

# 2023 MENTAL HEALTH GRADUATE PROGRAM APPLICATION GUIDELINES



To be considered for 2023 RN Mental Health Graduate Program positions all applicants must:

- i. Create an account/login on the [Monash Health Mercury website](#) and submit an application to the relevant job advertisement (reference no. 53192) 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 with the Nursing and Midwifery Board of Australia (AHPRA) by January 2023
- Have not previously participated in the Mental Health Graduate Nurse Program at a hospital/health service (excluding Enrolled Nursing Graduate Programs)

## International students

Applicants who are not eligible to participate in PMCV Allocations and Placement Service (APS) may apply through the same job advertisement (reference no. 53192) prior to the closing date.

## Mental 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 may be marked as incomplete and may not be considered.

### 1. Mental Health 2023 Graduate Application Template

- A copy of the 2023 Mental Health Graduate Program Application Template is available in the 'Position Documents' section of the job advertisement.
- **You will need to upload your completed template under the 'Resume' field when you submit your application documents.**
- The Mental Health Graduate Application Template replaces your curriculum vitae/resume **ONLY. Please do not provide any additional individualised CV documents**
- You will be required to submit a cover letter and upload under the 'Cover letter' field. **Please do not submit a cover letter if you are applying to the Nursing, Midwifery or Double Degree graduate programs.**
- In the Clinical Referee section of the Application Template please provide details of **two (2) primary clinical references, from your most recent clinical placement and from a mental health placement (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/Educator/ Facilitator, Preceptor or Senior Nurse) 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.

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

### 3. Two Clinical Appraisals

- Upload your two summative clinical appraisal documents/tools under the **'Other Documentation'** field when you submit your application documentation. One must be from your most recent clinical placement and the other from your mental health clinical placement. **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.

### 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 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 with the NMBA prior to the program commencement date, any offer of employment may be withdrawn.

### Working with Children Check

A current Employee Victorian Working with Children Check (WWCC). 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 on boarding.

#### WWCC

To change your Volunteer WCC to an Employee WWCC please click on this link:

<https://www.workingwithchildren.vic.gov.au/individuals/current-cardholders/volunteer-to-employee-check-0>

#### Immunisation

**ALL** external preferred candidates must provide immunisation evidence before they can receive an offer of employment. The following are required:

- Diphtheria / tetanus
- Hepatitis B
- Measles
- Pertussis
- Poliomyelitis
- Tuberculosis
- Varicella

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## Working with Children Check & Evidence of Immunisations

A valid Immunisation record is required for all graduates/employees of Monash Health.

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- Hepatitis B
- Measles
- Pertussis
- Poliomyelitis
- Tuberculosis
- Varicella

## COVID-19 ready

All applicants will need to upload evidence of three vaccinations against COVID-19 as part of their application. The only evidence which is acceptable is a copy of Immunisation History Statement, which can be accessed via myGov. Please note that a copy of applicants Digital Certificate is not acceptable evidence. **Upload your Immunisation History Statement under the 'COVID-19 Vaccination Check' field**

## Fit Test

All Monash Health Employees are required to pass a fit test. This is to ensure you are equipped with the most suitable tight-fitting respirator or P2/N95 face masks

## 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

Interviews will be conducted virtually using Teams.

## Selection

Selection of Graduate Nurse/Midwife applicants is based on assessment of the applicant's academic results, completed Mental 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 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. All Graduates must complete an orientation program prior to commencement in the clinical areas.

If you have any queries about the application process that have not been answered here, please feel free to contact

Shelley Black at [PRECEPTEducation@monashhealth.org](mailto:PRECEPTEducation@monashhealth.org)