

# Mater Health Services Registered Nurse Graduate Program

## Recruitment Outline

### Eligibility Criteria

To be eligible to apply for the Mater Health Services Registered Nurse Graduate Program the following criteria must be met:

- You must have completed within the past 12 months an undergraduate degree in nursing; or are due to complete the same prior to the start date for the graduate program.
- Have no more than 6 months work experience as a Registered Nurse since graduation, if you completed graduation within the past 12 months.
- Meet all requirements and eligibility to apply for National Nursing Registration.
- Provide all required documentation as requested by Mater Health Services
- Provide documentation supporting Australian Residency status (i.e. proof of residency or citizenship) and evidence of International English Language Testing System (IELTS) to satisfy Nursing Registration requirements (these documents must be submitted with your application to be considered)

Mater Health Services has a responsibility to place Queensland graduates first to fill available positions. Therefore interstate and New Zealand (NZ) students will only be considered if we are unable to fill positions with Queensland applicants.

Overseas graduates (with the exception of NZ graduates) are unable to be considered at this time.

### Working rights

Employer Nomination Sponsorship (457 Visa) cannot be provided for those employed on the Mater Health Services Graduate Programs. To be eligible overseas students graduating from Queensland universities must have full working rights that allow them to work full time for a minimum of 12 months.

Those graduates on student visas who would require sponsorship in order to take up a full time position are therefore not eligible to apply.

### Required documentation

For your application to be considered you must submit in full:

- CV - including details of two (2) clinical referees\*
- Cover Letter
- Completed Preference Form
- Evidence of Australian Residency and/or visa status
- Evidence of IELTS results (if applicable)

Any application received that does not include all documentation will not be accepted. You will not be contacted to advise of missing documentation, or requested to provide it at a further date so ensure your application is complete before submitting.

## \*Referees

- It is compulsory to include two (2) clinical referees who are able to report on your clinical nursing competence.
- Referees must be:
  - A clinical supervisor from your 3rd year of study who is able to provide information on your clinical nursing competence. (preceptors can be used as a second referee)
  - A previous manager who had a direct supervisory role (within the past two years)
- You must include their title, contact phone number and their professional email address (commercial or private email addresses will not be accepted).

## Submitting your application

- Applications can only be accepted by online application and emailed applications will not be considered.
- Ensure you have the entire required documentation ready at the time of submission as incomplete applications will not be considered.
- Make sure your application is submitted as early as possible and do not wait until the closing date to apply. An influx of applications on the final closing date could result in high level system demands and there is a risk of your application not being received.
- Keep copies of all documents you have submitted as these cannot be returned to you.
- Keep copies of all emails received acknowledging receipt of your application.

## After submitting your application

Applicants will not be contacted regarding their application until after the closing date.

Once you have submitted all of the required documentation, you will receive an automated email acknowledgement of your application. If you do not receive this notification within 24 hours, contact the graduate nurse recruitment team to confirm if your application has been received.

If you are offered an interview, you will be contacted via email or phone with the date and time for interview. If you are unable to attend at the allotted time, or you would like to decline an interview, please contact the graduate recruitment team as soon as possible.

If you are not short listed for an interview, you will be notified via email.

## Interview and Assessment Centre

The assessment centre will involve four (4) different activities and will take approximately two hours to complete. The activities include a team activity, a role play activity, a one-on-one interview and a paper-based activity.

The purpose of this interview format is to allow participants to demonstrate competencies relevant to the successful performance in the graduate nurse role. This Interview model is one of the most effective tools in measuring abilities and allows evaluation of each individual's practical and analytical skills, as well as their ability to interact and work as part of a team.

## What to bring to interview

You must bring:

- a current form of photo identification (passport, drivers licence, university identification)
- two (2) recent practical reports or
- two (2) forms of documentation from your university clinical placement portfolio with evidence of your clinical experience and skills and comments from clinical supervisor and preceptor.

You must bring with you the original and a photocopy of each report.

If you are applying for a specialty program (such as critical care, oncology, neurosurgical, cardiovascular, perioperative, or paediatrics), and have attended clinical placement in the specialty you are applying for, please bring the original and a photocopy of the practical report.

Failure to bring this mandatory documentation with you will result in you being unable to progress with your interview.

## Offers of employment

The graduate recruitment team will contact interviewees within two (2) weeks of the completed interview process.

If you are a successful candidate, you will be contacted via email and phone. If we are unable to reach you via phone, only an email offer will be sent.

You will be advised of the timeframe to “Accept” or “Decline” the offer in writing (email is accepted).

If you are unsuccessful, you will be notified by email and / or phone.

Applicants who are considered eligible for employment at Mater Health Services, but due to limited positions are unable to be employed, will be contacted via email and placed on a short list to be contacted should a position become available in the future.

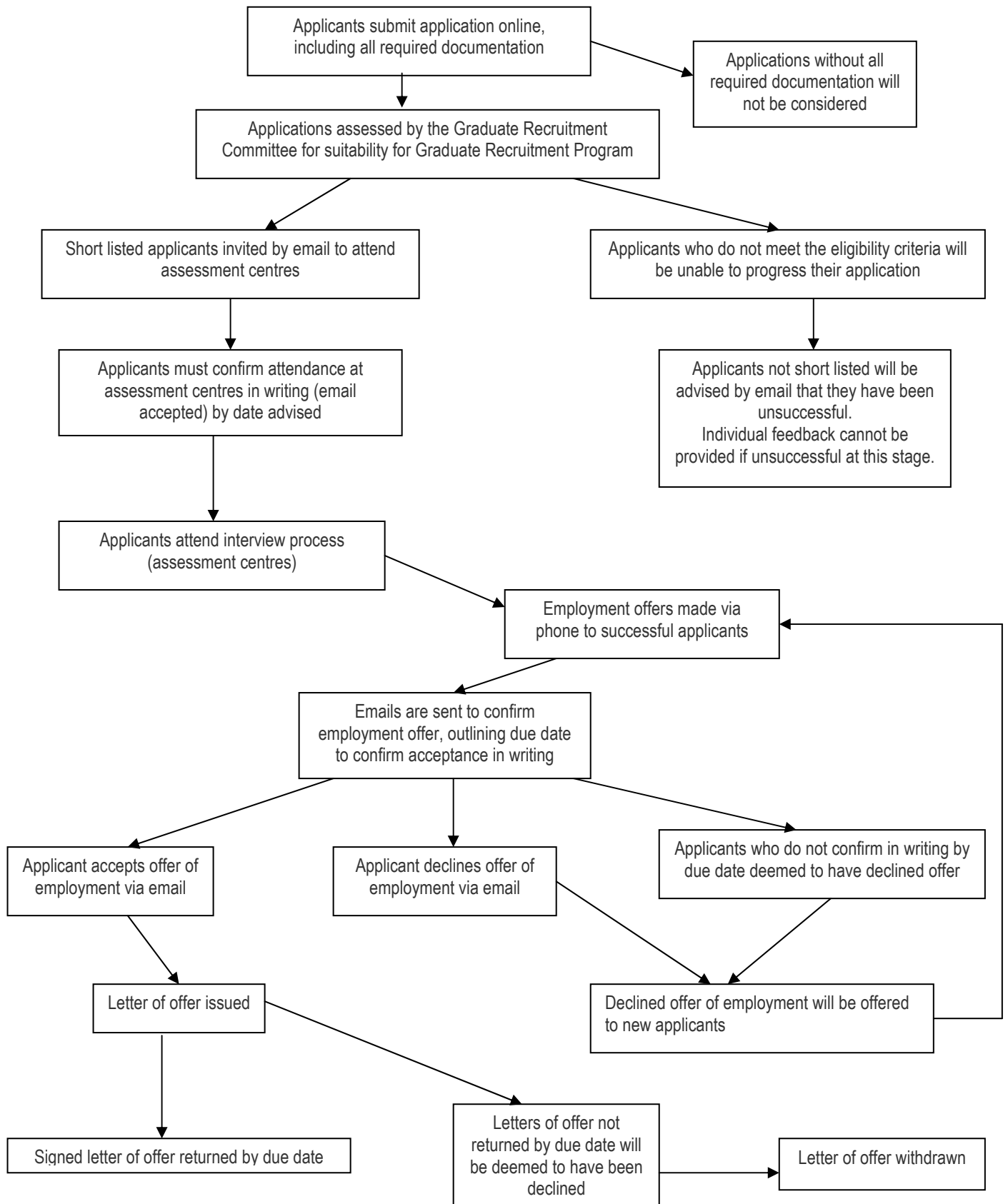
## Acceptance of employment offer

After you accept an offer of employment and have confirmed in correspondence, you will receive an official letter of offer and commencement pack.

The letter of offer will outline the date that the letter must be signed and returned to Mater Health Services Human Resources. Only the signed letter is due by this date, all other documentation can be returned prior to your outlined start date.

If the signed letter has not been returned by the due date, it will be assumed that your offer of employment has been declined and your offer will be withdrawn.

# Recruitment Outline



# Checklist of Mandatory Documentation

## Application requirements

Your application will not be considered if the following documentation is not received at the time of submission:

- CV
- Details of two (2) clinical referees - must include professional email addresses
- Cover Letter
- Completed Preference Form
- Evidence of Australian Residency and/or visa status
- Evidence of IELTS results (if applicable)

## Interview requirements

You will not be allowed to complete your interview without the following documentation being provided:

- current form of photo identification (passport, drivers licence, university identification)
- evidence of Australian Residency and/or visa status
- original copy of IELTS results (if applicable)
- two (2) recent clinical practice reports or
- two (2) attributes from your university portfolio with evidence of our clinical experience and skills and comments from clinical supervisor and preceptor

## Post interview / Offer Checklist

\_\_\_\_\_ Due date set to email initial acceptance of offer

- Emailed to confirm acceptance of offer

\_\_\_\_\_ Due date set to return signed letter of offer

- Signed letter of offer returned to HR

## Frequently Asked Questions

### Is Mater Health Services a part of Queensland Health's Graduate Nurse Online Recruitment program (GNOR)?

The Mater Health Services Registered Nurse Graduate Program is not associated with Queensland Health's Graduate Nurse Online Recruitment program (GNOR), and is a private organisation founded by the Sisters of Mercy. Mater Health Services Registered Nurse Graduate Program is a separate program that covering the Mater Adult, Children's, Mothers' and Private Hospitals based on our South Brisbane campus.

### What should I include in my CV and cover letter?

Your CV must include:

- contact details (including a non-university email address)
- education details
- qualifications
- professional memberships
- all clinical placement experience/work experience
- at least two clinical references with contact details including professional email addresses

### Your cover letter should:

- identify how your skills will benefit Mater Health Services and what strengths you will bring to the role
- include information that clearly defines your level of education
- clarifies which speciality/area you are interested in
- identify areas where you excelled, or were particularly interested in pursuing a career
- promote the skills you possess to fulfil the job requirement.

### To whom should I address my application?

As your application will be reviewed by several people, please address your cover letter to the Graduate Committee members (e.g. Dear Graduate Committee members).

### I am an Enrolled Nurse, can I apply for the graduate program?

Mater Health Services' Graduate program is only open to Registered Nurse graduates.

### I graduated more than 6 months ago, can I still apply?

Yes, to be eligible you must have recently completed or completed within the past 12 months an undergraduate degree in nursing; or are due to complete the same prior to the start date for the graduate program.

### Since graduating I have worked as a Registered Nurse, can I still apply?

Providing you have no more than 6 months work experience as a Registered Nurse since graduation you can still apply.

## I applied for the last graduate program at MHS, can I still apply?

Yes, if you graduated within the past 12 months with a bachelor's degree in nursing; and have no more than 6 months work experience as a Registered Nurse since graduation.

## I am a student graduating from a university outside of Queensland. Am I eligible to apply?

Mater Health Services has a responsibility to place Queensland graduates first to fill available positions. Therefore interstate and New Zealand (NZ) students will only be considered if we are unable to fill positions with Queensland applicants.

## I am a student graduating from a university not in Australia, can I apply for the program?

Overseas graduates (with the exception of NZ graduates) are unable to be considered at this time.

## I am currently in Australia on a student visa, am I eligible to apply?

Applicants must demonstrate full working rights that allow them to work full time, for a 12 month period from the commencement date of the program.

Employer Nomination Sponsorship (457 Visa) cannot be provided for those employed on the Mater Health Services Graduate Programs, therefore to be eligible overseas students graduating from Queensland universities must have full working rights that allow them to work full time for a minimum of 12 months.

Those graduates on student visas who would require sponsorship in order to take up a full time position are therefore not eligible to apply.

## What happens if I submit a late application?

Applications lodged after the closing date will not be accepted.

## What happens if I am unable to attend an interview?

As the face-to-face interview is an essential component of the Mater interview process, if you are unable to attend an interview, we are unable to proceed with your application.

If you are applying from overseas or interstate you will need to be available in Brisbane at the time of the interview. The graduate recruitment team will endeavour to contact you at the earliest possible time so that you can organise travel arrangements.

## How are preferences allocated?

If you are a successful applicant, your preferences will be considered. We endeavour to allocate candidates to their preferred programs or clinical area, but due to limited places in some areas this is not always possible. Your offer of employment will include the graduate program to which you have been allocated.


If you choose a rotational program, your rotations cannot be allocated until all acceptances and numbers are finalised (which may take an extended amount of time).

## Can I accept an offer prior to having registration?

We are aware that you may require some time to obtain registration prior to starting on the graduate program and the recruitment process is timed to allow registration to be in place prior to the start date.

## What is a commencement pack?

Once you have accepted a position on one of the various graduate programs, you will be sent a commencement pack from our People and Learning department.



The commencement pack includes all documentation that must be complete, and outlines all required documents, including:

- tax file number declaration form
- commencement notification form
- signed letter of appointment/contract
- employment equity form
- proof of immunity form
- eight or 10 hour shift break agreement
- criminal history check
- Commission for Children and Young People suitability check (Blue Card) for child youth and mental health service employees.

If you are an international employee you will also need to provide (as outlined in the commencement pack):

- copy of Passport and working rights visa
- evidence of Health Insurance

### **Who do I contact if I have questions about graduate recruitment?**

If you have any questions about Mater's graduate programs please contact the graduate support team by emailing [graduatenurse@mater.org.au](mailto:graduatenurse@mater.org.au)

