment process.

Employers may continue to contact you via email throughout 2022 and into 2023. If you supply your university email address, check that it will remain valid during this time.

All communication sent via the Department of Health’s Recruitment system is sent to your personal email account provided in the application.

It is important that you check your in-box regularly during key times of the campaign. On day of invitation to interview and, later, notification of recruitment outcome.

## Submitting your application

Your online application must be submitted to be considered. Ensure you complete each section of the application as prompted and submit the completed application prior to recruitment closing.

Following the submission of your application, you will receive an email confirmation of your completed application.

## Interviews

Interviews will be held between Tuesday 30 August and Friday 16 September 2022.

Interviews may be held in person (individual or group) or via Microsoft Teams (individual). This will depend on your regional preference.

Note: Specific interviews dates and times vary between sites.

Applicants are interviewed once only.

Applicants are interviewed by the region the applicant nominated as their first employment preference in their application.

Invitations to interview are sent via email to eligible applicants on Thursday 18 August.

Applicants must accept or decline their interview attendance by Thursday 22 August 2022.

If you do not attend the interview as scheduled, your application will be withdrawn.

## Interview Preparation

Most of us find interviews nerve-racking and stressful, even people with many years’ experience. Being confident at interview comes with practice. Below are some tips that can help you practice and prepare for interview.

Use examples from your own clinical experiences to support your responses to the interview questions.

Interviews are about building a relationship with your potential employer. Consider what your employer might want in a newly registered nurse, such as:

Being interested in patient care and welfare

Being person-centered

An ability to reflect on your clinical placements during your undergraduate program

Knowing when and where to seek guidance at work

Displaying professionalism

Being a safe practitioner

Demonstrated enthusiasm for the profession of nursing

Indicating a commitment to life-long learning

# Recruitment Outcomes

Applicants will be advised of their recruitment outcome by email on Tuesday 11 October.

There are two recruitment outcomes:

1. Successful – offered a position from the preferences in your application and receive a ‘Conditional Offer’ subject to satisfying the eligibility criteria.
2. Eligible but no position available – placed on Eligible Applicants’ List.

## Successful Applicants

On Tuesday 11 October 2022 successful applicants will receive an email containing a link to accept or decline their offer which must be completed by Monday 17 October 2022.

## Eligible Applicants’ List

The Eligible Applicants’ list will be used to fill vacant positions. This may be due to other applicants declining position offers or withdrawing from the recruitment process during first round selections.

The Eligible Applicants’ List will remain open until all positions are filled.

## Withdrawing your application

### Prior to Interview

If you wish to withdraw from the 2023 intake recruitment process prior to interview you may do so by logging in to your application and selecting ‘Withdraw’ next to the role you have applied for.

**Please be aware that your application cannot be reinstated after you have withdrawn.** If you had previously received or accepted an invitation to interview, please contact the contact person to let them know you have withdrawn your application.

### After Interview

If you wish to withdraw your application after you have been interviewed, please contact the contact person. Their contact details can be found on the email you received inviting you to interview.

## Planning for Employment

### Registration

You must be registered with the Nursing and Midwifery Board of Australia (NMBA) before commencing employment as an RN with the Department of Health.

This registration is completed through the Australian Health Practitioner Regulation Agency (AHPRA).

If you are unable to supply evidence of your registration within the required timeframe specified by your employer, and prior to commencement of employment, your job offer may be withdrawn.

You can start your application for registration 4 - 6 weeks before completing your studies by visiting [Ahpra.](http://www.ahpra.gov.au/Registration/Graduate-Applications.aspx)[[3]](#footnote-4)

Your employment as an RN may commence from January 2023, so it is important not to delay your application for registration. The registration process can take between 2 - 8 weeks to process. Your registration will not be complete until you have successfully completed your course requirements and the NMBA have received all documentation. We highly encourage you to be registered by 1 January 2023 if possible.

## Applicant Checklist

|  |  |
| --- | --- |
| Prior to Applications Opening: | Tick when Complete |
| Download and read Transition to Practice Handbook. |  |
| Mark all key dates in my diary. |  |
| Update my Resume. |  |
| I am compliant with Tasmanian Health Immunisation requirements. |  |
| Seek permission from my two referees to provide contact details in my application. |  |

|  |  |
| --- | --- |
| When Applications Open: | Tick when Complete |
| Go to the www.jobs.tas.gov.au website and apply online to Transition to Practice recruitment from 9am Monday 4 July. |  |
| Have my documents available for reference to complete application. |  |
| Save my incomplete application so that I can return to it later. |  |
| Submit my completed application by 11:55pm, Sunday 18 July. |  |
| I have received an auto-generated email from Tasmanian Health recruitment system, confirming successful submission of my application. |  |
| I am available to attend interview at my preferred location between Tuesday 30 August and Friday 16 September. |  |

|  |  |
| --- | --- |
| If successful in gaining an interview: | Tick when Complete |
| Confirm my attendance at interview by Tuesday 23 August. |  |
| Gather employment screening documents, evidence of identification and COVID-19 Digital Certificate supporting documents ready to take along to interview. |  |

|  |  |
| --- | --- |
| On offer of Employment: | Tick when Complete |
| Accept or decline offer of employment online by Monday 17 October. |  |

**Human Resources**  
Department of Health

**Email:** jobsandcareers@health.tas.gov.au

**www.health.tas.gov.au**

1. www.nursingmidwiferyboard.gov.au/ [↑](#footnote-ref-2)
2. www.jobs.tas.gov.au [↑](#footnote-ref-3)
3. www.ahpra.gov.au/Registration/Graduate-Applications.aspx [↑](#footnote-ref-4)