

# 2024 GRADUATE PROGRAM

## SECOND ROUND & POST-PMCV APPLICATION GUIDELINES



To be considered for 2024 Monash Health Graduate Program positions all candidates must meet the following eligibility criteria:

- Eligible for initial registration as a Registered Nurse and/or Registered Midwife with the Nursing and Midwifery Board of Australia (NMBA) in 2023 or 2024
- Be anticipating completion of a Bachelor or Master's entry to practice degree in the academic year January 2023 to June 2024
- Have never previously participated in a Graduate Program for Registered Nurses and/or Midwives (excluding Postgraduate Midwives who have previously completed a Registered Nurse only program). Note: Postgraduate Midwives who are currently working in a Health Service Employment Model can only apply in Post-PMCV recruitment

Post Graduate Medical Council of Victoria (PMCV) candidates who have matched with another Health Service are not eligible to apply to subsequent rounds of recruitment unless they fulfil the PMCV exceptional circumstance guidelines.

### Monash Health Graduate Program Stream Options

These positions are open to:

- Candidates that were Unmatched in the PMCV match process
  - Unmatched PMCV candidates must preference Monash Health in the second round / Late Vacancy Management PMCV match process (**2<sup>nd</sup> Round/Late Vacancy Recruitment Process**)
- Candidates who were not eligible or did not participate in the PMCV match process (**Post PMCV Recruitment**)

Applications are accepted from domestic candidates, Australian Trained Temporary Residents or ATTR (previously known as PMCV ineligible candidates) and New Zealand trained candidates with Australian working rights.

Available Streams	Clinical Commencement
<b>General Nursing</b> <b>Summer, Autumn &amp; Winter Streams</b> With flexible entry options available	<b>Summer Stream - Monday 5th February 2024</b> with a paid Graduate pre-commencement orientation program conducted in December 2023 - January 2024.
<b>Mental Health Nursing</b> <b>Summer, Autumn &amp; Winter Streams</b> With flexible entry options available (Summer only)	<b>Autumn Stream - Monday 6th May 2024</b> with a paid Graduate pre-commencement orientation program conducted in April 2024.
<b>Nursing &amp; Midwifery (Double Degree)</b> <b>Summer, Autumn &amp; Winter Streams</b> With flexible entry options available	<b>Winter Stream - Monday 5th August 2024</b> with a paid Graduate pre-commencement orientation program conducted in July 2024.
<b>Midwifery</b> <b>Summer, Autumn &amp; Winter Streams</b> With flexible entry options available	

Please note, successful Graduates may have the opportunity to commence their program early if positions are available within their allocated rotation. Early commencement is entirely voluntary and is in addition to the 12-month Graduate Program.

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### 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, read and follow the below steps carefully:

- Step 1** Create an account (if you do not already have one) and login on the Monash Health Mercury website: <https://monashhealth.mercury.com.au/>
- Step 2** Complete, download and save a pdf version of your Monash Health 2024 Graduate Program Second Round and Post-PMCV All Streams Digital Application Form. Go to the [2024 Graduate Program Second Round and Post-PMCV Digital Application Form](#)
- Step 3** Obtain a recent copy of your official Academic Transcript, including the grading key page. We accept pdfs of transcripts generated from eEquals or university online systems. Please upload your most recent transcript under the 'Education Certificate' field when you submit your application documents in Mercury.
- Step 4** Current Working with Children's Check card (WWCC) Applicants can submit either an Employee WWCC or a receipt of payment showing that you have applied for your Employee WWCC. Please note that we are unable to accept Volunteer WWCCs
- Step 5** Obtain a pdf copy of your Medicare Immunisation History Statement showing three doses of COVID 19 vaccine. When lodging your application in Mercury, you will need to submit an Immunisation History Statement showing that you have received three doses of COVID 19 vaccine. For instructions on how to obtain your Immunisation History Statement please see the Services Australia website.
- Step 6** Collate your documents and submit them to the relevant job advertisement (see below) on the Monash Health Mercury website.

In your Mercury application, **you must** include a copy of your completed Monash Health Graduate Program Digital Application Form, your university transcript, a copy of your current WWCC card and Immunisation History Statement. All applications must be submitted to the Mercury job advertisement by the closing date.

**To be considered for a Graduate Position in 2024 at Monash Health, all 6 steps outlined above must be completed by all applicants**

I am a PMCV candidate and was unmatched in Round 1 of the PMCV match Process	Apply to Job #62703: 2024 MH Graduate Program - Second Round All Streams	Applications open from 10.00am on the 4th October 2023 and Close at 5.00pm on the 6th October
I am a PMCV candidate and was unmatched in Round 1 and Round 2 of the PMCV match process	Apply to Job # 63200: 2024 MH Graduate Program - Late Vacancy	Applications open from 10.00am on the 1st November 2023
I am a PMCV candidate that was unmatched, or a candidate that was not eligible to apply via the PMCV Match Process	Apply to Job # 63200: 2024 MH Graduate Program - Post PMCV	Applications open from 10.00am on the 1st November 2023

### 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

Monash Health will not be conducting face to face interviews for 2024 Graduate Programs. Online interviews will be utilised for this recruitment, including utilisation of video interviews recorded through PMCV and/or the Monash Health Modern Hire interview platform.

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### Selection

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

### **Important notes:**

- **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.**  
If you obtain further clinical referees after lodging your application, candidates can email these to [graduaterecruitment@monashhealth.org](mailto:graduaterecruitment@monashhealth.org) to have these added to their application.
- **AHPRA Registration**  
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.
- **Unmatched PMCV Candidates participating in the PMCV 2<sup>nd</sup> Round** must preference Monash Health with PMCV and can apply when second round PMCV recruitment opens between the 4th October – 6th October 2023.
- **Candidates who did not register or were not eligible to register with PMCV or remain unmatched in the PMCV process,** can apply from the 1<sup>st</sup> November 2023 onwards.
- Candidates that declined an offer from their Postgraduate Medical Council of Victoria (PMCV) Match allocation in Round 1 or Round 2 of the match process or candidates that are wishing to change allocations are not eligible to apply for a Graduate Program at Monash Health in 2024. Please refer to the [2023 GNMP Match Rules](#) on the [PMCV](#) website.

### Graduate Program Position Offers & Commencement

- All offers are made subject to the candidate successfully completing all requirements of their Nursing/Midwifery degree and being eligible for registration with the Nursing and Midwifery Board of Australia (NMBA)
- Successful candidates on a temporary residency visa must ensure they have an appropriate Visas for employment allowing full working rights with no restrictions by the clinical commencement date, which must be maintained for the duration of the program
- Probity checks for successful candidates prior to commencement; Valid Employee Working with children check (WWCC), completion of a Fit2Work police check and submission of proof of immunisation
- A compulsory Orientation program will be held in January 2024 for the Summer and Autumn Graduates and in July 2024 for Winter Graduates.
- In compliance with PMCV Business rules, offers of employment for these positions will be made via email as follows:
  - Second Round of PMCV match process candidates: Friday 27<sup>th</sup> October 2023 onwards
  - Candidates not eligible to participate in the PMCV match process: Wednesday 8<sup>th</sup> November 2023 onwards

For further information about the Monash Health Graduate Program application process, please refer to the Step by Step & FAQ Guide attached to the job advertisement. Any further queries, please feel free to contact the Monash Health Graduate Team via [graduaterecruitment@monashhealth.org](mailto:graduaterecruitment@monashhealth.org)