

2023 GRADUATE PROGRAM APPLICATION GUIDELINES



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

- i. Register with [Post Graduate Medical Council of Victoria \(PMCV\) Allocations and Placement Service \(APS\)](#) and rank their preferred Monash Health Program streams if eligible to do so.
- ii. Collate your application documents as per the instructions outlined in the Application Process below.
- iii. 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:

- Eligible for registration as a Registered Nurse and/or Registered Midwife with the Nursing and Midwifery Board of Australia (NMBA) by February 2023 / May 2023 (nursing only)/ August 2023
- 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 or Diploma of Midwifery Graduates who have previously completed a Registered Nurse Graduate Program)
- Completed/will complete their nursing and/or midwifery entry to practice qualification in the academic year – January 2022 to June 2023

2023 Graduate Program Stream options for applicants participating in PMCV APS

Please note, the Nursing Acute and Complex Care streams offered in previous years have been amalgamated into the General Nursing Summer, Autumn and Winter Streams. Acute Care and Complex Care are no longer offered.

	Stream	Commencement	Job Advertisement
Nursing	General Nursing Summer Stream	Monday 6 February 2023, with flexible entry options available	#52879 2023 Monash Health Graduate Program – General Nursing Summer, Autumn and Winter Streams
	General Nursing Autumn Stream	Monday 8 May 2023, with flexible entry options available	#52879 2023 Monash Health Graduate Program – General Nursing Summer, Autumn and Winter Streams
	General Nursing Winter Stream	Monday 7 August 2023, with flexible entry options available	#52879 2023 Monash Health Graduate Program – General Nursing Summer, Autumn and Winter Streams
	Paediatric & Neonatal Nursing Stream	Monday 6 February 2023	#52880 2023 Monash Health Graduate Program – Paediatric and Neonatal Nursing Stream
Midwifery	Midwifery Summer Stream	Monday 6 February 2023	#52882 2023 Monash Health Graduate Program – Midwifery & Double Degree Summer and Winter Streams
	Midwifery Winter Stream	Monday 7 August 2023	#52882 2023 Monash Health Graduate Program – Midwifery & Double Degree Summer and Winter Streams
Double Degree	Double Degree Summer Stream	Monday 6 February 2023	#52882 2023 Monash Health Graduate Program – Midwifery & Double Degree Summer and Winter Streams
	Double Degree Winter Stream	Monday 7 August 2023	#52882 2023 Monash Health Graduate Program – Midwifery & Double Degree Summer and Winter Streams

Please note that Graduates who are successful for Autumn and Winter streams will have the opportunity to commence their program early if positions are available within their allocated units. Early commencement is entirely voluntary.

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Applying for Multiple Streams

Applicants may apply to multiple streams. If your multiple stream selection includes the Monash Children's Hospital Stream, submit your application to both the Monash Children's Hospital Stream job advertisement and the General Nursing job advertisement. Please answer the Paediatric and Neonatal Stream short answer question only and lodge the same application to both adverts.

Each stream option that you apply for will take up a spot in your PMCV preference list. For example, if you wish to apply for both the General Nursing Summer and General Nursing Autumn streams, these would take up two of the four spots in your PMCV preference list.

Please ensure you have clearly indicated the stream/s you are applying for in your [2023 Monash Health Graduate Program Digital Application Form](#) (See 'Monash Health Graduate Program Application Requirements' section below for more information).

2023 Graduate Program Stream options for applicants ineligible to participate in PMCV

Applicants who are not eligible to participate in PMCV Allocations and Placement Service (APS) may apply for Nursing, Midwifery and Double Degree positions through the following job advertisement: **#52878 2023 Monash Health Graduate Program – PMCV Ineligible Nursing, Midwifery and Double Degree Stream**

PMCV Ineligible applicants are able to nominate their preferred Graduate Program intake from the following options, with positions offered subject to availability:

- February 2023
- May 2023 (Nursing only)
- August 2023

Monash Health Graduate Program Application Process

The Monash Health Graduate Program application process has been streamlined to support candidates to submit strong applications that give them the best chance of success. To ensure your application is lodged correctly, carefully read and follow the steps:

Step 1. Complete and download a pdf of your Monash Health 2023 Graduate Program Digital Application Form

Go to the [Monash Health 2023 Graduate Program Digital Application Form](#) website, complete and download a pdf copy of your completed form. This form takes place of a personalised CV and cover letter and includes two short answer selection criteria questions. For more information on preparing to complete the form, please refer to the section below.

Selection Criteria Questions

Prepare answers for your Part A and Part B short answer questions in a word document, ready to cut and paste into the Digital Application Form. The questions are as follows, with a maximum of 250 words allowed for each answer:

- A. Select a question depending on which stream you are applying for.** If you are applying to multiple streams, answer the question you feel is most relevant to your application.
- *General Nursing Stream question:* What two areas of nursing are you most interested in and why do you wish to pursue a career in these areas?

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- *Midwifery & Double Degree Stream question:* Monash Health Midwifery & Double Degree Graduates may rotate to Dandenong, Casey or Clayton. Which is your preferred site and what would you bring to the maternity team at that site?
- *Paediatric and Neonatal Stream:* Why did you choose to apply for the Paediatric and Neonatal Stream and what paediatric/newborn areas are you most interested in?

B. What is the most valuable thing you have learnt during your clinical placements?

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

The [Monash Health Graduate Digital Application Form](#) 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)

Clinical References

In the Clinical Referee section of the Application Form please provide details of **two (2) primary 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. **Ideally**, referees should be someone who has worked directly with you in the clinical setting (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.

Applicants who have worked as Registered Undergraduate Student of Nursing or Midwifery (RUSON/RUSOM) may also nominate clinical supervisors (i.e. Unit Managers, Associate Unit Managers) from their RUSON/RUSOM employment or placements as one of their referees.

Applicants may also choose to submit the names of non-clinical referees (i.e. retail or food service job supervisor) if they are unable to obtain a second reference from a clinical placement or RUSON/RUSOM employment. However, due to the clinical nature of the reference questions, non-clinical referees should only be used as a last option.

If you obtain further clinical referees after lodging your application, applicants can email these to graduaterecruitment@monashhealth.org to have these added to their application.

Step 2. Obtain a recent copy of your Academic Transcript, including the grading key page

- 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.**

Step 3. Current Working with Children's Check card (WWCC)

- Can be Volunteer or Employee for the purposes of application
- Applicants are **required to have an Employee WWCC by the PMCV results release date (Monday 3rd October 2022)**. We advise applicants to apply for their Employee WWCC as soon as possible.

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Step 4. Ensure you have a pdf copy of your Medicare Immunisation History Statement showing three doses of COVID 19 vaccine

- When you lodge your application in Mercury, you will be asked to submit an Immunisation History Statement showing that you have received **three doses of COVID – 19 vaccine**
- For directions on how to obtain your Immunisation History Statement, please refer to the instructions on the [Services Australia website](#)

Step 5. Collate these documents and submit them to the relevant Graduate Program job advertisement via Monash Health Mercury

- In your Mercury application, you must include the pdf copy of your completed Monash Health Graduate Program Digital Application Form, your university transcript and a copy of your current Working with Children's Card.
- All applications must be submitted to the relevant Mercury job advertisement by the closing date **Friday 8th July 2022**. Please see the table below to determine which advertisement you need to apply to:

Advert #	Advert Name	Who should apply to this advert?
52879	2023 Monash Health Graduate Program – General Nursing Summer, Autumn and Winter Streams	Candidates participating in PMCV APS who have ranked and wish to apply for one or more of following streams: <ul style="list-style-type: none"> • General Nursing Summer Stream • General Nursing Autumn Stream • General Nursing Winter Stream
52882	2023 Monash Health Graduate Program – Midwifery & Double Degree Summer and Winter Streams	Candidates participating in PMCV APS who have ranked and wish to apply for one or more of following streams: <ul style="list-style-type: none"> • Midwifery Summer Stream • Midwifery Winter Stream • Double Degree Summer Stream • Double Degree Winter Stream
52880	2023 Monash Health Graduate Program – Paediatric and Neonatal Nursing Stream	Candidates participating in PMCV APS who have ranked and wish to apply for the Paediatric and Neonatal Nursing Stream.
53192	2023 Monash Health Graduate Program – Mental Health Nursing Stream	Both candidates participating in PMCV APS and those who are ineligible for PMCV and wish to apply for the Mental Health Nursing Stream.
52878	2023 Monash Health Graduate Program – PMCV Ineligible Nursing, Midwifery and Double Degree Stream	Nursing, Midwifery and Double Degree Nursing/Midwifery candidates are ineligible to participate in PMCV APS and wish to apply to the Monash Health Graduate Program commencing in 2023.

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Uploading Files into the Monash Health Mercury System

The upload fields in the Monash Health eMercury 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 eMercury 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.

Technical difficulties when applying?

If you are experiencing technical difficulties with the Monash Health eMercury 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 2023 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, 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 Visas 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 2023 for the Summer and Autumn Graduates and in July 2023 for Winter 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