



# Registered Nurse Transition to Practice

2024 Recruitment





# 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 2024 the Department will be offering permanent appointments to Registered Nurse positions subject to probation.

All graduates will be supported through their active participation in our Transition to Practice programme.



# Key Recruitment Dates

## Timeline

- Advertising Opens: **Wednesday 28 June 2023**, 9am
- Applications Close: **Wednesday 26 July 2023**, 11:55pm
- References are sent on submission of application.
- Face to face discussions will be held during August/September
- First round offers are sent on Monday 9 October 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 anticipated experience working as a registered nurse at the date of commencement;
- hold the relevant registration with the [Nursing and Midwifery Board of Australia](#) at the date of commencement;
- hold Australian citizenship, permanent residency or a visa permitting you to work in Australia;
- comply with all legislated pre-employment checks for the area.

## Visa Holders

Applications from candidates who do not hold a current work visa will be ineligible for appointment at date of commencement.

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

Offers of employment may be made subject to candidates holding a valid working visa at date of commencement.

# 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 – with photograph
- 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. At least one (1) must be:

- From a clinical facilitator, NUM, CNE or senior nurse (from clinical placement)
- One reference must be from a person commenting on the applicant's clinical practice as a student nurse.
- References from previous employers will be accepted, as a second referee.

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. Please discuss with your referee prior to listing them on your application.

## 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"

## Employment Preferences

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

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

Your preference selection will determine where your face-to-face discussion 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 2024 intake will be open from 28 June 2023 and close at 11:55pm Wednesday 26 July 2023.

Late applications will not be accepted.

### Before you apply

To access the job application please go to the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) and click on the Transition to Practice Image on the front page. Once you are at the advertisement click the 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 2023 and into 2024. 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 this is kept up to date and monitored regularly. Please note, some Department of Health emails may be diverted to your spam/junk folder.

It is important that you check your in-box regularly during key times of the campaign.

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

## 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.

## Opportunity to discuss employment options

After applications close and referee reports are received, applicants will be offered the opportunity to discuss their clinical preferences through a face-to-face meeting or via Microsoft Teams.

Meetings will be held with representatives of your first preference clinical area.

## Recruitment Outcomes

Applicants will be advised of their recruitment outcome by email on Monday 9 October 2023.

There are three recruitment outcomes:

1. Successful – offered a position from the preferences in your application and receive a 'Conditional Offer' subject to satisfying the eligibility criteria. Offers of employment are on a permanent basis, subject to a probation period up to 12 months.
2. Eligible but no position available – placed on Eligible Applicants' List.
3. Unsuccessful applicants, those unable to meet the essential requirements of employment. Notification will be sent to any unsuccessful applicant.

## Successful Applicants

First round offers will be emailed on Monday 9 October 2023. Successful applicants will receive an email containing a link to accept or decline their offer which must be completed by Thursday 12 October 2023.

If you do not respond to an offer by accepting or declining within the specified time frame, no further action will be taken to progress your employment. Should you make contact after the acceptance date has closed, you will be considered as part of the eligible applicants lists for subsequent appointment.

## Eligible applicants' list

The eligible applicants' list will be used to fill subsequent vacant positions. This may be due to other applicants declining offers or new positions becoming available for appointment.

The eligible applicants' list will remain open until all positions are filled.



## Withdrawing your application

### Prior to an offer of employment

If you wish to withdraw from the 2024 intake recruitment process prior to an offer being made, 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 meet to discuss your application, please advise the contact person to let them know you have withdrawn your application.

### After an offer of employment

If you wish to decline an offer, please advise the contact person. Their contact details can be found in your letter of offer.

## 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:

<http://www.ahpra.gov.au/Registration/Graduate-Applications.aspx>

Your employment as an RN may commence from February 2024, 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 February 2024 if possible.



## Applicant Checklist

Prior to Applications Opening:	Tick when Complete
Download and read Transition to Practice Handbook.	<input type="checkbox"/>
Mark all key dates in my diary.	<input type="checkbox"/>
Update my Resume.	<input type="checkbox"/>
Seek permission from my two referees to provide contact details in my application.	<input type="checkbox"/>

When Applications Open:	Tick when Complete
Go to the <a href="http://www.jobs.tas.gov.au">www.jobs.tas.gov.au</a> website and apply online to Transition to Practice recruitment from 9am Wednesday 28 June 2023.	<input type="checkbox"/>
Have my documents available for reference to complete application.	<input type="checkbox"/>
Save my incomplete application so that I can return to it later.	<input type="checkbox"/>
Submit my completed application by 11:55pm, Wednesday 26 July 2023.	<input type="checkbox"/>
I have received an auto-generated email from Tasmanian Health recruitment system, confirming successful submission of my application.	<input type="checkbox"/>
I am available to attend a meeting at my preferred location between Application close and mid-September.	<input type="checkbox"/>

Opportunity to discuss employment options:	Tick when Complete
Confirm my attendance	<input type="checkbox"/>
Evidence of identification	<input type="checkbox"/>

On offer of Employment:	Tick when Complete
Accept or decline offer of employment	<input type="checkbox"/>
Advise contact officer of registration with Ahpra	<input type="checkbox"/>
If required provide evidence of work rights (VISA)	<input type="checkbox"/>



Tasmanian  
Government

**Human Resources**

Department of Health

**Email:** [jobsandcareers@health.tas.gov.au](mailto:jobsandcareers@health.tas.gov.au)

**[www.health.tas.gov.au](http://www.health.tas.gov.au)**