

# Graduate Nurse Transition Program

Recruitment Handbook | 2023





## Contents

Welcome.....	3
Calvary Hobart - About us .....	5
Graduate Nurse Transition Program Overview .....	6
2023 GNTP Key Recruitment Dates .....	7
2023 Program Intake and Application Process .....	8
Perioperative Graduate Nurse Positions.....	8
Eligibility Criteria.....	8
Preparing for Application .....	8
Key points to note in Application Process .....	8
The Interview Process .....	8
Employment Preparation.....	8
A Final Word.....	8
Frequently Asked Questions.....	8











## Welcome

**Welcome to the Calvary Hobart, Graduate Nurse Transition Program (GNTP) Recruitment Handbook. This handbook contains information relating to the 2023 GNTP.**

As you approach the end of your studies and prepare yourselves for the transition from student to registered/enrolled nurse, you will be focusing on seeking employment in a graduate transition program so that you can consolidate your studies and commence your journey in nursing. This handbook has been developed to guide you through the recruitment process at Calvary Hobart and provide you with the information required to apply for a Graduate position with us.

As you embark on this recruitment journey, we encourage you to keep your choices and mind open to the opportunities available to you beyond your graduate year in the private setting. A career as a nurse is rewarding and challenging and your graduate year provides the perfect platform for you to leap into this exciting career. When you are provided with support to consolidate your clinical skills and knowledge, the rewards you will gain from this experience will be rich and the opportunities endless.

On behalf of the Learning and Development team at Calvary Hobart, we wish you well on the exciting journey in nursing that awaits you.





## Calvary Hobart - About Us

Founded in 1885 by the Sisters of the Little Company of Mary, Calvary is a values based, charitable, not-for-profit, Catholic health care organisation.

Our mission is to provide quality, compassionate health care to the most vulnerable, including those reaching the end of their life.

Calvary operates 14 Public and Private Hospitals, 17 Retirement and Aged Care Facilities and a national network of Community Care Centres throughout Australia. Lenah Valley and Calvary St Johns Hospitals are the two Calvary Hospitals that operate in Southern Tasmania.

Founded by the Sisters of the Little Company of Mary in 1938, Calvary Lenah Valley is the largest private hospital in Tasmania. Situated five minutes from the heart of the city of Hobart with spectacular views over greater Hobart, we are a leader in Cardiothoracic, Neurosurgery, Orthopaedics, Urology, Gynaecology, Surgical and Medical Care.

We have a modern Maternity and Women's Health Unit, Endoscopy Unit, Critical Care Unit, Intensive Care Unit and a 24/7 Accident and Emergency Department.

Calvary Lenah Valley also has an on-site pharmacy and in-patient clinical pharmacy services, as well as a pathology and radiology departments onsite that offers CT scans, MRI and nuclear medicine.

Established in 1899 by as a Homeopathic Hospital, St John's joined the Calvary group in 2000, Calvary St John's private hospital is located five minutes from the heart of the city of Hobart, Tasmania, in a serene garden setting with views of the picturesque Mount Wellington.

Along with offering the only Private Rehabilitation Unit in Hobart, Calvary St John's offers an extensive range of health care services for the community including a contemporary day surgery unit.

We specialise in Paediatric, Oncology, Palliative End of Life Care, Ear Nose and Throat Care, Ophthalmology, Pain Management and Plastic surgery.

Further information about Calvary including our Mission and Values can be found on our website

<https://www.calvarycare.org.au/>





## Graduate Nurse Transition Program Overview

At Calvary Hobart our Graduate Nurse Transition Program aims to offer you a comprehensive introduction to your Nursing Career, providing a dynamic and supportive environment for you to complete your Transition to Practise year that facilitates your growth and development as a professional nurse.

We appreciate that transitioning into practice is an exciting time, although acknowledge that there may be some challenges involved in this journey. We base our GNTP here at Calvary on the research of Dr Judy Duchscher who has widely researched this transition process and identified the needs of Graduate Nurses. This enables us to identify your personal and professional needs as a newly Graduated Nurse and assists us to support you effectively throughout this journey.

The aim of the Calvary Hobart GNTP is achieved in a way that responds to the individual needs of the participants and group as a whole, encouraging reflective practice and self-responsibility for lifelong learning.

### The Programs aims to:

- Provides a supportive environment, consistent with our mission and values, in which graduate nurses can develop
- Facilitates the transition of graduate nurses into the organisation through a dedicated orientation process
- Provides opportunities for the graduate nurse to consolidate

knowledge and skills through competency based achievement and appraisals, and dedicated professional development

- Provides suitably motivated, supported and qualified preceptors to support the graduate nurse in clinical practice
- Provide career development opportunities for nurses beyond their first year of practice.
- Provides an environment conducive to life-long learning and reflective practice

### The Programs Objectives are:

- To complete the identified mandatory education programs provided by Calvary.
- To develop and demonstrate a self-directed approach to learning in line with adult learning principles.
- To adhere to the Calvary mission statement, vision and values.
- To demonstrate knowledge of and compliance with organisational policies, procedures and all legal and ethical considerations in nursing practice.
- To function within the scope of practice for the newly graduated nurse, as per the relevant NMBA Professional standards of practise for RN or EN.
- To demonstrate knowledge of and commitment to maintaining and improving nursing standards that are consistent with principles of best practice through reflection. This is evidenced by providing care that is underpinned by the principle of improving health quality and patient safety.



- To evaluate own clinical practice and identify current levels of competence including any deficits.
- To be customer focused and demonstrate awareness that everyone in the provision of healthcare is a customer.
- To develop skill acquisition consistent with performance expectations of the beginning practitioner.
- To identify own responsibility's and accountability as a nurse.
- To develop self-awareness and professional behaviours that enable the making of informed, evidence-based decisions.
- To work collaboratively within the multi-disciplinary health care team.
- To exhibit effective communication and interpersonal skills whilst respecting and considering others.
- To develop patient assessment skills that promote flexibility and adaptability in the delivery of care to meet the individual's needs.
- To develop prioritisation skills that identify and address immediate patient needs to respond to a rapidly changing situation.
- To provide support to other people in learning situations.
- To continue to develop an awareness of personal strengths and limitations.
- To demonstrate a commitment to personal and professional development.
- To become confident with own knowledge base as it increases with experience.
- To become confident with own knowledge base as it increases with experience.

### The Program Structure is:

- Permanent Position of 0.8FTE (64 hrs per fortnight). The first 12 months of this position consisting of a supported placement in the GNTP with ongoing employment after this timeframe.
- Six month Probationary Period
- A comprehensive Orientation program and dedicated study sessions. This includes;
  - Hospital wide Orientation Day
  - Graduate specific Orientation Day
  - Unit/ward specific Orientation Day
- Dedicated Supernumerary shifts (minimum of 3 per unit)
- Graduate Study Sessions, 4 additional days, scheduled throughout the program
- Clinical competency support via face to face, theoretical and written assessments
- Single rotation for duration of the 12 months to allow for

consolidation and support

- Reduced Clinical load during the first month of practice, until you find your feet
- Dedicated 'buddy' or Supernumerary Clinical Nurse Facilitator or Preceptor to provide dedicated clinical support, enabling you to establish a supportive learning environment.
- Regular feedback regarding your performance, including performance reviews at 3 & 6 months.
- Regular debrief sessions.







## 2023 GNTP Key Recruitment Dates

### July 2022

- Applications for 2023 GNTP OPEN at 9am Tuesday 5th July 2022.
- Applications for 2023 GNTP CLOSE at 11pm Saturday 30th July 2022.
- Please note, applications received after closing date and time will not be considered.

### September 2022

- Applicants selected to proceed to the next stage are sent an invitation to attend an interview via email
- Applicants are required to accept the offer of interview via email
- Applicants selected to proceed to the next stage are requested to provide two referee reports. Details emailed to applicant.

### September/October 2022

- Interviews for GNTP conducted.

### November 2022

- Applicants selected are notified of offers.
- Successful applicants required to accept or decline the position offer via email.
- All applicants for the 2022 GNTP are notified of application outcome.

### December 2022

- Welcome afternoon tea held for all successful applicants.

## 2023 Program Intake and Application Process

**The Calvary Hobart, Graduate Nurse Program Coordinators oversee the recruitment process for the GNTP for Registered and Enrolled Nursing positions via an online-centralised application process.**

Enquiries regarding the Midwifery program can be made independently to Sally Jarvis at; [sally.jarvis@calvarycare.org.au](mailto:sally.jarvis@calvarycare.org.au)

As mentioned, Calvary Hobart consists of two hospitals:

- Calvary Lenah Valley Hospital
- Calvary St. Johns Hospital

For suitable applicants interested in applying for a position, Calvary Hobart will be offering PERMANENT contracts, with a GNTP component of 12 months with a proposed split intake, commencing February and March 2023.

The number of applications we receive each year for the GNTP far exceeds the number of positions we are able to offer and for this reason it is important that you take the time to familiarise yourself with the application requirements and demonstrate a high level of attention to detail when submitting your application. This handbook is designed to assist you with gaining employment as a Graduate Nurse in 2023 and will hope this will be a great resource throughout the recruitment process.





## Perioperative Graduate Nurse Positions

**Calvary Hobart offers a dedicated 12 month supported GNTP in the perioperative environment.**

Our Graduate Nurses are comprehensively supported in theatre with dedicated clinical preceptors and educators who provide comprehensive learning in this specialised environment. Our theatre Graduates may have the opportunity to participate in the following theatre roles; Scrub/Scout Nurse or Anaesthetics/PACU (Post Acute Care Unit - Recovery).

Please note, allocation of Graduate roles in Theatre will be subject to the requirements of the department and will be in the areas of Scrub/Scout or anaesthetics/PACU. You may be asked to indicate your preference at interview, however, no guarantee can be made on offer of allocated area.

As this specialised area requires extensive supernumerary assistance and specialised training we ask that you only express interest in this area if you know you have an aspiration to work in the Perioperative environment or feel that this area of nursing would be suited to you.

To help with this decision please consider the following questions, you will be asked to address these in your selection criteria in your application:

- The Peri-Operative environment is diverse, fast paced and challenging. Briefly describe your personal attributes and how you think you are suited to this type of environment.
- The Peri-Operative environment reduces your contact with conscious patients. Are you aware of the limitations around communication with patients in this environment and how will you managed this personally?
- Have you had clinical experience in the Peri-Operative environment? What is it that interests you about this area of nursing?

Should you wish to know more about working in the Perioperative environment, please contact Tanya Newman - Perioperative Services manager [Tanya.Newman@calvarycare.org.au](mailto:Tanya.Newman@calvarycare.org.au)





## Eligibility Criteria

### To be eligible for the Calvary Hobart 2023 GNTP you must:

- Be an Australian Citizen or hold a Visa that allows ongoing full time employment in Australia.
- Intend to complete your Nursing Bachelor Degree or Enrolled Nurse Diploma that leads to initial registration with AHPRA as a Registered Nurse or Enrolled Nurse and be ready to commence employment in February or March 2023.
- Be able to undertake full time or part-time employment (minimum 8 shifts per fortnight) with a 24 hour/7 day rotation.
- Be willing to embrace the core values of the Little Company of Mary, being Hospitality, Healing, Stewardship and Respect.
- Please note: Applicants who have completed more than 3 months full-time equivalent work (436 hours) as a Registered Nurse or Enrolled Nurse (if applying for EN GNTP), in any country may not be eligible to apply.
- Applicants who are not completing their degree until after December 2022 are not eligible to apply for the 2023 GNTP and should wait for 2024 GNTP recruitment.

*Please check that you meet the English language requirement, a pre requisite for Registration with the Nursing and Midwifery Board of Australia (NMBA) [www.nursingmidwiferyboard.gov.au](http://www.nursingmidwiferyboard.gov.au)*

*It is advised to commence this process well ahead of course completion. If you are required to undertake an English Language Test in order to gain registration, please look into this as soon as possible.*

**Please note, employer sponsorship is not available from Calvary Health Care for this recruitment process.**





## Preparing for Application

**Calvary Hobart requires all applications for the 2023 GNTP for Registered and Enrolled Nurse's to be submitted online via Calvary Careers or Seek.com**

When preparing your application there are some key factors you should consider including the recruitment requirements, your employment preferences and ensuring you address all sections of the online application.

### Recruitment Requirements

As part of the recruitment process for the 2023 GNTP, you will be required to provide the following:

#### Two professional referees;

- One referee must be a clinical supervisor (e.g. a registered nurse who supervised you during a clinical placement).
- Suitable clinical supervisors include Registered Nurses, Clinical Nurses or Clinical Managers that have worked with you in a supervisory role during placement and are willing and able to provide a reference should they be contacted.
- The second referee must be preferably a clinical supervisor such as a clinical facilitator, or a current or previous employer.
- Please note it is not acceptable to only provide clinical facilitators as your referees as the amount of contact that you may have had with them during a placement will be varied.
- It is important for you to establish a connection with a clinical supervisor during clinical placement and ask them to be a referee for you.
- You will be requested to provide the name, title and contact details for both referees in the online application.
- Please note, referees will NOT be contacted from details submitted online. If required we will email selected applicants to contact their referees at a later date in the recruitment process. THIS MEANS NOMINATED REFEREES CAN BE CHANGED AFTER THE APPLICATION HAS BEEN SUBMITTED - you do not need to notify us of this change.

#### Other important documents;

- Cover letter
- Resume; including with this document:
- Employment history to date
- Clinical Placement History to date and future placements if known
- All pages of your TWO most recent clinical placement evaluation reports (UTAS students, please included Assessment Tool ANSAT and Written Assessor Feedback - Interim and final review)

\*Please note you may need to reduce the size limit on these document files prior to uploading

- Education certificate - this refers to an interim academic transcript relating to your nursing studies. Please note this does not need to be certified.
- Photo Identification - to be provided if successful for interview.
- If you have a working Visa, you will be required to submit this information with your application.

\*Please note that a failure to provide the requested documents may unfortunately result in the withdrawal of your application from further consideration.

Applications are open for four weeks to apply for the program and applications received after the cut off time on the 30th July 2022 will not be able to be considered. All applications must be submitted online via Calvary Careers or Seek.com. Please do not email or post applications for positions.

Calvary Careers may be accessed via the QR code to the right:







## Key points to note in Application Process

### Attention to Detail

- Please ensure you provide all information as requested. Applications that fail to provide all of the requested information will not be considered, so it is very important that you pay attention to detail.
- Make your cover letter stand out – be specific, link our mission and values to your work ethic and/or link some previous experience to our values.
- It is always a good idea to have someone else check your application before submitting to check that you have included all of the required information.

### Contact Details

- Please ensure that your contact details – name, date of birth, address, phone number and email are correct.
- Applicants selected for interview will be contacted via email, so please ensure that you provide the correct email address and check it regularly, as you will be required to respond to the offer of interview. Applicants that fail to confirm their interview time will unfortunately be removed from further consideration.

### Clinical Preferences

- You will be asked to identify the clinical areas you would most like to work in.
- While we make every effort to align your interview with your preferred clinical preferences, due to the high volume of applications and interviews conducted this is not always achievable. As you will be aware, Graduate Nurse Positions are in high demand and for this reason, we encourage you to keep your options open and not become too intent on working in one specific area, as your most preferred option may not always be available.

### Perioperative consideration

- Calvary Hobart offers a dedicated 12 month supported Graduate Nurse Transition to Practise Program in the theatre environment, you will be asked if you would like to be considered for one of these positions. Please note, this consideration CAN be in addition to consideration in other clinical areas, although we ask that you only express interest if you have an aspiration to work on the Perioperative environment.

### Selection Criteria

At Calvary, we consider all applications carefully as we see the graduate year as a start of a long career with Calvary and this is why we invest the time to personally review your applications. We consider and review a range of factors, such as the feedback from your clinical placements, your current or previous work history and overall academic performance.

A key part of your application will require you to address some Selection Criteria. This will allow us to gain further insight into who you are personally and professionally and why you want to work with Calvary Hobart. Your answers will be examined and contribute to your overall score. This is your opportunity to sell yourself and it is important to prepare and develop your answers to ensure you provide an accurate reflection of yourself and why you would like to work at Calvary.

Importantly, we are looking for graduates that can demonstrate that they are aligned with our values. At Calvary, grades are not everything – there are many other personal and professional qualities we are looking for.

For example:

- Demonstrated interpersonal, verbal and written communication skills
- Demonstrated satisfactory clinical knowledge and clinical problem solving skills
- An understanding of the professional, ethical and legal requirements of the Registered or Enrolled Nurse
- Demonstrate understanding of the role of the Registered or Enrolled Nurse in applying continuous improvement and quality and safety
- Able to identify with and reflect on the Calvary Core Values – Hospitality, Healing, Stewardship and Respect.
- Obtained Registration with AHPRA and be able to commence work mid - Feb 2023.



# The Interview Process

## Schedule

Applicants that are selected to attend an interview will be contacted by email in Sept 2022. Interviews for Registered and Enrolled Nurse GNTF position will be held late Sept 2022.

It is important that you are contactable and available during this time period – please check your emails regularly and respond in an appropriate timeframe. If you do not respond to the invite to attend an interview, your application will unfortunately be withdrawn from further consideration. Similarly, it is important that you plan to be available during the time when interviews are conducted.

## Preparation

At Calvary Hobart, we conduct individual interviews with 2 or 3 Calvary staff members on the interview panel. The interview panel will consist of the Graduate Nurse Program Coordinator plus either a Clinical Nurse Manager, a Learning and Development Educator or another senior staff member. During this interview, you will be asked a series of questions to enable us to learn more about you, your clinical knowledge and skills and your personal and professional goals. We understand that interviews can be daunting and expect you to feel somewhat nervous. Please remember though that this is your opportunity to sell yourself and it is important to prepare for this process. Preparing for the interview can assist to you to feel more at ease, some useful tips for this include:

- Be prepared – allow yourself plenty of time to ensure that you arrive at the correct time. It's a good idea to check out the parking availability before your interview.
- Follow the instructions provided in the invite to attend an interview correspondence. If you require clarification on any of the instructions – make contact with the person listed in the email to make sure you have all of the information you require.
- The interview questions are based on the information provided in the selection criteria section detailed previously, so ensure you are able to provide examples of how you have demonstrated these previously. For example – can you provide an example of good teamwork or communication? Do you know the NSQHS Standards? How would you manage a deteriorating patient?
- Ensure that you are familiar with Calvary as an employer. Being able to demonstrate that you have taken the time to research Calvary Health Care - its mission, values and site-based specialties is important – it shows you are interested and demonstrates initiative. Be an advocate for person centred care.
- Demonstrate your commitment to nursing as a profession and be able to articulate your goals.
- Practice! There will be many other potential graduates you will be completing your studies with – use each other or friends and family to practice answering questions.

## What to bring to interview

- For identification purposes, you are required to bring the following documentation to your interview:
- Your driver's license or photographic identification

## Recruitment Process

- All applicants that attend an interview may be asked to supply two referee reports. Details regarding requirements of these referee reports are outlined previously in this handbook. Further information regarding this will be provided to you via email if you are selected for further consideration.
- Successful applicants will then be contacted by telephone and offered a position in the Calvary Hobart 2023 GNTF. Successful applicants will be provided a period of time from the date of offer to accept or decline the offer. Applicants that fail to respond to an offer by the requested date unfortunately may have this offer withdrawn.
- It is anticipated that all applicants who have not been previously contacted will receive a letter in November advising of the outcome of their application.

*"The Transition to Practice program helped me start out my career in nursing on the right foot. It's a big and daunting leap from student nurse to nurse, but I never felt like I was tackling it alone. Probably the most valuable resource was the Graduate Coordinator, who I could rely on for advice and support when things were tough. We had paid study days, with theory and hands-on training, which gave me confidence in my practice on the ward. During study days we had the opportunity for group discussion and time to reflect on the journey. My experience was helped by the positive ward culture. During my training I had heard the phrase "nurses eat their young" but Calvary is not like that at all. I had two unit managers, two clinical facilitators, the graduate program coordinator, experienced level 2s and my peers all guiding and encouraging me along the way. The other grads themselves are a great support and still some of my closest friends. I would recommend the program to anyone!"*

Graduate Nurse, Calvary Hobart





## Employment Preparation

### Registration

You must be registered with the Nursing and Midwifery board of Australia (NMBA) before you can commence employment as a Registered or Enrolled Nurse. As our program will commence in February or March 2023, it is advised that you commence your application for registration as soon as you are able. Your educational institution can provide you with details on this process.

**The registration process can take many weeks, even if you have provided the correct documentation. You are eligible to pre-register prior to the completion of your degree but registration will not be complete until your notification that you have passed your course has been received.**

\*Further information about this process can be found on the Australian Health Practitioner Regularity Authority website;

<https://www.ahpra.gov.au/Registration/Graduate-Applications.aspx>

If you are unable to obtain registration in the required timeframe, your offer may be withdrawn. If you are having difficulty obtaining registration or experiencing a lengthy delay, please ensure your contact the Calvary Graduate Nurse Program Coordinators to alert them and seek guidance.

### Employment Contract

Prior to being offered a contract you will be required to participate in the Calvary Hobart On boarding Process. This involves a pre-employment screening processes. At the successful completion of these requirements, you will be sent a contract confirming your position.

The contract and further correspondence from the Graduate Nurse Program Coordinator will provide specific details on your start date, site location, terms of employment, pre- employment mandatory training requirements (online eLearning) and details on the orientation process, so it is important that you read it carefully and seek clarification with the nominated contact person should you need.

### Welcome to Calvary

The recruitment process is generally finalised by mid-December and we acknowledge that there is still considerable time before you actually start your Graduate Program. For this reason, prior to your commencement we invite you to a Welcome Afternoon Tea where we you have an opportunity to meet with the Graduate Nurse Program Coordinators, the Learning and Development team and also meet with your Clinical Nurse Manager and other staff and graduates working in your hospital or clinical area.

Our graduates inform us they are very appreciative of this opportunity as it allows them to familiarise themselves with key staff and feel part of the team prior to commencing their GNTP.



## A Final Word

We hope that this information has been helpful and provided you with comprehensive information about the Calvary Hobart GNTP and our recruitment process. Should you require further information or have any questions, please have a look at the list of frequently asked questions included at the end of this handbook. If this doesn't answer your question/s then please contact the Graduate Nurse Program Coordinators via email on; [HobartGNTP@calvarycare.org.au](mailto:HobartGNTP@calvarycare.org.au)

We wish you all the very best with your applications process and look forward to welcoming our new Graduate Nurses in 2023.









# Frequently Asked Questions

## What benefits do Calvary offer?

Calvary offers a range of benefits to employees including paid parental leave, wellness programs, training and development opportunities, uniforms and salary packaging. You can view the range of benefits here: <https://www.calvarycare.org.au/careers/benefits/>

## Does Calvary offer permanent positions or will it be contract work?

The Calvary Hobart Graduate Nurse Transition Program (GNTP) is offered as a permanent position with a 12-month Graduate component and ongoing employment at Calvary Hobart.

## Do I need to be a Catholic to apply?

No.

## Do I need to have completed a clinical placement at Calvary Hospital to apply?

No.

## How many GNTP positions do Calvary offer?

This varies year to year and each site offers different numbers of positions dependent on local business activity and workforce planning. On average approximately 24 positions are offered each year across the 2 campus'. This is inclusive of Registered and Enrolled Nurses only and does not include Registered Midwives.

## How many intakes does Calvary have?

One intake split over February and March

## How many rotations are there?

The GNTP consists of 1 rotation within one unit or ward.

## What are the retention rates for the GNTPs working at Calvary?

Currently our retention rate is > 90%

## How many hours will I be working?

The GNTP contracts are offered at a minimum of 0.8 FTE (64 hrs. per fortnight).

## How much will I be paid?

Staff are paid according to the current CHCT Enterprise Agreement.

## Will I be allocated a Preceptor?

Yes. All GNTPs are allocated a preceptor and will be further supported clinically by the Graduate Nurse Program coordinator, Clinical Nurse Facilitators and Clinical Nurse Educators.

## Will I be required to work night shift in my first year and if so how many?

Yes. Night duty is a requirement for all Graduates, however this is not recommended during the first 3 months of the program.

## How many patients will I be responsible for?

You will be assigned patients according to your skill mix and competency level. We don't like to define this as we recognise that individuals will progress at varying rates.

## How supported are the new Graduates on the units/wards?

In addition to a dedicated preceptor we have a dedicated full time Graduate Nurse Program Coordinator who will be available to support your transition to practise and will monitor your progression.

## Do you offer peri-operative placements?

Peri-operative placements are available at both Lenah Valley and St Johns Campus.

## Can I request to work in Maternity?

No. Only Graduates that have completed a Bachelor of Midwifery are employed in the maternity Unit. We do offer a Graduate Midwife Program at Lenah Valley Hospital for eligible Registered Midwives.

## Will there be any study days?

Yes. In addition to a comprehensive Orientation program, four additional paid study days are scheduled regularly throughout the program.

## What references will I need to provide?

You must provide 2 references with your application. One of those MUST be from a staff member from a recent clinical placement (e.g. a Registered Nurse you have worked with during a recent clinical placement). These requirements are detailed in the online application.

## Is parking provided?

Yes, parking is available at both sites, although we ask that you reserve parking for patients where possible. You will be given instructions on where to park your car during the day in the surrounding area. You will have access to car parking within the hospital grounds after hours to ensure your safety on late and night duty shifts.

## How does the interview process work?

At Calvary Hobart we conduct individual interviews. You will be asked a series of questions during this time to enable us to learn more about you, your knowledge, clinical skills and your personal and professional goals.

## Do I need to submit all pages of my two most recent clinical placement experience assessments?

Yes. You are required to submit your 2 most recent clinical placement documents in full. Please see details included in this document.





## Frequently Asked Questions

### **Does my Grade Point Average (GPA) matter?**

While we do request you provide your academic transcript and we do review your GPA, we take many factors, (such as personal and professional qualities) into account when considering your application.

### **Do my documents need to be certified by a JP?**

No

### **If unsuccessful, can I reapply next year?**

Yes, you are always welcome to reapply, as long as you still meet the eligibility criteria listed.

### **Will I be able to get feedback on my interview?**

Yes, we welcome you to contact us to seek feedback on your application

### **Do I need to commit straight away to my offer?**

We provide you with an allocated period of time to consider your decision before accepting the offer, usually 3 to 5 days.

### **What happens if I need to stop work during my Graduate Program (e.g.: extended personal leave)?**

There are no definite rules around this process we assess each case on an individual basis to determine whether an extended period of leave can be accommodated and the GNTP finished at a later date.

### **Do I get holidays?**

Yes. If you work over a 7 day roster you are entitled to 4 weeks annual leave, and an additional week if you work 20 weekend days in your anniversary year (year from commencement date). There is also the option of purchasing an additional 1 or 2 weeks leave. Theatre workers are entitled to 4 weeks leave, and an additional extra 1 week in recognition of increased flexibility in accordance with conditions.

### **What happens if I get sick?**

As part of your employment you are entitled to personal leave as per the EB agreement.

### **What if I don't like the unit/ward I am working on?**

Your GNTP Coordinator will assist you to work through the challenges you are facing. Any decision to move would be considered on an individual basis in consultation with a range of staff and would be dependent on another position being available in another area.

### **How long will I be supernumerary for and when do I start working independently?**

This will be dependent on your clinical area. Specialty areas such as Theatre have longer supernumerary periods. Ward staff are allocated a minimum of 3 supernumerary shifts.

### **Will I need to work with students?**

Generally in your first 6 months you will not be allocated to work with a student, however at times this may be required due to skill mix and staffing levels.







---

*Founded in 1885 by the Sisters of the Little Company of Mary, Calvary is a charitable, not-for-profit, Catholic health care organisation. Our mission is to provide quality, compassionate health care to the most vulnerable, including those reaching the end of their life. With over 18,000 staff and volunteers, we have a national network of 14 Public and Private Hospitals, 72 Residential Care and Retirement Communities and 19 Community Care service centres.*

**Calvary Lenah Valley Hospital**

49 Augusta Rd  
Lenah Valley TAS 7008  
P: 03 6278 5333

For a description of our facilities and locations, visit [calvarylocations.org.au](http://calvarylocations.org.au)

**[calvarytas.org.au](http://calvarytas.org.au)**