Northern Territory
Graduate Nurse and Midwife Programs
2017-18

Guideline for completing your application

Please read these instructions carefully prior to completing your application form for the Northern Territory Graduate Nurse and Midwife Programs (GNMP).

In order to complete your GNMP application you will need to submit a 2017-18 GNMP Application Form and an application in Employment Opportunities Online Website (eRecruit). You will upload all required documentation into the Employment Opportunities Online Website.

Are you eligible?

You are eligible to apply for the NT Graduate Nurse/Midwife Programs if you:

• Completed an Australian Nursing and Midwifery Accreditation Council (ANMAC) accredited nursing, midwifery or dual nursing/midwifery course within the 24 months prior to opening of applications OR
• Are currently undertaking an Australian ANMAC accredited nursing, midwifery or dual nursing/midwifery course you will have completed by April* 2018.

* Applicants applying only for Registered Nurse Graduate Program positions at Royal Darwin Hospital will need to complete their course by July 2018.

Personal details

It is mandatory to provide your personal details. Please ensure your details are provided as per the instructions listed below.

- **First name and surname**: as shown on birth certificate, passport or other official documentation. During graduate nurse/midwife recruitment, hundreds of applications are processed, some with similar names and details. Therefore it is important to state your name in full with correct spelling.
  - If your name changes during the GNMP recruitment process, you must email: nursing.info@nt.gov.au with official documented evidence of the change. For example, marriage certificate, passport or birth certificate.
- **Country of undergraduate education**: name of country where you completed or are undertaking your nursing, midwifery or dual nursing/midwifery course.
- **Residency status**: your residency status in Australia. For example, Australian citizen, permanent resident, temporary resident, overseas resident, other.
  - **Australian citizen or permanent resident**: Indicate if you are a resident of the Northern Territory. If so, indicate:
    - When you became and NT resident (month/year)
  - **Temporary resident, overseas resident or other provide**:
    - Details of your visa type, visa class/subclass and attach visa documentation
    - Evidence of successful completion of an appropriate English language test which meets the NMBA
      English Language Skills Registration Standard or provide information on when you are planning to complete the test if applicable. For further information please refer to the NMBA website.

Upload your Cover Letter in the eRecruit category ‘One page summary’

Upload your CV/Resume in the eRecruit category ‘Resume’

Upload your evidence of citizenship or permanent residence, for example, passport or permanent resident visa in the eRecruit category ‘Visa details’

Upload your English Language test results in the eRecruit category ‘Other’
Nursing registration

There are a number of different programs available to facilitate your learning experiences and transition to practise as a newly registered nurse/midwife or enrolled nurse. Therefore it is important you indicate which program you are applying for:

**Enrolled Nurse (EN) Graduate Program**: to provide support, guidance and education to graduate enrolled nurses transitioning to the EN scope of practice.

**Registered Nurse (RN) Graduate Program**: to provide support, guidance and education to graduate registered nurses transitioning to the RN scope of practice. If you already have EN registration while undertaking RN study, please provide these registration details.

**Registered Midwife (RM) Graduate Program**: to provide support, guidance and education to graduate registered midwives transitioning to the RM scope of practice. If you already have RN registration while undertaking RM study, please provide these registration details.

**Registered Nurse (RN) and Registered Midwife (RM) Dual Degree Graduate Program**: to provide support, guidance and education to graduate registered nurses who completed an RN/RM double degree course. The graduate program will provide both nursing and midwifery clinical rotations. This program is available only through Royal Darwin Hospital. For Alice Springs Hospital enquiries please contact: nursing.info@nt.gov.au.

**Nursing and Midwifery Board of Australia (NMBA) registration** is required for you to be able to practise as a graduate nurse/midwife.

- If you are currently registered with NMBA, please tick all applicable registration boxes. For example, you may tick both EN and RN boxes, or RN and RM.
- If you have NMBA nursing/midwifery student registration, please tick that box.
- Provide your registration number(s) as stated on your registration letter(s). If you are currently registered in NMBA as nursing student you do not need to provide your student registration number.
- If you are currently a nursing student, please estimate the date when you expect to be eligible for full registration with NMBA.

For more information refer to the NMBA website: [www.nursingmidwiferyboard.gov.au](http://www.nursingmidwiferyboard.gov.au)

**Program preferences**

- If you have applied to more than one hospital site location please indicate your preferred employment sites.
- If you are applying for a rotation between sites please indicate your preferred rotation.

Limited rotations are available through:

- Royal Darwin Hospital with a rotation to Gove District Hospital (RN only)
- Alice Springs Hospital with a rotation to Tennant Creek Hospital (RN only)

**Nursing/Midwifery qualification**

Provide details on your current nursing/midwifery qualification:

- **Country in which you completed your qualification**
- **Qualification/degree**: your nursing/midwifery course title, for example Bachelor of Nursing/Midwifery, Diploma of Nursing.
- **Date completed/expected completion date**: when you completed your study or expected date of completion.
- **Education provider**: Name of university or registered training organisation where you have undertaken your nursing/midwifery study.
- **GPA/WAM score**: GPA or WAM score as stated on your academic transcript. It is compulsory to attach your academic transcript as part of your application.

Upload your academic transcript in the eRecruit category 'Qualifications'
Clinical placements
Please provide details of your two most recent relevant clinical nursing/midwifery placements, including: institution, period of placement and clinical area. Placements relevant to midwifery, for example, include antenatal, birthing suite, neonatal, community midwifery, etc.
Clinical area should include the name and specialty, for example, Ward 2A Surgical and Burns Unit. Provide details of any other clinical placements including institution, period of placement and clinical area in your CV/resume.
Upload your evaluation reports from your two most recent relevant clinical placements in the eRecruit category ‘Referee’

Relevant employment history
Please provide relevant recent employment history including employer’s name, period of employment and position title. Provide details of any earlier relevant employment in your CV/resume.

Other qualification(s)
Please provide the name of any other relevant qualifications you may hold. Provide details of the country in which you studied, study dates and name of the education provider in your CV/resume.
Upload your certificate(s) for any other relevant qualification(s) in the eRecruit category ‘Qualifications’

Clinical references
The referee report is a joint responsibility between the applicant and the referee. The applicant nominates two (2) suitable referees, lists their details on the application form and provides the referee with the referee report form. Each referee will be required to complete the referee report form and return to the applicant for submission.
Upload your clinical referees’ reports in the eRecruit category ‘Referee’

Referee requirements
Referees must meet all of the following criteria to be considered suitable:

- Registered nurse or registered midwife with a current practising certificate
- Have observed the applicant in a clinical practice setting
- Able to comment on the applicant’s ability to meet the NMBA Standards for Practice during a recent relevant clinical placement
- Not have a real or perceived conflict of interest (for example, direct relation, spouse)
  - Please use the current 2017-18 Referee Report template form provided

Other information
Please provide details if you have any ongoing illness or injury that would prevent you carrying out the duties required of a nurse/midwife.

Declaration
Please read this section carefully prior to submitting your application.

NOTE: In the event an applicant provides information that is false or misleading, it will be dealt with as a breach of discipline under part 8, section 49 (k) of PSEMA, ‘in relation to an application of the employee for employment, promotion or transfer to perform duties in an agency or at any stage in selection process, provides information to the Chief Executive Officer or the Chief Executive Officer’s representative that the employee knows, or ought reasonably to know, is false or misleading’.

Cover letter and CV/resume requirements
- **Cover letter**
  - One page summary
  - Applicants are not required to address each of the Selection Criteria individually, but you should refer to them in your cover letter. The Selection Criteria are listed on the Job Description for your information.
  - The Northern Territory Graduate Nurse and Midwife Programs are generalist programs. If you have identified a particular clinical specialty that you wish to work in, you can request that you complete a clinical placement in that specialty in your cover letter, however we cannot guarantee that particular clinical placement.
• Curriculum vitae or resume
  o Personal details
  o Education and qualifications
  o Clinical placements
  o Employment experience
  o Membership in professional organisations
  o Continuing education
  o Publications/presentations
  o Referees

Submitting your application

This section contains a checklist of compulsory documentation you need to provide with your application.

☐ submit a 2017-18 GNMP Application Form

Have you uploaded the following documents into eRecruit?

☐ Cover letter
☐ Curriculum vitae or resume (including additional clinical placement reports, relevant employment history and relevant qualifications if applicable)
☐ Visa documentation (international applicants or Australian temporary residents only)
☐ Evidence of appropriate English language test as deemed suitable by the Nursing and Midwifery Board of Australia (international applicants or Australian temporary residents only)
☐ Academic transcript records as at time of application. Documents must clearly state GPA/WAM score. Documents without education provider logo and results legend will be considered incomplete.
☐ Two (2) most recent relevant clinical placement evaluations/reports as at time of application
☐ Two (2) clinical Referees’ Reports

All scanned documents should be of high quality. Please avoid submitting pictures of your documents as this produces low quality images.

• Please retain copies of all the documents in this application for your own records.

Please note: If you are offered a position in the NT Graduate Nurse or Graduate Midwife Programs, you will be required to provide additional documentation, for example, Working with Children card, Police Check, immunisation records, however these documents are not required at present.

Contact us

If you have any further questions about the Graduate Nurse/Midwife Programs please contact:

Office of the Chief Nursing and Midwifery Officer
Phone: 1800 000 648
Email: nursing.info@nt.gov.au