

# Applying for a Graduate RN/Midwife Frequently Asked Questions

## Application Process

Q: Are applications submitted early given preference to applications closer to the closing date or are they treated the same?

Response: Hospital and Health Services do not receive the applications until after the closing date. Date of submission does not influence the selection process.

Q: Are we required to contact wards directly to see if they are hiring grads this year?

Response: Almost all clinical areas in Metro North will take graduates. If you require information related to specific clinical areas, please contact the facility coordinators (email addresses appear below).

Q: I am currently working as an Enrolled Nurse. Is there anything different I need to do to apply?

Response: The application is the same for all applicants regardless of previous experience. Enrolled Nurses and Assistants-in-Nursing should include information about their experience in their CV.

Q: Where can I get a list of the clinical areas available to graduates at Redcliffe and Caboolture Hospital?

Response: Applicants will be forwarded a list identifying the clinical areas available to graduates at each of the facilities as part of the screening process. Potential applicants seeking this information prior to screening, should contact the Facility Graduate Recruitment Coordinator via the emails listed at the end of this document.

Q: When confirming contact details, does this mean our address?

Response: Metro North will ask you to confirm all contact details – telephone, address, email.

Q: Do I need to submit my referee reports with my online application?

Response: Referee Reports must not be submitted with the online application. Only 4 documents are to be included with the online application – cover letter, CV, graduate summary and academic transcript.

Q: Does the proof of identity documentation need to be originals or copies and if copies, do they need to be certified?

Response: You will be requested to either bring originals PLUS copies or JP certified copies.

## Graduate Summary

Q: On the graduate summary, the 'support statement' section states to please 'list' your knowledge, skills etc. you can offer QLD Health .... does this imply we keep our response succinct and truly only list them?

Response: The response needs to be reasonable succinct as there is only the opportunity for 500 words. Applicants are able to record their response in any format which allows for succinct and easy to follow presentation.

Q: In the grad summary what sort of thing are you looking for in the support summary?

Response: Applicants are able to include any information which they feel provides a true reflection of themselves. These sections are used by recruiters to shortlist applicants and determine suitability for interview. It can be valuable to include skills which have been developed in previous/current employment or from extracurricular activities. It is not necessary to list all the skills that have been acquired during the course of their degree.

Q: If Metro North are not looking at the grad summary – should we be outlining more of our skills & knowledge in our cover letter as opposed to in the grad summary?

Response: Cover letters should not be more than one page. The cover letter which is submitted with the online application needs to be very generic. Applicants who are offered an interview with Metro North are required to bring a

cover letter which addresses what the applicant has to offer. This may include skills and abilities, knowledge, why nursing/midwifery was chosen.

Q: I have studied across 2 universities; do I only need to include my placements from both universities or just the one I am graduating from?

Response: You need to include all your clinical placements.

Q: Is it a requirement to list 3 different facility preferences under each of the HHS preferences if you only want to stay at one facility?

Response: You are able to list 3 or only one. Depending on the HHS, only listing 1 facility preference may influence whether you are considered for positions in the HHS. This is not a consideration for Metro North, as applicants will be screened, and their facility preference will be requested again.

Q: Royal Brisbane and Women's Hospital specific question - If paediatrics is listed as one of our 3 clinical preferences, will we be considered, or will our application not be looked at?

Response: Metro North will screen applicants being considered for positions. These applicants will be asked for a facility preference and 2 clinical preferences. Applicants who list nominate a facility preference and nominate a preference that is not offered in that facility, may not have their application progressed.

## Referee Reports

Q: The referee form is a PDF. Is there a possibility of getting a Word copy instead to enable going over word allowance on the PDF copy?

Response: A copy of the referee report is available from any of the Metro North Recruitment Coordinators (email addresses appear below).

Q: The references I have are using the old Metro North template for reference reports. Can I submit these, or should I go back and ask for new references using the new QLD Health template?

Response: Any questions related to the template which has been used should be directed to one of the MNHHS graduate recruitment coordinators (contact emails are listed below).

Q: Do I need to submit my referee reports with my online application?

Response: Referee Reports must not be submitted with the online application. Only 4 documents are to be included with the online application – cover letter, CV, graduate summary and academic transcript.

Q: For precepted placements, is it appropriate for the Preceptor to complete the Referee Report?

Response: Yes, Preceptors who have worked a minimum of 80 hours with the applicants, can provide a Referee Report.

Q: If our line manager is temporarily seconded to another position, is it appropriate to use them as a referee rather than the person 'acting' in the position.

Response: Referee Reports should be completed by the person who has the most recent and appropriate knowledge of your performance in the role. If that is the previous manager, then this is appropriate.

Q: Can the working line manager referee be from a prior study period?

Response: A line manager referee must be from within the last 2 years. Clinical Facilitator reports must be from your final year of study.

Q: I understand that the referee is required to make a declaration in relation to my referee report. Could you advise where I find out the information required in the declaration?

Response: Information in relation to the declaration is included on the last page of the referee report.

## Selection Processes

Q: At what point in the process does the Applicant Priority Ranking come in? I will be an interstate applicant.

Response: Metro North applies the Priority listing from the beginning of the process. Metro North shortlists applicants residing in Queensland, graduating from Queensland universities who are Australian Citizens or permanent residents are the first priority to be considered for positions.

Q: Will I be considered for a Mental Health position if I do not list this as my first preference?

Response: Metro North reviews the number of applications received in each clinical area and tries to marry applicant preferences to position availability. Applicants who list Mental Health as their 2<sup>nd</sup> preference, may be considered for positions in this area.

Q: Will applicants who nominate a specialty area as their first preference and are deemed unsuitable be considered for a position in their 2<sup>nd</sup> preference clinical area?

Response: Metro North only offers applicants 1 interview. Applicants who are deemed suitable are deemed suitable for positions across Metro North. Applicants deemed unsuitable, are unsuitable for positions in all areas within Metro North.

Q: Will applicants be offered graduate positions than those listed as their first preference?

Response: Metro North reviews all suitable graduate applicants who are placed on the Wait List for the possibility of positions in areas other than their first preference. Applicants are only considered for other areas when it has been determined that it is unlikely that a position will become available in their first area of preference.

Q: Can I bring notes to the interview?

Response: You are able to bring notes to the interview, however these should not be extensive. Interviews are only 20 minutes long, there will not be time for applicants to look through extensive lists of notes to locate a response. The interview questions are behavioural based and therefore are about your experiences. If discussing your experiences, you should not need notes. Notes can also be distracting for you in the interview.

Q: Do I need to sit an English test before applying for a position?

Response: To be eligible to apply for a position, applicants must meet the eligibility criteria for AHPRA/NMBA. If you will be required to complete an English test to apply for registration, then you are required to complete an English test prior to attending your interview. Applicants who are required to pass an English test to apply for registration, who have not passed the English test prior to attending a MNHHS interview, will not be able to progress to interview and will not be considered for a position in MNHHS.

Q: What is the structure of the interview?

Response: Interviews with MNHHS consist of a written question and then 2 or 3 verbal questions. The panel may choose to ask additional questions as appropriate. The interview is based on behavioural questions and MNHHS values.

## About the Graduate Positions

Q: is your new graduate program full time?

Response: Metro North offers part time positions to graduates – 56hrs/7 shifts per fortnight. There will be opportunities to work additional hours as required in the ward/unit.

Q: I was wondering with metro north and placing down speciality areas for our preferences on our application will we be offered other areas if such areas Emergency Department, ICU, Period etc aren't available

Response: Metro North tries to place all suitable graduate applicants in an area of preference. If it is identified that a specialty area may not have sufficient positions available, applicants will be considered for other areas.

Q: I was wondering with metro north and placing down speciality areas for our preferences on our application will we be offered other areas if such areas Emergency Department, ICU, Period etc aren't available?

Response: Metro North tried to offer suitable applicants' positions in their facility of choice and then the clinical area of choice. If it is determined that it is unlikely that an applicant will be offered a position in their clinical area of choice, they will be considered for positions elsewhere.

Q: Does Redcliffe Hospital offer maternity graduate positions?

Response: Maternity positions are available at Redcliffe, Caboolture and Royal Brisbane and Women's Hospitals.

Q: Are graduates rotated through areas in the hospitals or do they stay in one area for the full 12 months?

Response: The majority of positions offered to graduates do not rotate through multiple areas. There are some areas which offer a rotational model – e.g. maternity, community and oral health.

Q: Will you be offered other positions during the interview process other than what you have put down on your application?

Response: Metro North offers interviews to align with the preferences provided by the applicant. The offer of positions to suitable applicants is based on clinical preferences.

Q: Is gynaecology offered as an opportunity at Royal Brisbane and Women's Hospital (RBWH)?

Response: Yes, RBWH offers positions for graduates in gynaecology.

Q: If I am offered a position by 2 different HHS' and I accept 1, will my position in the other HHS be offered to another graduate.

Response: If you are offered a position with Metro North and decline the position, then another suitable graduate (if available) will be offered the position.

## Interstate Applicants

Q: If I live in NSW am I likely to be considered for a position in Metro North?

Response: The Office of the Chief Nursing and Midwifery Office has developed a Recruitment Prospectus which provides information which assists to guide applicants through the application process. This prospectus outlines the eligibility criteria to apply for a position and the priority ranking for employment. Depending on the number of applications received and the clinical areas of interest, Metro North may not move beyond priority ranking 1.

## Other questions

Q: Are international students eligible to apply for a graduate position?

Response: Anyone who meets the eligibility criteria is eligible to apply. Please refer to the 2021 Prospectus for the eligibility criteria.

Q: Can I use tables in my CV to present information more clearly?

Response: CVs need to be easy to read and understand. If tables support the presentation of information, then these can be used.

Q: Do I submit referee reports with my Portal application?

Response: Only 4 documents are required to be uploaded with your Queensland Government Portal application

- Graduate Summary
- Cover Letter
- CV/Resume
- Academic transcript

Q: Who should I contact if I have specific questions about MNHHS facilities?

Response: Contact details for the graduate recruitment coordinators are listed below>

		Email
<b>Metro North Graduate Recruitment Coordinator MNHHS Office of Executive Director Nursing and Midwifery</b>	MN N&M Recruitment	<a href="mailto:MNNandMRecruitment@health.qld.gov.au">MNNandMRecruitment@health.qld.gov.au</a>
<b>Caboolture &amp; Kilcoy Hospitals</b>	Nursing Workforce Unit	<a href="mailto:CabH-Workforce@health.qld.gov.au">CabH-Workforce@health.qld.gov.au</a>
<b>Community and Oral Health</b>	Nursing Workforce Unit	<a href="mailto:COH-Nursing_Workforce@health.qld.gov.au">COH-Nursing Workforce@health.qld.gov.au</a>
<b>Mental Health – please contact MN N&amp;M Recruitment</b>		<a href="mailto:MNNandMRecruitment@health.qld.gov.au">MNNandMRecruitment@health.qld.gov.au</a>
<b>Redcliffe Hospital</b>	Nursing Workforce Unit	<a href="mailto:Redcliffe-nursing@health.qld.gov.au">Redcliffe-nursing@health.qld.gov.au</a>
<b>Royal Brisbane and Women’s Hospital</b>	Nursing & Midwifery Graduate Recruitment Team	<a href="mailto:RBWHNewGrads@health.qld.gov.au">RBWHNewGrads@health.qld.gov.au</a>
<b>The Prince Charles Hospital</b>	Nursing Workforce unit	<a href="mailto:TPCH-recruitment@health.qld.gov.au">TPCH-recruitment@health.qld.gov.au</a>