



## Metro South Health Graduate Applicant Information Booklet

### About Metro South

QLD

Princess Alexandra Hospital

QEII Jubilee Hospital

Logan Hospital

Beaudesert Hospital

Wynnum Health Service

Redland Hospital

Major Community Health, Mental Health and Oral Health centres

- Mental Health
- Community & Primary Health
- Oral Health

## Nursing & Midwifery

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## Welcome

Thank you for choosing Metro South Health (MSH) as your first preference for the 2021 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

### Important Information

The following criteria must be met in order for applications to be reviewed and considered, as per the Graduate Nurse and Midwife Recruitment Prospectus 2021

### Criteria Includes:

#### Check you are eligible to apply for a graduate position

This program is for graduate registered nurses and midwives that meet the following criteria:

1. Eligible to apply and successfully gain nursing/midwifery registration with the Nursing and Midwifery Board of Australia (NMBA) Australian Health Practitioner Regulation Agency (AHPRA). Please visit their website for eligibility criteria at [www.ahpra.gov.au/](http://www.ahpra.gov.au/)
2. Successfully completed a university *Bachelor of Nursing/Midwifery* or graduate entry *Master of Nursing/Midwifery* within the last 24 months (July 2018 - July 2020); or are due to complete a *Bachelor of Nursing/Midwifery* or graduate entry *Master of Nursing/Midwifery* by March 2021.
3. Have less than 6 months full time (or equivalent) experience as a registered nurse/midwife.
4. Be eligible to work in Australia. 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.
5. Fulfil all requirements for documentation and identity checks required by the NMBA.
6. Submit a current and complete application to the 2021 Graduate Portal campaign.

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

### Local Business Rules:

Those Metro South applicants that have graduated with a dual degree in midwifery and nursing can submit two MSH Preference applications via the Survey Monkey link provided. One as a RM and the other as a RN.

Metro South 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 (which are further outlined on page 7) required by MSH Graduate Support Team to progress applications. These documents are required to be returned via Survey Monkey by (if not prior) **Midnight Sunday 6th of September**

### Important Information

Please prepare all documents required for the survey monkey link and submit as directed in one PDF (max 16MB)

Naming convention for PDF submission:

SURNAME.DIVISIONorUNIT for example SMITH.DOM

### Information required to be submitted via Survey Monkey

1. Cover letter
2. Resume/CV
3. University Transcript (unofficial is acceptable)
4. Two written referee reports (minimum of one clinical)
5. Short answer response for your Unit of interest - 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 qualification / Record of course completion (e.g. Academic Transcript) (JP certified colour copies)
3. Proof of Vaccine Preventable Diseases Evidence (form available on website).
  - 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. These forms can be downloaded from MSH Graduate Website.

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;

- Certified 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. certified copy of marriage certificate).
- Documents supplied in a language other than English, require an official English translation to be provided.

## Vaccination/Immunisation Status

As per MSH requirements, you will need to provide evidence of vaccination or serology proving immunity to the following diseases. This evidence will be submitted in conjunction with the Vaccine Preventable Diseases Evidence form which can be found on the website.

- 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. MS 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 the nominated referee so they can be contacted as appropriate.

MSH prefers referees be either;

- 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.)
- 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 Answer Question* to assist with shortlisting process. Please refer to page 13 to ascertain whether your first preferred area requires a short response to be submitted. At this stage, 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 a personalised, non-academic response, approximately 500 words or less than one page to tell us more about yourself.

### Shortlisting Applications

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

Shortlisted applicant's 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. Follow instructions carefully. Ensure contact numbers have appropriate voice mail 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.



## 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 survey monkey or email) please also bring along a hard copy of the original documents for verification by the facility.

Interviews typically run for approximately 20-30 minutes. Each area can tailor interview questions to suit their needs, but most generally consist of 2 - 4 behavioural based questions. Some areas also include a scenario or simulation-based activity which may take longer.

Perusal time might be given but is at the discretion of the NUM, MUM or 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 them 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 i.e. 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... 'It's ok to ask'
- 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 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
- (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 based 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 other clinical areas and additional graduate positions. Metro South 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 applications are active until the following portal campaign opens (i.e. application active for 12 months).

### Important Information

MSH **unapologetically** takes its time with graduate nurse and midwifery recruitment. We may test your patience; however, we are looking to secure the best nursing and midwifery team for our service and find the best opportunities for graduate applicants. We do not make our decisions lightly.





As a result, if offered another position during the recruitment process, we encourage applicants to accept and provide our team with an update. This allows other applicants the opportunity to have their application reviewed and considered.

## Recruitment Timelines

Opportunity to keep informed on graduate recruitment can be found via the link below which takes you to our website where frequent generic broadcasts which will be provided throughout the campaign

<https://metrosouth.health.qld.gov.au/join-our-team/graduate-programs>

### 2021 METRO SOUTH HEALTH INITIAL GRADUATE CAMPAIGN TIMELINE

Date	Applicant	QH
21 <sup>st</sup> August	Graduate portal closed to applicants	
		
1st September		MSH Interview Booklet & Preference Survey emailed to applicants
		
6 <sup>th</sup> September (midnight)	<b>Deadline to return MSH Application Survey</b>	
		
16 <sup>th</sup> September		Forward applicants to first preference area
		
September to November	<b>Timelines are variable dependant on facility</b>	Applicants shortlisted & interviewed

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

<b>LOGAN</b>	<b>DURATION</b>	<b>ROTATIONAL</b>	<b>QUESTION</b>
<b>Emergency Department (ED)</b>	12 mths	No	You have given your patient a cup of tea as per their request. You then realise that they have been made NBM for theatre in an hours' time. Outline your actions. What have you learnt from this and how will it affect your nursing practice in the future?
<b>Paediatric ED / Children's Inpatient Unit (CIU)</b>	12 mths	Yes	"It is our choices that show what we truly are, far more than our abilities" Relate this statement to your nursing career.
<b>MAPU / Cardiac (3C)</b>	12 mths	Yes	Not required. Will use graduate summary from portal
<b>Peri-Operative</b>	12 mths	Yes	Describe your understanding of the nursing style required for your chosen speciality, highlighting any skills and attribute that will help you fulfil this role
<b>Renal (rotates with RLH)</b>	12 mths	Yes	Briefly identify 3 challenges facing people with Chronic Kidney Disease. How can you help people with Chronic Kidney Disease navigate the challenges?
<b>Rehab</b>	12 mths	Yes	Give an example of using a rehabilitation approach in delivering nursing care during your clinical placements. Provide a reflection examining what you have learned in this and how this contributes to improved practice.
<b>Medical / Surgical</b>	12 mths	Yes	If you could sit down with anyone past or present who would it be and what question would you ask? How would you utilise this information to support your graduate transition?
<b>BEAUDESERT</b>	<b>DURATION</b>	<b>ROTATIONAL</b>	<b>QUESTION</b>
<b>General Ward</b>	12 mths	No	Why do you want to work at Beaudesert hospital and what skills and attributes do you bring to create positive team culture?
<b>REDLAND</b>	<b>DURATION</b>	<b>ROTATIONAL</b>	<b>QUESTION</b>
<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>Renal (rotates with LGH)</b>	12 mths	Yes	Briefly identify 3 challenges facing people with Chronic Kidney Disease. How can you help people with Chronic Kidney Disease navigate the challenges?
<b>Peri-Operative</b>	12 mths	Yes	Describe your understanding of the nursing style required for your chosen speciality, highlighting any skills and attribute that will help you fulfil this role
<b>Surgical (Stradbroke) / Medical (Macleay)</b>	12 mths	Yes	Team members have different styles and different ways of contributing to the team. Can you describe yourself as a team member, and provide examples to support your description?
<b>Cardiac (Canaipa) / HDU</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>Special Care Nursery (SCN)</b>	12 mths	No	The tree of life is symbolic in the Redlands Special Care Nursery. Can you please discuss how the "Tree of Life" relates to your professional identity and what it means to you?
<b>Paediatrics - Lamb</b>	12 mths	No	"It is our choices that show what we truly are, far more than our abilities" Relate this statement to your nursing career.
<b>METRO SOUTH</b>	<b>DURATION</b>	<b>ROTATIONAL</b>	<b>QUESTION</b>
<b>Addiction &amp; Mental Health Services</b> (across all sites)	12 mths	Yes	What sparked your interest in Mental Health Nursing? Can you describe the values and qualities that you bring to the mental health nursing team?
<b>Midwifery</b>	12 mths	Yes	What do you understand to be collaborative care across the maternity care continuum, why is it important and can you describe who should be involved in collaborative care for women and what their role might be?
<b>QEII</b>	<b>DURATION</b>	<b>ROTATIONAL</b>	<b>QUESTION</b>
<b>Non-Rotational: Operating Theatre</b>	12 mths	Yes	Perioperative is a critical care area and a fast-paced environment. Give an example of how your skills, knowledge and experience can help you to work in this environment?
<b>Non-Rotational: Emergency Department (ED)</b>	12 mths	No	Slow down to speed up. By stopping or slowing down you can become more efficient, productive, happy, resilient and healthy at work. What strategies have you put in place to support you during your graduate year in the Emergency Department?
<b>Surgical Rotation: Operating Theatres and Endoscopy</b>	12 mths	Yes	Perioperative and Endoscopy is a critical care area and a fast-paced environment. Give an example of how your skills, knowledge and experience can help you to work in this environment?
<b>Surgical Rotation: Ward2A/Ward2B Orthopaedics &amp; Urology and General Surgical &amp; Gynae</b>	12 mths	Yes	Team members have different styles and different ways of contributing to the team. Can you describe yourself as a team member, and provide examples to support your description?
<b>Medical Rotation: Ward3A/Ward3B General Medical &amp; Palliative Care and General Medical &amp; Cardiac</b>	12 mths	Yes	Describe your understanding of Medical Nursing and Palliative Care Nursing, highlighting any skills and attributes that will help you be a nurse in these areas.
<b>Medical Rotation: Ward4B/Ward5B General Medical &amp; Stroke and General Medical (and flex Covid-19 Care)</b>	12 mths	Yes	Nursing can be very demanding profession so having a work/life balance is very important. Can you explain your understanding of work/life balance and what strategies you would use to help you maintain this throughout your graduate year?

<b>PAH</b>	<b>DURATION</b>	<b>ROTATIONAL</b>	<b>QUESTION</b>
<b>Emergency Department (ED)</b>			Graduate program not available at this stage of the campaign.
<b>Intensive Care Unit (ICU)</b>			Graduate program not available at this stage of the campaign.
<b>Peri-Operative (Commencing in July)</b>	7 mths	Yes	Describe your understanding of the nursing style required for your chosen speciality. Include your knowledge of any professional standards and highlight any skills and attributes you will personally bring into a team environment.
<b>Division of Medicine</b>	6 to 12 mths	TBA at interview	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>Division of Surgery</b>	6 to 12 mths	TBA at interview	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>Younger Person Adult Rehabilitation (Spinal Injury, Brain Injury, Jasmine Extended ABI Rehab Unit)</b>	12 mths	Yes	What considerations are involved with a focus on young person's rehab (i.e. rehabilitation with people of working age) to assist them to return to previous life roles important to them?
<b>Mental Health</b>	12 mths	Yes	What sparked your interest in Mental Health Nursing? Can you describe the values and qualities that you bring to the mental health nursing team?
<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.

# MSH Graduate Support Team wishes you all the best

We appreciate this is a time of high anxiety at the start of your registered nursing/midwifery career. Given this, we 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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