

What to expect at your interview

Interview process

Metro North Hospital and Health Service (MNHHS) has introduced a single interview process for the selection of graduate registered nurses and midwives. Applicants can be considered for multiple areas without the need for more than one interview.

Type of interview

MNHHS conducts panel interviews. Panels will consist of a minimum of 2 senior nursing/midwifery staff who are familiar with the hospital/service, clinical service requirements and available new graduate opportunities.

Interviews will be conducted through a formal process and are scheduled to take 20 minutes.

Interview questions

The panel will consider your written response to a clinical question that will be given to you before your interview.

Each applicant will be asked 2 questions to assess their suitability for a graduate registered nurse/midwife position.

These questions will assess the Queensland Health priority areas comprising of:

- Patient focus
- Team focus
- Quality focus
- Work values and ethics

The interview panel may also ask additional questions to clarify information provided in your application or by your referee/s and to determine your knowledge of particular specialties.

Your questions

You will have the opportunity to ask questions during the interview. The Nursing and Midwifery Graduate Recruitment Team will be available to answer any additional questions you may have. The Nursing and Midwifery Graduate Recruitment Team will be located in the reception area where you register attendance for your interview.

Tips for your interview

- Ensure that you arrive no later than the allotted time (this is clearly indicated in your interview notification letter).
- Be prepared for the interview by:
 - * Collecting all documentation, you have been requested to bring
 - * Logically organising documentation for easy access
- Have some understanding of the clinical specialty for which you are being interviewed or would like to work in
- Have some knowledge of the MNHHS facility you are being interviewed for
- Have questions prepared for the panel if you would like to know more about the area
- Understand the reasons why you want a position at your preferred MNHHS facility and/or the particular specialty
- Remember why you wanted to be a nurse/midwife
- Ask the panel to clarify any questions you are unsure of

- Dress appropriately

What happens after the interview?

- Interviews are scheduled across several weeks. You will be notified of the outcome of your interview once all interviews have been completed.
- An assessment on the suitability of your application for a position will be made based on your CV, written response, interview and referee reports.
- It is the intention that all applicants will be notified of the outcome of their application by 2 November 2017. This will be dependent upon completion of referee report validation and pre-employment checks.
- You will not be notified until all employment requirements have been completed for all applicants.

Outcome notification

- We will contact you via email about the outcome of your application.
- All applicants deemed suitable for appointment to a graduate position will be placed on the [MNHHS wait list](#).

Additional information

About MNHHS

MNHHS is an independent statutory body overseen by a hospital and health board. It is the largest of 17 Hospital and Health Services in the Queensland Public Health system. It covers an area of 4,157 square kilometres and serves a population approaching 900,000 people.

MNHHS is unique in its composition in that 2 of its 5 hospitals are quaternary/tertiary facilities that provide statewide super specialty services such as Heart and Lung Transplantation Services, Burns and Positron Emission Tomography.

MNHHS also comprises a variety of residential facilities, Oral Health Services and a fully integrated Mental Health Service including both community and hospital based care.

MNHHS has committed to deliver the priorities of the Government's Blueprint for Better Healthcare in Queensland and will ensure that:

1. Health services will be focussed on patients and people - patients will be connected to high quality care
2. The community and health workforce are empowered
3. Queenslanders will experience value in health services delivered through a connected Hospital and Health Service that is sustainable and efficient
4. Investment, innovation and planning for the future will place MNHHS as a world leader in health care delivery, research and education.

Orientation

All newly employed nurses and midwives must attend the Health Service and Nursing and Midwifery Services Orientation Programs. Topics may include manual handling, CPR, documentation and medication assessments. Newly employed nurses and midwives will also participate in unit specific orientation programs which vary in length depending on the unit.

Transition support programs

Transition support programs are clinically focussed programs of learning developed for a number of clinical specialities and aim to:

- provide support for the integration of newly appointed or transferring nurses/midwives to workplace culture
- provide nurses/midwives who are inexperienced in nursing and midwifery with structured theoretical and clinical learning experiences in the care of patients/clients within their clinical specialty.

Transition support programs are structured programs which extend for a minimum of 12 months. Following completion of an orientation program, each newly employed registered nurse/midwife will undertake units of study within the clinical specialty stream.

All graduates receive a supported transition. Transition processes are preceptorship based and are facilitated through appropriately trained preceptors and assessors in collaboration with nurse/midwife educators, nurse/midwifery unit managers, clinical nurse/midwife consultants and nurse/midwifery managers.

Preceptorship

As part of orientation to the work unit, you will be allocated at least one preceptor. Each preceptor is an experienced, competent practitioner who has completed appropriate transition support training.

Educational opportunities

A Continuing Professional Development Program, designed to support professional growth and career enhancement, will be available at your relevant MNHHS facility.

Terms of employment

Registered nurses/midwives are employed according to the conditions outlined in the Nurses and Midwives (Queensland Health) Award State 2015. Graduate registered nurse/midwife positions are offered as part-time and temporary for 12 months. Temporary positions will have a completion date.

Leave entitlements

Registered nurses/midwives generally receive 6 weeks annual leave per year if they work all 3 shift times. Should you be offered a position in a non-shift work area, then you will only be entitled to 5 weeks leave per year. Graduates are encouraged to consider taking leave (suggestion of 2 weeks after 6 months of employment). Each ward/unit has an annual leave roster available to facilitate leave planning.

Other leave entitlements

As an employee of MNHHS, you will be entitled to 10 days paid sick leave per annum. This is pro rata for part-time employees (e.g. if you are employed 7 days per fortnight you have 7 days paid sick leave per year).

Examples of other types of leave which are available include:

- Carers leave (this leave comes off your sick leave and should be used when needing leave to care for a dependent relative)
- Bereavement leave
- Special leave
- Sporting leave

Should you need to access leave for any reason not listed, please discuss this with your line manager who will be able to advise you on the type of leave available.

Rostering practices

Rostering practices vary between work units. There is an opportunity for staff to request specific shifts or days and to provide information on availability. Your preceptor will provide a full explanation of the roosting practices in your work unit. When developing a roster, a number of factors are taken into account.

Uniform entitlements

All nursing and midwifery staff will present a professional image to patients, members of the public and fellow health professionals, while complying with Occupational Health and Safety requirements and Infection Prevention and Control guidelines.

MNHHS requires all nurses/midwives employed in clinical areas to wear professional attire in line with [Queensland Health Human Resources Policy C68 Uniforms for nurses and midwives](#).

How many uniforms will I receive?

The number of hours worked and your choice of uniform style and combination will determine the number of allocated uniforms. Each nurse/midwife will be allocated a nominated amount for the purchase of the Queensland Health corporate uniform. Uniforms will be ordered once the nurse/midwife determines their uniform style and combination choice.

Salary packaging

As an employee of Queensland Health you are entitled to salary package up to 100% of your gross pay. Salary packaging allows you to maximise your wages by minimising your tax debt. There are a number of benefit items which can be included in the package such as home mortgage repayments, travel, superannuation, education expenses and utilities. Regular information sessions are held for staff interested in exploring this option.

Code of Conduct

All Queensland Health employees, whether permanent, temporary, full-time, part-time or casual and every volunteer, contractor, consultant or anyone who exercises power, controls resources for or on behalf of Queensland Health must comply with the Code of Conduct for the Queensland Public Services.

The Code continues to apply to people while they are on leave or suspended from the workplace.

The Code of Conduct is based around 4 ethics principles:

- Integrity and impartiality
- Promoting the public good
- Commitment to the system of government
- Accountability and transparency

All employees of Queensland Health have an obligation to ensure their personal conduct and behaviour is at all times professional and lawful and does not reflect adversely on the reputation of Queensland Health. All employees of Queensland Health are required to perform their duties to a high standard. Employees are to ensure that there is no real or apparent conflict of interest between their private activities and their official duties.

Performance and development

All nurses/midwives are required to participate in the performance development and planning process. This is an annual process which facilitates ongoing development. Nurses/midwives are encouraged to establish goals and identify areas of further learning.