

2022 GRADUATE PROGRAM APPLICATION GUIDELINES

PMCV Ineligible Stream: Nursing, Midwifery and Double Degree



IMPORTANT NOTE: Applying for 2022 Graduate Program positions through the PMCV Ineligible Stream

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

- Be eligible for registration as a Registered Nurse and/or Registered Midwife with the Nursing and Midwifery Board of Australia by February 2022 / August 2022
- Have not previously participated in a Graduate Nurse or Graduate Midwifery Program at a hospital/health service
- Completed/will complete nursing and/or midwifery degree in the academic year – February 2021 to June 2022

Applications for Monash Health Graduate Programs are accepted through the Monash Health Mercury online recruitment system only. Applicants must create an account/login on the [Monash Health Mercury website](#) and submit an application to the PMCV Ineligible job advertisement.

Which Monash Health Graduate Program streams can I apply to?

Important Information for Nursing applicants

Candidates applying for the PMCV Ineligible Stream are not eligible for entry to the Acute Care, Complex Care or Monash Children's Hospital streams. These streams are only offered through PMCV APS. Any nursing applicant recruited through the PMCV Ineligible job advertisement will be placed in either the February or August PMCV APS Ineligible Nursing Streams. Please note that Graduates in the PMCV APS Ineligible Nursing Streams are able to nominate four preference areas from the range of specialties available at Monash Health. While we endeavour to accommodate preferences, we are unable to guarantee rotation to a clinical preference area for these graduates.

Please ensure use of the **Monash Health 2022 Graduate Program PMCV Ineligible Stream Application Template** (See 'Position Documents' section of the job advertisement) and clearly indicate your professional stream and preferred intake. The options are as follows:

Nursing:

- February 2022 intake
- August 2022 intake

Midwifery:

- February 2022 intake
- August 2022 intake

Double Degree:

- February 2022 intake
- August 2022 intake

Important Note for applicants who are current Monash Health Staff

Current Monash Health staff are required to apply using the below application process via e-recruit using the account under their Monash Health employee number or email address. This will allow you to retain your current employee number if you are successful in obtaining a graduate position. Please ensure that you specify the ward areas where you have worked at Monash Health in the 'Employment History' section on the application template.

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Monash Health Graduate Application Process

During the application process, you will be asked to **attach the following** documents to your application:

1. Monash Health Graduate Application Template

- A copy of the Monash Health 2022 Graduate Program PMCV Ineligible Stream Application Template is available in the 'Position Documents' section of the job advertisement.
- **You will need to save, complete and upload a copy of this template under the 'Resume' field when you submit your application documents.**
- The Monash Health Graduate Application Template replaces your curriculum vitae/resume. **Please do not provide any additional individualised CV documents.**
- In the Clinical Referee section of the Application Template please provide details of **two (2) primary clinical references**. 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. Please ensure that you have a current email address for each referee.

2. Academic transcript

- Transcripts must be recent. Please upload your transcript with your application 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 also accept pdfs of official transcripts generated from eEquals or university online systems.**

3. 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.
- Please submit appraisals from acute/sub-acute/critical care clinical placements only. Please do not submit appraisals from Mental Health or Community placements. We are able to accept one second year clinical appraisal if necessary or first year appraisals if the applicant is completing a Masters of Nursing course.
- 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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4. Working with Children Check

- A current **Employee** Victorian Working with Children Check (WWCC) 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.

Cover Letter

For 2022 Graduate Program positions you **will NOT** be required to submit a cover letter.

Nursing and Midwifery Board of Australia (NMBA) Registration Number

When you submit your application you will be asked 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 to progress to the next screen.

Please note that if 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.

Uploading Files into the Monash Health Mercury System

The upload fields in the Monash Health 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.**

Selection

Selection of Graduate Nurse/Midwife applicants will be based on various criteria which include the following items:

- Academic Results
- Monash Health Graduate Application Template
- Clinical appraisals
- Referee feedback
- Interview

Interviews

In line with social distancing restrictions, Monash Health will not be conducting face to face interviews for 2022 Graduate Programs. Video or phone interviews will be utilised for this recruitment.

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Graduate Program Position Offers

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 email by Monash Health.

Commencement

Compulsory **Orientation program for graduates are held in January and July 2022 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 or call (03) 9594 7779.

Technical difficulties when applying?

Please remember the contact person for the post you are applying for is not an IT expert and is only available for position enquiries.

For technical difficulties with the Monash Health Mercury system when applying please contact Monash Health Recruitment Services on (03) 9265 2750