2022 GRADUATE PROGRAM
APPLICATION GUIDELINES

To be considered for 2022 Monash Health Graduate Program positions all applicants must:

i. Register with Post Graduate Medical Counsel of Victoria (PMCV) Allocations and Placement Service (APS) and rank their preferred Monash Health Program streams <u>if eligible to do so</u>.

ii. Create an account/login on the [Monash Health Mercury website](#) and submit an application to the relevant job advertisement prior to the closing date. If you are a current Monash Health employee you must submit your application through the Mercury website using your Monash Health employee account.

Eligibility

To be eligible to apply for these positions candidates must meet the following criteria:

- Eligibility for registration as a Registered Nurse and/or Registered Midwife with the Nursing and Midwifery Board of Australia (AHPRA) by February 2022 / August 2022
- Have not previously participated in a Graduate Nurse, Graduate Midwifery or Double Degree Graduate Program at a hospital/health service (excluding Enrolled Nursing Graduate Programs)
- Completed/will complete their nursing and/or midwifery degree in the academic year – January 2021 to June 2022

Monash Health Graduate Program Streams: Instructions for Applicants

	Stream	**Commencement**	**Job Advertisement**
Nursing	**Complex Care**	February 2022	#45830 – Nursing Acute Care, Complex Care & Midyear Streams
	Acute Care	February 2022	#45830 – Nursing Acute Care, Complex Care & Midyear Streams
	Monash Children's Hospital	February 2022	#45832 – Monash Children's Hospital Stream
	Midyear Nursing	August 2022	#45830 – Nursing Acute Care, Complex Care & Midyear Streams
Midwifery	**Midwifery**	February 2022	#45831 – Midwifery and Double Degree Streams
	Midyear Midwifery	August 2022	#45831 – Midwifery and Double Degree Streams
Double Degree	**Double Degree**	February 2022	#45831 – Midwifery and Double Degree Streams
	Midyear Double Degree	August 2022	#45831 – Midwifery and Double Degree Streams

> **Applying for Multiple Monash Health Streams**
>
> Applicants may apply to multiple streams in a single application. If you select multiple streams including Monash Children's please apply to both relevant job ads using the same completed template (answers do not need to vary between applications)
>
> Please ensure you have clearly indicated the stream/s you are applying for in your **Monash Health 2022 Graduate Program Application template** (See 'Monash Health Graduate Program Application Requirements' section below for more information).

Applicants who are not eligible to participate in PMCV Allocations and Placement Service (APS) may apply for Midyear Nursing, Midwifery and Double Degree positions through the PMCV APS Ineligible job advertisement.

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Monash Health Graduate Program Application Requirements

When applying to the Graduate Program job advertisements through the Monash Health Mercury website, you must upload and attach the following documents with your submission. Any application that does not include the documents as outlined below will be marked as incomplete and will not be considered.

1. **Monash Health 2022 Graduate Application Template**

   - A word document copy of the Monash Health 2022 Graduate Program Application Template is available in the 'Position Documents' section of the job advertisement and on the Monash Health Graduate Program website for you to download, save and complete.

   - **You will need to upload your completed template under the 'Resume' field when you submit your application documents.**

   - The Monash Health Graduate Application Template replaces your curriculum vitae/resume and cover letter. **Please do not provide any additional individualised CV documents or cover letters (unless applying to the mental health nursing stream)**

   - In the Clinical Referee section of the Application Template please provide details of **two (2) primary clinical references, from your most recent clinical placements if possible**. We also strongly encourage you to provide details of **two (2) alternative references** that we can contact if your primary referees are unavailable. **All** referees should be someone who has worked directly with you during a clinical placement, (i.e. Clinical Nurse/Midwifery Educator/ Facilitator, preceptor or senior nurse/midwife) and should be aware that you are using them as a referee for your Graduate Program application. Please ensure that you have the correct email address for each referee.

2. **Academic transcript**

   - Transcripts must be recent. Please upload your transcript under the **'Education Certificate'** field when you submit your application documents.

   - This must be an official transcript from your university and must include a grading key page. **We accept pdfs of official transcripts generated from eQuals or university online systems.**

3. **Two Clinical Appraisals**

   - Upload your two (2) most recent summative clinical appraisal documents/tools under the **'Other Documentation'** field when you submit your application documentation. Please note that you will need to submit these as one file under this field.

   - Please submit a complete copy of the graded appraisal and signed comment pages only. Do not submit additional appendices such as marking guides, clinical skill competency assessments or separate self-appraisals. We accept pdf copies of appraisals downloaded from online university systems or scanned copies of handwritten appraisals.

   - Please submit appraisals from acute/sub-acute/critical care clinical placements only. Please do not submit appraisals from Mental Health or Community placements, unless you are applying for the Mental Health Nursing stream. We are able to accept one second year clinical appraisal if necessary.

   - For Double Degree applicants, please submit your most recent midwifery placement summative appraisal and your most recent nursing placement summative appraisal. We appreciate your most recent nursing appraisals may be from 2019/2020 due to gaps in double degree placements.

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Uploading Files into the Monash Health Mercury System

The upload fields in the Monash Health e-Mercury system are only able to accommodate files 10 MB or less (approximately 30 black and white pages). **Please note that you are only able to upload one file per field.**

Nursing and Midwifery Board of Australia (NMBA) Registration Number

When you submit your application, the e-Mercury system will ask you to provide your NMBA registration number and expiry date. If you have not yet received your registration as a Registered Nurse or Midwife, you may enter 12345 as a placeholder into the field and a random expiry date to progress to the next screen.

If your application is successful, you will be required to submit a valid NMBA registration number and expiry date before commencing in the Graduate Program. If you are unable to register as a Registered Nurse or Midwife with the NMBA prior to the program commencement date, any offer of employment may be withdrawn.

Working with Children Check & Evidence of Immunisations

A current Employee Victorian Working with Children Check (WWCC) and valid Immunisation record is required for all graduates/employees of Monash Health. If you are successful in obtaining a graduate position you will be required to submit a copy of your Employee WWCC when confirming acceptance of your offer. We recommend that applicants obtain their Employee Victorian Working with Children Check (WWCC) as soon as possible and ensure they have evidence of their Immunisation history available to avoid delays in their recruitment and onboarding.

Technical difficulties when applying?

If you are experiencing technical difficulties with the Monash Health e-Mercury system when applying, please contact Monash Health Recruitment Services on (03) 9265 2750.

Interviews

In line with social distancing restrictions, Monash Health will not be conducting face to face interviews for 2022 Graduate Programs. Online interviews will be utilised for this recruitment, including utilisation of video interviews recorded through PMCV.

Selection

Selection of Graduate Nurse/Midwife applicants is based on assessment of the applicant's academic results, completed Monash Health Graduate Application Template, clinical appraisals, referee feedback and interview.

Graduate Program Position Offers & Commencement

- All offers are made subject to the applicant successfully completing all requirements of their Nursing/Midwifery degree and being eligible for registration with the Nursing and Midwifery Board of Australia (NMBA).
- All successful international applicants must ensure they have appropriate Visa's for employment allowing full working rights with no restrictions, which must be maintained for the duration of the program.
- All successful applicants will be notified by Monash Health via email.
- A compulsory Orientation program will be held in January 2022 for the February intake Graduates and in July 2022 for August intake Graduates. All Graduates must complete an orientation program prior to commencement in the clinical area.

If you have any queries about the application process that have not been answered here, please feel free to contact the Monash Health Graduate Team via graduaterecruitment@monashhealth.org