



## Metro South Health Graduate Applicant Information Booklet

### About Metro South

**Princess Alexandra Hospital**

**QEI Jubilee Hospital**

**Logan Hospital**

**Beaudesert Hospital**

**Wynnum Health Service**

**Redland Hospital**

**Mental Health**

**Community & Primary Health**

**Oral Health**

Major Community Health, Mental Health and Oral Health centres

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## Welcome

Thank you for choosing Metro South Health (MSH) as your first preference for the 2022 Graduate Nursing and Midwifery Campaign.

This booklet is designed to provide information on MSH recruitment processes and additional documentation requirements to support Graduate Portal applications.

Information in this booklet is colour coded to differentiate, helpful hints and tips, general information and important information.

- - Orange = **Important** information
- - Black = General Information
- - Green = Helpful hints, tips, and tricks

~ Helpful Hint ~

Preparation and professional communication  
are core qualities that are valued in MSH Graduate nurses and midwives.

## Eligibility Criteria

The following criteria must be met in order for applications to be reviewed and considered,  
as per the  
OCNMO Recruitment Prospectus for 2022: Registered Nurse and Midwife Graduate Program

### Criteria Includes:

1. Successfully completed a university *Bachelor of Nursing/Midwifery* or graduate entry *Master of Nursing/Midwifery* within the last 24 months; or are due to complete a *Bachelor of Nursing/Midwifery* or graduate entry *Master of Nursing/Midwifery* by March 2022.
2. Eligible to apply and successfully gain nursing/midwifery registration with the Australian Health Practitioner Regulation Agency (AHPRA). Please visit their website for eligibility criteria at [www.ahpra.gov.au/](http://www.ahpra.gov.au/)
3. Have less than 6 months full time (or equivalent, equal to 960 hours) experience as a registered nurse/midwife.  
*NB: Exception for those registered nurses/midwives who have been employed as part of COVID-19 pandemic surge response workforce.*
4. Fulfil all requirements for documentation and identity checks.
5. A current and complete application to the 2022 Graduate Portal campaign.
6. The provision of all documentation relating to residency status (i.e. proof of citizenship/residency), and if applicable, results from the International English Language Testing System (IELTS) or Occupational English Language Test (OET) which are mandatory when requested by MSH or AHPRA.

## Dual Degree Applicant (Midwifery only not Paramedicine) Eligibility

### Local Business Rules:

Those Metro South Health applicants that have a graduated with a dual degree in midwifery and nursing are able to submit two MSH preference applications via the Citizen Space link provided. One as a RM and the other as a RN.

Metro South Health does not offer Paramedic positions so therefore only one RN application to be submitted for those with a dual degree in Paramedicine.

## Required Documents & Paperwork Submission Process

Please see below a list of documents required by MSH Graduate Support Team to progress applications. These documents are required to be returned via Citizen Space by (if not prior to) **2359 hours, Sunday, 12th of September 2021.**

### Important Information

Please prepare all documents required for the Citizen Space link and submit as directed in one PDF (max 25MB)

Naming convention for PDF submission:

SURNAME.1stCLINICAL PREFERENCE AND FACILITY for example TYLER.ORTHO.QEII

### Information required to be submitted via Citizen Space

1. Cover letter - same as submitted to OCNMO portal in response to generic role description
2. Resume/CV
3. University Transcript (unofficial is fine)
4. Two written referee reports (minimum of one clinical)
5. Short Answer Response (for first clinical preference only - if required)

**If shortlisted for interview you will be required to provide the following documents electronically**

This will be provided and communicated at a later stage. Please refer to list in preparation for anticipated interview.

1. Proof of Identity (**JP certified colour copies**) Two forms of ID:
  - a. Passport Birth Certificate / Current Australian Drivers Licence / Australian Student Photo ID / Australian proof of age card / Australian Citizenship Certificate
  - b. Medicare card or Utility Bill or Pension / Concession Card
  - c. Marriage Certificate if name changed
2. Formal Bachelor/Master qualification / Record of course completion (e.g. Academic Transcript and **JP certified copy** of Bachelor/Master degree)
3. Proof of Vaccine Preventable Diseases Evidence
  - a. Hepatitis B (record of immunity)
  - b. Measles Mumps Rubella (record of vaccination)
  - c. Varicella Zoster (record of immunity)
  - d. Pertussis (record of vaccination)

## QH documents required for HR advancement that will be provided to you at a later stage

1. Criminal History Consent form
2. Eight Hour Shift Break Agreement form
3. AHPRA Registration (if obtained already as a RN/RM)

## Identification Documents

All required documentation must be:

- **JP certified only, colour copies**
- Original documents are to be brought to interview for sighting by the facility
- If the name shown on the documents supplied differs from application name, please provide sufficient evidence of name change (e.g. JP certified copy of marriage certificate).
- Documents supplied in a language other than English, require an official English translation to be provided.

## Vaccination/Immunisation Status

In conjunction with the Vaccine Preventable Diseases Evidence form, please provide evidence of the following as per MSH requirements;

- Hepatitis B
- Pertussis (Whooping Cough)
- MMR (Measles, Mumps & Rubella)
- Varicella Zoster (Chicken Pox)

## Referee Reports

MSH will accept ALL referee report templates. The referee must sign the report and provide their contact details. MSH also acknowledge that the provision of referee reports may be a system out of your control. Therefore - if unable to supply a referee report with your application, please submit contact details of nominated referee so they can be contacted as appropriate.

MSH requires two referee reports, at least one of which needs to be:

- A clinical supervisor (e.g. clinical facilitator, preceptor) from the final year of study. This person cannot be a university employee unless they were also *directly involved* in your clinical supervision (i.e. as a clinical facilitator/preceptor etc.)

MSH prefers your alternate referee to be:

- A previous manager who has had direct supervision of your role, preferably within the last two years.

# Recruitment Process

## Prior to Interview

### Short Response Question

Most clinical areas request a response to a *Short Response Question* to assist with shortlisting process. Please refer to page 12 to ascertain whether your first preferred area requires this. You are not required to submit a short response for second and third preferred areas – only your first clinical preference.

This is an additional opportunity to provide personalised response to tell us more about yourself. It should be non-academic and no more than 500 words.

### Shortlisting Applications

Once the Metro South Health Graduate Support Team has received required documents and paperwork, applications are distributed to first preferred clinical areas for review and consideration.

Shortlisted applicants will be contacted by phone & or email to schedule a time for interview. Interviews are structured around the panel's availability with minimal flexibility. Applicants should give the interview process a high priority. Confirmation of the scheduled interview will be sent via email. **It is essential that you reply to this email to confirm your interview date and time.** In the event you are unable to attend please communicate this with the sender of the interview confirmation email.

### Important Information

Please check emails and phone messages regularly. Follow instructions carefully. Ensure contact numbers have appropriate voicemail functions to allow recorded messages to be left.

MSH understands that applicants may be on clinical placement during the time of interviews. **It is essential that this is communicated and discussed appropriately with the university and clinical supervisor to confirm this.** Interview confirmation emails can be used as evidence to support this.

Where possible, students who are on clinical placement in rural facilities may be accommodated with an interview conducted via phone or an online platform.

### Important Information

MSH appreciates that the ongoing COVID-19 restrictions may prevent applicants from attending interviews in person. In the event that restrictions prevent this, alternate arrangements will be made by MSH to facilitate a fair and equitable recruitment process.



## Day of Interview

Interview details (date, location and time etc.) will be provided by each facility when shortlisted. It is professional etiquette to arrive 15-30 minutes prior to allocated interview times. Also leave plenty of time to allow for traffic/transport/parking difficulties and walking to the required meeting point.

Even if documents have been provided electronically (via Citizen Space, Graduate Portal or email) please also bring along a JP certified, printed copy of all requested documents.

Interviews typically run for approximately 20-30 minutes. Each facility and clinical area across MSH will tailor interview questions to suit their needs, but most generally consist of 2 - 4 clinical and behavioural-based questions. Some facilities/areas also include a scenario or simulation-based activity which may take longer. This will be communicated to you when you are booked for interview.

Perusal time might be given but is at the discretion of the interview chairperson. If provided, this is generally 10-15 minutes prior to the interview.



# General Interview Information

## General Tips

Feeling nervous or apprehensive is a normal response prior to an interview. Please know that this is taken into account. Below are some general tips to get you started on preparing for your interview.

- Start with a smile and take a deep breath!
- When answering questions take your time and think about your response – don't feel that you need to rush with your answer. Silence is ok – take time to collect your thoughts and deliver in a simple and clear manner.
- Think about how patient-centred care relates to your answer.
- Prepare notes to bring to your interview. This may help to provide focus and direction for your responses.
- Provide answers that relate to the position and scope of the role applied for ie. Novice nurse/midwife, not as a student or AIN. 'As a new RN/RM I would...'
- If you receive verbal prompts in the interview it is not a bad sign – the panel know the answer is on the tip of your tongue.
- Personalise your answers... 'I would do / I have done....'
- Seek clarification if unsure of question. "Can I confirm what you are asking"
- No response is too simple – the panel will need to hear that you are aware of basic nursing/midwifery care, as well as more complex answers.
- Inevitably you will leave the interview thinking "I should have said...." – everybody thinks that at some point. Don't "beat yourself up" on this.
- Behavioural-based questions are asking what you would do in a particular situation. Remember MSH is looking for safe graduates over clinical experts.
- Remember interviews are only one element of the application process. The Graduate Portal application, referee reports and interview performance will help inform an overall ranking.

## Simulation-Based Interviews

Some areas in MSH are moving towards simulation-based interviews. When scheduling an interview, you should be notified if this is true for your area of preference. The simulation activity is designed to provide an additional opportunity to enhance your application.

## After the Interview

Once the interview process has been finalised the panel chair/graduate co-ordinator will contact applicants to notify the outcome of interview. This process can take some time – please try and stay patient. The chairperson should be able to provide a timeline around this at interview.

## Successful Applicants

Appointment to a position is conditional on:

- (1) clearance of your Criminal History Check (this will be completed by MSH)
- (2) proof of successfully completing nursing/midwifery qualification
- (2) proof of successful registration with AHPRA (prior to start date)
- (3) final approval by hospital executive and QH Human Resources
- (4) continued financial funding for the position
- (5) VPD evidence

## Meritorious Applicants

MSH will rank all graduate portal applications on referee reports and the individual's performance at interview. Applicants who are not offered a graduate position in the initial campaign, but who have met merit may be considered for second and third preferenced clinical areas and additional graduate positions. Metro South Health graduate recruitment is ongoing and historically a number of graduate positions are allocated outside the initial campaign timeframes. This may result in an applicant attending more than one interview over the duration of the campaign. Graduate nurse and midwife applications are active until the following portal campaign opens (i.e. application active for 12 months).

## Important Information

Expected timelines of the graduate recruitment process are available on page 11.

You may be offered a position from another HHS or private facility prior to receiving official notice from MSH. If offered another position during the recruitment process, we encourage applicants to accept. If you find yourself in the fortunate position that you also receive an offer from MSH, graduate co-ordinators will liaise with you to professionally accept or decline the offer of your choice.

MSH appreciates your professional patience on this journey, as we are looking to secure the best nursing and midwifery team for our service and find the best opportunities for graduate applicants.

## Recruitment Timelines

Date	Applicant	Metro South Health
20 <sup>st</sup> August	Graduate portal closes to applicants	
6 <sup>th</sup> September	↓	MSH portal opens
6 <sup>th</sup> of September	↓	MSH Applicant Resource & Preference Survey emailed to applicants
2359 hours, 12 <sup>th</sup> of September	Deadline to return MSH Survey	
20 <sup>th</sup> of September	↓	Applications forwarded to first preferred area
Late September to November	Timelines are variable dependant on facility	Applicants shortlisted & interviewed
December	Check emails	First round offers to successful candidates

## Metro South Health Clinical Preference List & Short Response Question Selection

LOGAN	DURATION	ROTATIONAL	QUESTION
<b>Children's Inpatient Unit (CIU) / Special Care Nursery</b>	12 mths	Yes	If you could be an animal for a day what animal would you be and why?
<b>Emergency Department (ED)</b>	12 mths	No	Tell us about a time when you observed a nurse managing and escalating a deteriorating patient. How was the deterioration identified? What did the nurse do well? And what could they have improved on?
<b>MAPU / 3C</b>	12 mths	Yes	Could you please describe a time in your clinical placement where you encountered a challenging situation and how you went about seeing it resolved? What support did you receive or offer to your colleagues? What is your understanding of a graduate program and what do you hope to achieve in this year? What qualities do you think the successful applicant should bring and how do your own qualities match to these?
<b>Midwifery</b>	12 mths	Yes	Consider your midwifery philosophy; what is it? How has it changed if at all during your education? What have you learned from your education that has shaped the midwife you have become and want to be?
<b>Medical/Surgical (2H, 2I, 3A, 3B, 2M)</b>	12 mths	Yes	The transition from student to graduate nurse is a period of personal and professional growth. Please describe 3 challenges you will face, and which personal strengths and values will aid you to overcome them?
<b>Paediatric ED / Children's Inpatient Unit (CIU)</b>	12 mths	Yes	If you could be an animal for a day what animal would you be and why?
<b>Palliative Care</b>	12 mths	No	Can you describe and explain a situation as a student whereby may have challenged your own personal, ethical and moral values and how you planned, coordinated and provided care? - As part of the response please provide short scenario or description - What was required as part of patient or family care - How this challenged you and your own value set - Your professional requirement of care when it may be different to personal expectation based on our own culture, value and moral.
<b>Peri-Operative</b>	12 mths	Yes	Describe your understanding of the nursing style required for your chosen speciality, highlighting any skills and attributes that will help you fulfil this role.
<b>Rehabilitation</b>	12 mths	Yes	Rehabilitation nursing care is tailored toward meeting individual patient goals. In a goal setting context what approach would you use with a patient who hasn't defined goals beyond "going home"?

<b>REDLANDS</b>	<b>DURATION</b>	<b>ROTATIONAL</b>	<b>QUESTION</b>
<b>Cardiac - Canaipa</b>	12 mths	No	Team members have different styles and different ways of contributing to the team. What is your opinion of an effective team? And what skills, attributes and attitudes would you personally bring into a team environment?
<b>Emergency Department (ED)</b>	12 mths	No	Please reflect on a situation where you were asked by a Registered Nurse to perform a task you felt uncomfortable with. Explain why it made you feel uncomfortable and what happened.
<b>Medical/Surgical - Macleay / Stradbroke</b>	12 mths	Yes	MSH is a values-based organisation. Tell us how your personal values are incorporated into your daily practice and how does this translate into positive patient outcomes?
<b>Midwifery</b>	12 mths	Yes	In your experience as a student midwife, what has been most challenging? Why was it challenging? What did you learn from this experience and how might this impact your midwifery practice?
<b>Paediatrics - Lamb</b>	12 mths	No	Are you more of a Hunter or a Gatherer and why?
<b>Renal</b>	12 mths	No	Briefly identify 3 challenges facing people with Chronic Kidney Disease. How can you help people with Chronic Kidney Disease navigate the challenges?
<b>Special Care Nursery</b>	12 mths	No	Are you more of a Hunter or a Gatherer and why?
<b>METRO SOUTH</b>	<b>DURATION</b>	<b>ROTATIONAL</b>	<b>QUESTION</b>
<b>Addiction &amp; Mental Health Services (across all sites)</b>	12 mths	Yes	Mental Health nursing is rewarding career where you can make a positive difference to mental, social and physical health of people. Please tell us what sparked your interest in mental health nursing and why mental health nursing is for you.

<b>QEII</b>	<b>DURATION</b>	<b>ROTATIONAL</b>	<b>QUESTION</b>
<b>Surgical</b> Orthopaedics & Urology Ward	12 mths	No	<p align="center"><b>Please note a Short Response Questions is <u>NOT</u> required for QEII applicants.</b></p>
<b>Surgical</b> General & Gynae Ward	12 mths	No	
<b>Medical</b> Acute Medical & Palliative Care Ward	12 mths	No	
<b>Medical</b> Acute Medical & Telemetry Ward	12 mths	No	
<b>Medical</b> Acute Medical & Acute Stoke Ward	12 mths	No	
<b>Medical</b>	12 mths	No	

Acute Medical & Assessment Ward			<b>Please note a Short Response Questions is <u>NOT</u> required for QEII applicants</b>
<b>Emergency Department</b>	12 mths	No	
<b>Endoscopy Unit</b>	12 mths	No	
<b>Endoscopy &amp; Perioperative Suite -Anaesthetic Care</b>	12 mths	Yes	
<b>Perioperative Suite Scrub/Scout &amp; Day Surgery Unit</b>	12 mths	Yes	
<b>Perioperative Suite Anaesthetic Care Unit &amp; Recovery</b>	12 mths	Yes	
<b>PAH</b>	<b>DURATION</b>	<b>ROTATIONAL</b>	<b>QUESTION</b>
<b>Peri-Operative Services</b>	12 mths	Yes	Choosing the right environment to commence your graduate year is an important decision. Given this, a) Why have you specifically chosen the Perioperative Department to commence your registered nursing career? b) What evidence and relevant standards are you aware of that will help guide your practice in this setting?
<b>Vascular Nursing</b>	12 mths	No	Team members have different styles and different ways of contributing to the team. Give an example of a successful team you have been in, and explain what made it successful? What skills, attributes and attitudes would you personally bring into a team environment?
<b>Urology Nursing</b>	12 mths	No	Team members have different styles and different ways of contributing to the team. Give an example of a successful team you have been in, and explain what made it successful? What skills, attributes and attitudes would you personally bring into a team environment?
<b>Transplant Nursing</b>	12 mths	No	Team members have different styles and different ways of contributing to the team. Give an example of a successful team you have been in, and explain what made it successful? What skills, attributes and attitudes would you personally bring into a team environment?
<b>Plastics, ENT and Maxillo Facial Nursing</b>	12 mths	No	Team members have different styles and different ways of contributing to the team. Give an example of a successful team you have been in, and explain what made it successful? What skills, attributes and attitudes would you personally bring into a team environment?
<b>Orthopaedics Nursing</b>	12 mths	No	Team members have different styles and different ways of contributing to the team. Give an example of a successful team you have been in, and explain what made it successful? What skills, attributes and attitudes would you personally bring into a team environment?

<b>Neurosciences Nursing</b>	12 mths	No	Team members have different styles and different ways of contributing to the team. Give an example of a successful team you have been in, and explain what made it successful? What skills, attributes and attitudes would you personally bring into a team environment?
<b>Acute surgical unit, Hepatobiliary-Pancreato Nursing</b>	12 mths	No	Team members have different styles and different ways of contributing to the team. Give an example of a successful team you have been in, and explain what made it successful? What skills, attributes and attitudes would you personally bring into a team environment?
<b>Upper gastro-intestinal and Breast &amp; Endocrine, Colorectal, Ophthalmology Nursing</b>	12 mths	No	Team members have different styles and different ways of contributing to the team. Give an example of a successful team you have been in, and explain what made it successful? What skills, attributes and attitudes would you personally bring into a team environment?
<b>Cardio-Thoracic surgery nursing</b>	12 mths	No	Team members have different styles and different ways of contributing to the team. Give an example of a successful team you have been in, and explain what made it successful? What skills, attributes and attitudes would you personally bring into a team environment?
<b>Cardiac Catheter Lab services</b>	12 mths		Choosing the right environment to commence your graduate year as a registered nurse is an important decision. Given this, why have you chosen specifically to commence your registered nursing career within a Cardiac Cath Lab? (max 300 words)
<b>Cardiology/ Coronary care Nursing</b>	12 mths	No	Our staff follow a Professional Practice Model (PPM) which places the patient at the centre of our model of nursing care. Please give examples which illustrate ways in which your experience, abilities, knowledge and personal qualities enable you to achieve this in your nursing practice.
<b>Respiratory Nursing</b>	12 mths	No	Our staff follow a Professional Practice Model (PPM) which places the patient at the centre of our model of nursing care. Please give examples which illustrate ways in which your experience, abilities, knowledge and personal qualities enable you to achieve this in your nursing practice.
<b>GARU – Geriatric Assessment &amp; Rehabilitation Unit</b>	12 mths	Yes	What does patient centred rehab care mean to you? Please give examples which illustrate ways in which your experience, abilities, knowledge and personal qualities enable you to achieve this in your nursing practice
<b>Medical Assessment Planning Unit &amp; Infectious Disease</b>	12 mths	Yes	Our staff follow a Professional Practice Model (PPM) which places the patient at the centre of our model of nursing care. Please give examples which illustrate ways in which your experience, abilities, knowledge and personal qualities enable you to achieve this in your nursing practice.



<b>General Medical Nursing (Hypertension, clinical toxicology, stroke, rheumatology, immunology, endocrine and eating disorders)</b>	12 mths	Yes	Our staff follow a Professional Practice Model (PPM) which places the patient at the centre of our model of nursing care. Please give examples which illustrate ways in which your experience, abilities, knowledge and personal qualities enable you to achieve this in your nursing practice.
<b>Renal Nursing</b>	18 mths	Yes	Our staff follow a Professional Practice Model (PPM) which places the patient at the centre of our model of nursing care. Please give examples which illustrate ways in which your experience, abilities, knowledge and personal qualities enable you to achieve this in your nursing practice.
<b>Younger Person Adult Rehabilitation (Spinal Injury, Brain Injury, Jasmine Rehab Unit)</b>	18 mths	Yes	What does patient centred rehab care mean to you?
<b>Radiology</b>	12 mths	Yes	What has attracted you to work in Radiology as a graduate nurse?
<b>Digestive Health/Endoscopy OPD</b>	6- 12 months	No	Choosing the right environment to commence your graduate year as a registered nurse is an important decision. Given this, you have chosen to commence your registered nursing career within a procedural unit with the following areas: admission, cleaning galley, recovery, discharge, and endoscopy procedure room. Describe your understanding in this unit, highlighting any skills and attributes that would help you fulfil this role (max 300 words).
<b>Permanent Nurse Pool</b>	6 mths	Yes	We all have different ways of learning and applying that to practice, can you describe how you apply your learning to practice.
<b>Oncology/ haematology nursing</b>	12mths	Yes	In the Division of Cancer Services our staff follow a Professional Practice Model (PPM) which places the patient at the centre of our model of nursing care. Please provide some examples that illustrate ways in which your experiences, abilities, knowledge and personal qualities enable you to achieve this in your nursing practice.

# MSH Graduate Support Team wishes you every success with your application

We appreciate this is a time of high anxiety at the start of your registered nursing/midwifery career. Given this, MSH pride ourselves on an equitable, transparent and fair process to all applicants that is well established over many years of graduate nurse/midwifery recruitment. Please feel free to contact the Metro South Graduate Support Team via email if you require further information or clarification on the recruitment processes during the campaign.

## NOTES

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