TRANSITION TO PRACTICE PROGRAM
REGISTERED NURSE APPLICATION GUIDE - 2018/2019
ACKNOWLEDGMENT
OF COUNTRY

ACT Health acknowledges the Traditional Custodians of the land, the Ngunnawal people. ACT Health respects their continuing culture and connections to the land and the unique contributions they make to the life of this area. ACT Health also acknowledges and welcomes Aboriginal and Torres Strait Islander peoples who are part of the community we serve.

Accessibility
If you have difficulty reading a standard printed document and would like an alternative format, please phone 13 22 81.

If English is not your first language and you need the Translating and Interpreting Service (TIS), please call 13 14 50.

For further accessibility information, visit: www.health.act.gov.au/accessibility

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ACT HEALTH IS A VIBRANT AND COMMITTED ORGANISATION THAT PROVIDES A RANGE OF COORDINATED HEALTHCARE SERVICES

ACT Health is designed to deliver improved health and community well being for the people of the Australian Capital Territory and surrounding regions. The Canberra Hospital is a 600+ bed, teaching and tertiary trauma hospital. Many exciting nursing career opportunities exist across ACT Health, with many more available in the years ahead at the Canberra Hospital with almost a billion dollars committed to new facilities and health services.

MAKE A DIFFERENCE – JOIN ACT HEALTH.
TRANSITION TO PRACTICE PROGRAM (TTPP)

The 12 month TTPP is a well established and highly successful program that focuses on every facet of the graduate experience to provide a high level of clinical and professional support, care, feedback and guidance during the transition from student to Registered Nurse. We are dedicated to providing you with a rewarding graduate year as you build upon your knowledge and skills and establish yourselves as professional Registered Nurses.

TESTIMONIALS

On completion of the TTPP, greater than 95% of graduates elect to stay within ACT Health. The TTPP has been whole-heartedly endorsed by those who have completed it:

“When I tell other nursing friends about the program they don’t believe me. We are very lucky to have such a strong and supportive program”.

“It was an excellent year and the program was brilliant”.

“It was the best program! I really appreciate the grad CDN’s and the work they put in to help me learn new skills and help in any way they can. I also appreciate the study and self directed learning we were required to do…”

“…I had a fantastic year and once again I was really impressed with the help and support that was given to me. I couldn’t have done it without your support”.

2014–2017 Graduate Nurses

COMPONENTS OF OUR PROGRAM INCLUDE

• Diverse clinical rotation opportunities across ACT Health.
• Open Day showcasing the diversity of opportunities within ACT Health for graduate nurses.
• Part time or full time employment options.
• Comprehensive five day orientation program.
• Supernumerary days in each rotation.
• TPPP Coordinator and Clinical Development Nurses facilitate graduate nurse education and are dedicated to the wellbeing and success of graduates in the program.
• Fortnightly graduate education sessions.
• Free access to comprehensive learning and development opportunities across ACT Health.
• Best practice with graduate rostering to support your learning and development.
• Graduate Social Club.

A key feature of the success of the TTPP is a team of committed, enthusiastic and experienced Clinical Development Nurses (CDNs) who are rostered all year round to work exclusively with graduates. The CDN role is to provide you with hands on clinical support, clinical bedside education, regular feedback, support your professional and personal development and conduct competency assessments.

GRADUATE INTAKES


Expected intakes for 2018 are February, April, May and August.

CLINICAL PLACEMENTS

We recognise that everyone wants something different in their graduate year and for their career. The TTPP offers flexibility and choices with rotations to most departments and specialty areas. ACT Health also provides opportunities to participate in dedicated foundation programs within Perioperative and Neonatal Intensive Care Nursing. These specialised programs are conducted concurrently with the TTPP.
HOW DO I APPLY?

Applications open in June.
All applications should be submitted electronically at www.health.act.gov.au/employment

As part of your application, you are required to create an individual profile and submit the following:

1. Application form including a one page answer to selection criteria.
2. Curriculum Vitae including a current academic transcript (print off from university website is acceptable).
3. Two written professional referee reports using the 2019 referee template form (1 professional and 1 clinical or 2 clinical is acceptable).

The application form will ask you to provide your personal details, name and contacts for your two referees as well as answering the selection criteria.

It is very important that you carefully complete all sections of the application form as incomplete or late applications will not be considered.

All applications must be submitted online and no paper copies will be accepted.

Only upload the documents we have requested. Please make sure that you have reduced the size of your documents for upload. The ACT Health employment portal has a 1MB size limit per application.

Please check the ACT Health website for closing dates. You can download your application form and 2019 referee template from the TTPP website from June 2018:


ACT Health is an Equal Opportunity Employer. We are committed to the principles of merit-based selection, equity and diversity and procedural fairness in our recruitment process.

ELIGIBILITY/OTHER REQUIREMENTS:

1. Completed/will complete a Bachelor of Nursing Degree between November 2017 and June 2019.
2. Registered or eligible to register as a registered nurse with the Australian Health Practitioner Regulation Agency (AHPRA) prior to date of program commencement
3. A Permanent Resident of Australia or an Australian Citizen, or people in Australia with a valid visa that allows them to work. This includes New Zealand citizens.

INTERVIEW AND ASSESSMENT CENTRE

Interviews and assessment centre analysis will be conducted on 10/11 September 2018. The interview panel will consist of experienced and friendly Registered Nurses from ACT Health. It is anticipated the interview will last approximately thirty minutes. The assessment centre will include two sessions;

1. 30 minute interview
2. 30 minute documentation exercise.
SELECTION CRITERIA

To be considered for a position in ACT Health you are required to submit one page addressing the stated criteria so that your knowledge, skills, abilities and experience can be assessed. It is imperative that you complete and submit the selection criteria as failure to do this will result in your application not being considered. It is recommended that you use dot points to answer the selection criteria and the STAR method to write your example for each criteria.

TIPS FOR WRITING YOUR SELECTION CRITERIA

The selection criteria should provide evidence that you understand the question and examples of your knowledge, skills, abilities and attributes. You may like to use the STAR system to provide evidence that your knowledge, skills or abilities meet the selection criteria. The STAR system stands for Situation, Task, Action, and Result. It allows you to provide an example of a situation where you have been able to demonstrate your abilities and knowledge along with the actions that you performed and the outcome of your actions.

Example 1:
“I believe I have good communications skills. I always communicate well with patients and colleagues. In the past I have received good feedback about my written and oral communication and feel I can meet this requirement.”

Example 2:
“I have developed my verbal and written communication skills over the past three years during my clinical placements. As a student nurse, I identified my patient with a bowel obstruction was unclear regarding his diagnosis and plan of care. I also noted that his family were anxious. I carefully listened and clarified the patient and family concerns. I provided reassurance and contacted the social worker to provide support. I documented in the patient notes, sought advice from the Team Leader and provided a patient information brochure. I then accompanied the Team Leader to see the patient where she provided explanation for the nursing care he was receiving. Being present when the doctors did their rounds I was able to act as an advocate to ensure the patient and family fully understood the diagnosis and treatment plan. The patient and family then thanked me stating they felt reassured.”

The difference between the two examples is that by using the STAR approach the reader is given more evidence about how often the work is carried out and the positive outcomes of their work.

HINTS WHEN ANSWERING THE SELECTION CRITERIA

• Avoid broad sweeping statements.
• Provide strong evidence – recent, relevant, appropriate complexity.
• Use short, direct active sentences or dot points.
• Restrict your use of belief statements – do not use “I feel, think, believe, wish”.

RECOMMENDED RESOURCE:

**AFTER THE PROGRAM**

ACT Health is committed to the ongoing learning and development of nursing staff. We have strong associations with the University of Canberra and Australian Catholic University who offer a variety of post graduate study options.

ACT Health supports nurses with post graduate study through a generous scholarship scheme.

**LIVE IN CANBEBA**

There’s never been a better time to work in the ACT. So, if you’re looking for a supportive and rewarding graduate year—apply now! If you’re from interstate, don’t forget to check out [www.liveincanberra.com.au](http://www.liveincanberra.com.au) for more information on Canberra, Australia’s capital city.

**FURTHER ASSISTANCE**

If you require any further information or assistance regarding the application process and interview, please contact:

ACT Health, Transition to Practice Program Coordinator, Staff Development Unit  
Phone: (02) 6174 7057 or (02) 6244 3382  
Email: Staff.Development@act.gov.au

If you require technical assistance to upload your application to ACT Health employment site, please contact the E-recruitment Helpdesk on (02) 6205 2062.