

## Frequently Asked Questions (FAQs) and Answers

### Transition to Professional Practice Program (TPPP) Registered Nurses, 2019

Welcome to the SA Health Transition to Professional Practice Program for **Registered Nurses 2019**. SA Health conducts one Recruitment process for all Transition to Professional Practice Programs available across the public health sector.

This means if you want to work in the public health system you will only need to **apply once** and this will be an on-line process.

This document is aimed at providing answers to frequently asked questions. Please read this document before submitting on-line enquiries.

#### Background Information

**1. How many places and where will the TPPPs be offered in 2019?**

There will be a number of places available across SA Health in 2019 however this will be confirmed when offers are made. The SA Health Transition to Professional Practice Program for 2019 will be offered in both country and metropolitan health unit locations.

**2. How do I find out more about the specific programs on offer?**

Please go to [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) and click on the **Registered Nurses TPPP** button and review the general information available and further details about:

- > **Country Health SA** - with 6 regions and multiple health services
- > **Central Adelaide Local Health Network (CALHN)**
  - Royal Adelaide Hospital
  - The Queen Elizabeth Hospital
  - Multiple potential statewide service sites
- > **Northern Adelaide Local Health Network (NALHN)**
  - Lyell McEwin Hospital
  - Modbury Hospital
- > **Southern Adelaide Local Health Network (SALHN)**
  - Flinders Medical Centre
  - Noarlunga Hospital
- > **Women's and Children's Health Network (WCHN)**
  - Women's and Children's Hospital

### 3. Who is eligible to participate on a TPPP?

The TPPP is specifically designed to support **recent graduates** in the transition to your new role as a Registered Nurse. Each year SA Health reviews the eligibility criteria and this year SA Health has determined that to be eligible for the 2019 appointments, TPPP candidates must:

- > have less than 456 hours (3 months full time equivalent) paid experience as a Registered Nurse (at the time of application) in any setting and in any country\*
- > not have completed or undertaken 3 months or more of a TPPP/graduate RN program or equivalent previously in any setting and in any country\*
- > have completed or, are due to complete, all tertiary nursing studies between 1 July 2017 and 28 February 2019 and are eligible for registration as a RN with AHPRA  
**OR**
- > have completed tertiary nursing studies after 30 June 2017 and are registered as a RN with AHPRA for the first time
- > Not have taken a Targeted Voluntary Separation Package (TVSP) from the SA Government and are applying to work in the SA Government within the 'employment exclusion period' specified in the package conditions

\* Where candidates have any paid employment as a **Registered Nurse** you will be asked to upload evidence of hours worked - failure to do so may impact on your eligibility. In addition, if you have undertaken an "internship" for nursing – paid or unpaid you are required to upload evidence about your participation in the internship (evidence of where, how many hours, paid or unpaid). Refer to Question 7 for details of the evidence required. SA Health may contact candidates for additional evidence to assist in determining eligibility. If it is determined that you are ineligible, you will be advised accordingly.

### 4. Will SA Health give priority placement to South Australian candidates over interstate or overseas candidates?

Any candidate who meets SA Health's eligibility criteria (Refer to FAQ 3 above) for the TPPP is entitled to apply through this process. SA Health consistently receives more applications than positions available and it has been necessary to apply priorities for appointment to the positions.

SA Health has determined that successful applicants will be prioritised in the following order:

1. Candidates of Australian Aboriginal and Torres Strait Island descent
2. Candidates who are permanent Australian Citizens/Australian Permanent Residents/New Zealand Citizens and are either:
  - a. A resident of South Australia applying for a position in a country or metropolitan location; or
  - b. Live outside of South Australia and are applying for a Country Health SA site only, and live within a 200km radius from that location
3. Candidates who are permanent Australian Citizens/Australian Permanent Residents/New Zealand Citizens who live in a state other than South Australia
4. Candidates who are temporary visa holders or overseas candidates who require a visa to work in Australia

Please note before any offers are made candidates must be assessed as suitable for appointment (please refer to Questions 8 and 29 regarding assessment process). Candidates will be required to upload evidence to support their priority group – failure to upload appropriate evidence may affect which priority group you are placed in.

### 5. Does SA Health support Visa Sponsorship for TPPP?

SA Health is unable to sponsor candidates for a TPPP placement. Priority will always be given to applicants who are either Australian permanent residents, Australian Citizens or New Zealand Citizens in the first instance, which is in accordance with the Department of Immigration and Border Protection requirements. Visa holders continue to have a right to apply, however the right to placement is secondary to local applicants (Australian Residents/Citizens or NZ citizens). This

means that if SA Health receives enough suitable applications from Australian Residents/Citizens or NZ citizens to fill all of the positions then there will be no need to consider applications from visa holders/overseas candidates. In the 2017 recruitment process for the 2018 appointments, SA Health was able to fill all positions from categories (1) and (2) (which were similar to Question 4 above).

## Applying for a TPPP

### 6. How do I apply and where is the application form?

Applications and all supporting attachments will **only** be accepted online. Applications open at **9.00am on Monday 2 July 2018**. The application form can be accessed at [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers), click on the **Registered Nurse TPPP** button and follow the links. When it's time to apply, a link will become live on this site and you will need an email address and password to commence an application. Once you have started your application you will be guided through the process – please read the detail in the online application form. Applications will close at 5.00pm Monday 31 July 2018.

### 7. What do I need when applying?

You will need to have:

- > **A current Resume/Curriculum Vitae** – please ensure you list the full dates and location of **all clinical placements** undertaken as a nursing student (Resume/CV to be uploaded with application). Candidates need to ensure that your Resume/CV does not have any unexplained gaps of 3 months or more from when RN nursing studies have been completed in Australia or overseas.
- > **Evidence of your most recent Grade Point Average (GPA)**. You will need to upload a document which includes the University name, Student Name and details, academic results (subjects and results) and **nursing GPA** – all details need to be on the uploaded document (**do not copy and paste into a word document**). This does not have to be a certified copy of your academic transcript – refer to Qs 15, 16 and 17 below. Please note if you have completed your studies you need to upload a copy of your final academic transcript. If you fail to upload a document with all required details it may impact on your overall score.
- > **Evidence of change of name – where relevant**. Please note this can only be 1 document so if you have multiple documents (eg marriage certificate, divorce certificate, change of name by deed poll etc) you need to save it as one file and then upload the document.
- > **All candidates will need to provide evidence to support the priority group you fit with in**. The evidence to be uploaded will depend on which priority group you select. The online application form will detail what documents will be accepted for each priority group eg it may be an Australian or NZ Passport, evidence of Australian permanent residency, evidence of Australian Aboriginal and/or Torres Strait Islander descent, Department for Immigration and Border Protection grant notification etc. If you fail to upload the required evidence, you may be placed in a different priority group – please read the detail in the online application form.
- > **Two full clinical placement reports** – one being the most recent and completed and finalised full clinical placement report (3rd year/final year) and a second full clinical placement report which can be from 3rd year/final year or a 2nd year placement (you can choose which report to upload as the second report). Full report means every page of the report; make sure no pages are missing (to be uploaded with application). If you are unable to provide one full 3<sup>rd</sup> year placement report and another report (from 2<sup>nd</sup> or 3<sup>rd</sup> year) still complete the fields with relevant information and provide the most recent clinical placement report you have available and give an explanation in the free text box in the online application form. Each document file size can be up to 10MB –

which is ample for any sized clinical placement reports. Uploads for large documents should be in DOC, DOCX or PDF format only (smaller documents can be uploaded in other formats – refer to the online application form) **Statement of Service.** If you have been employed as a **Registered Nurse** in any health setting or in any country for any period of time (full time, part time or casual) you are required to provide evidence via a statement of service from each employer. The statement of service **must** be on letterhead, clearly state your name, classification/role, period of employment, hours worked and signed and dated by a person of Authority with their name and title. If you have had more than one employer you will need a statement of service from **each** employer. Please note you can only upload one document so if you have multiple documents you need to save it as one file and then upload the file. If you fail to provide appropriate evidence, you may be deemed ineligible for the TPPP. Candidates need to ensure that your Resume/CV does not have any unexplained gaps of 3 months or more from when RN nursing studies have been completed in Australia or overseas.

- > **Evidence to support Internship:** If you have undertaken a nursing Internship as part of your nursing studies (paid or unpaid) you are required to provide evidence via a statement of service or Statutory Declaration. This document must state your name, role and function, organisation it was undertaken at, hours worked and whether or not the Internship was paid. If you fail to provide appropriate evidence, you may be deemed ineligible for the TPPP. You need to ensure that your Resume/CV does not have any unexplained gaps of 3 months or more from when RN nursing studies have been completed in Australia or overseas.
- > **Referee details:** You will also be asked to provide contact details, **email** and telephone of three referees – referee information is mandatory.
  - Wherever possible you are requested to nominate three experienced RNs who have worked with/observed you as a registered nurse/nursing student and can comment on your clinical performance
  - It is **MANDATORY** to provide contact details (email and telephone) of three referees.
  - It is **MANDATORY** for you to nominate a minimum of two experienced RN referees who have worked with/observed you as a registered nurse/nursing student and can comment on your clinical performance
  - SA Health is seeking referees from your most recent clinical placements (or work where relevant) wherever possible.
  - You are requested to list referees in order of priority contact ie 1, 2, 3

**Do not** nominate referees who have only observed you as an AIN/Enrolled Nurse or any other capacity - we are seeking comments on your ability as a nursing student/registered nurse.

If you do not include all relevant details for 3 clinical referees it may impact on your overall score.

- > **Visa/passport details** (if you are not a permanent Australian resident)
- > **Mandatory employment screening:** In the online application you will be asked a series of questions about your criminal history and whether or not you have current screening checks. **You do not have to have the criminal history checks at the time of applying** however you will need to fulfil these requirements if you are successful and offered a position. It is helpful if you can keep your criminal history checks up to date.

## 8. What are applications assessed on?

Applications will be considered and assessed against predetermined criteria (based on the RN-1 Role Description) by SA Health's trained Assessors in the following areas:

- > Two full Clinical Placement Reports (outlined above)
- > Grade Point Average (based on Academic transcript)
- > Referee response/s (electronic)

**9. When can I submit my application?**

The on-line application form will be available from **9.00am Monday 2 July, 2018**.

Please note: if you are completing your studies by February 2019 you are eligible and **required** to apply by the closing date – questions will be asked in the on-line application form about when you will be completing your studies.

**10. When do applications close?**

Applications for the 2019 SA Health TPPP will close at **5.00pm Monday 30 July, 2018**.

**Late applications will not be accepted.**

**11. Do I get to choose the hospital I want?**

You will be able to indicate preferences for the locations you would prefer to work in. There are five mandatory location preferences; these are SA Health's five Local Health Networks (LHNs) and country health services.

In the application process you will be asked to preference a number of LHNs at which you would be prepared to complete your TPPP. Applications will be assessed and scored against predetermined criteria, ranked and then allocated in accordance with positions available and applicant preferences. If you are assessed as suitable and an offer is made to you it will be in accordance with the priorities you listed. Please ensure you give due consideration to your location preferences and availability to start date, as successful candidates will only receive one offer from SA Health. Within the application forms some LHN's will ask additional information about your location preferences eg Country Health will have Regions and also specific hospitals.

**12. Will SA Health offer any special interest programs this year?**

We anticipate that some SA Health sites may be offering Special Interest Programs such as mental health, medical imaging, operating theatres, aged care, Prison Health and DASSA. If you are interested in these programs, please refer to the site specific detail on the website and make sure you indicate your preferences and provide supporting comments in the application process.

**13. I am also a new Registered Midwife, can I apply for both the Registered Nurse TPPP and the combined Registered Nurse and Registered Midwife TPPP offered by Country Health SA?**

Yes. You will need to submit a separate application for each program you are interested in. Applications for the combined Registered Nurse and Registered Midwife program are submitted via the Midwifery TPPP process – applications will open in August 2018. Please refer to the midwifery TPPP web tile for more information.

**14. Will you accept late applications?**

No. Late applications will not be accepted. The application form will be available on line **for four weeks from 9.00am Monday 2 July 2018 until 5.00pm on Monday 30 July 2018**, after that time you will not be able to apply. If you are interstate or overseas during the application period, you can log onto this site and apply but you must still apply prior to the closing date and time of **30 July 2018**.

**15. If I am successful – when will I start?**

SA Health has a range of programs commencing between January 2019 – July 2019. Please refer to the site specific information on the webtile. In the online



application form when you select your location preferences most of the LHNs will ask when you would be available to start. **Please ensure you allow time to complete your studies and be registered ready for commencement** eg if you nominate January to start and then you need to sit a supplementary exam and are not registered in time the provisional offer will be withdrawn.

**16. Do you require a certified copy of my academic transcript and how can I send this to you if I have not yet completed my studies?**

Not at the application stage. You are not required to provide a certified copy of your academic transcript until such time as you are offered a position on the TPPP. You will however be asked to upload a copy of your most recent academic results – you must ensure that this document has your University name, your personal details (full name and student ID), academic results (subjects and results) and the GPA for Nursing – if your document does not include all of these details your overall score may be affected. Please ask your university how to get this information.

If you are successful in being offered a TPPP placement you will be required to submit a certified copy of your academic transcript **prior to your commencement.**

**17. What does certified mean?**

It means that a copy of your original document has been stamped / signed by either a Justice of the Peace or your University. If you are successful, this document will be required prior to your commencement.

**18. I attend a university outside of South Australia and they do not have a Grade Point Average. What should I submit?**

SA Health works on a 7.0 basis for GPA. We are aware that a number of interstate universities have a different point system and, where required, SA Health will calculate/convert your academic results to be consistent with the 7.0 system. To do this you will need to ensure that you have all subjects, grading's (and if possible the point system) in your document to enable it to be calculated. You do however need to enter a GPA on the online application form as it is a mandatory field - so you may need to estimate it and provide a note to that effect in the additional information section towards the end of the application form.

**19. What clinical placement reports do I need to upload and do I need to submit my entire reports or just the relevant sections??**

You need to submit two **entire** clinical placement reports – **your most recent 3<sup>rd</sup>/final year full, completed and finalised clinical placement report and the second clinical placement report can be from either a 3<sup>rd</sup> or 2<sup>nd</sup> year placement – you can choose which report to upload (full report).** Please ensure you upload the full reports including the grading criteria and comments page and **do not have any pages missing.** If you submit a partial report your overall score may be affected. An assessor cannot assess a document if there are pages missing and given each University has different formats for clinical placements SA Health cannot standardise specific pages to upload.

**Each document uploaded can be a maximum of 10 megabytes per document** – it is unlikely that any documents will exceed this size. The recommended format for large documents is DOC, DOCX, or PDF.

**20. At the time of application, I haven't completed my final clinical placement so am unable to include this clinical placement report in my application. Will this impact my selection for a position in the TPPP?**

Many applicants have not yet completed their final clinical placement and are therefore assessed on equal application content. All candidates (including Post Graduate entry students) will be asked to submit two full clinical placement reports – the most recent completed 3<sup>rd</sup>/final year report and an additional report from either a 3<sup>rd</sup> or 2<sup>nd</sup> year placement. If you are unable to provide a 3<sup>rd</sup> year clinical placement, provide an explanation on the application form as to why and then upload your two

most recent and full clinical placement reports (every page). If you do not upload acceptable documents, it may affect your overall score.

**21. I am an Enrolled Nurse/AIN and work in a hospital and would like to use my current supervisor as a referee is this ok?**

Only if the current supervisor has also observed your practice as a nursing student/registered nurse. Candidates are being assessed for a position as a Registered Nurse – therefore SA Health is particularly seeking referees who have observed and can comment on your abilities as a **nursing student/registered nurse** – not as an Enrolled Nurse/AIN. Please nominate referees who have observed your abilities as a student nurse.

**22. What do I do if I change my address or email details during the process?**

If you change your address or email details at any time after submitting your application you are required to visit the SA Health website [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) and log in using your profile, select Edit Profile, click on Personal Details, update your details and then save. This is a live system so you can go in and update **personal details only** at any time. Please note your personal details are the only part of the application that can be changed or updated after you have submitted your application. **Please thoroughly check your application, the documents uploaded, referee contact details and your location preferences prior to submitting your application.**

**23. Can I change the documents I uploaded or provide additional documents after I have submitted my application?**

No. You are unable to change or upload additional documents once you have submitted your application. Candidates have a four week period in which to complete the online application form. You are encouraged to check all information in your online application as well as check to ensure all documents you upload are the correct documents and are legible. There will be guidelines in the application form about how to upload and how to check your documents.

**24. I have already submitted my application but I really wanted to change some of the information. Can I do this?**

No. If you have already submitted your application you are unable to make any changes. Please ensure you check your application, all details in it (including referee contact details) and all documents attached to ensure it is correct and that all documents are legible. This is a very large recruitment process and SA Health receives many requests for candidates to make changes to their application – SA Health has strict rules about the process and applies these consistently to all applicants. Scores are applied for academic results, clinical placement reports and referee responses – so all of these details need to be accurate.

**25. Can I change my location preferences after I have submitted my application?**

No. Once you have submitted your application your location preferences cannot be changed. In all aspects of the application process candidates are encouraged to give serious consideration to your location preferences – where you wish to work and where you are prepared to work. Please remember offers will be made in accordance with your ranking, positions available and the location preferences that you have nominated. If successful, you will only receive one offer and it will be in accordance with your location preferences.

**26. What can I do if I am having difficulty uploading a document to support my application?**

In the application process all documents must be uploaded in the following formats: DOC, DOCX, PDF, TXT, RTF, and JPG; however, for large documents such as Clinical Placement Reports they should be in DOC, DOCX or PDF format ONLY. **Each document can be up to 10MB** in size but cannot exceed 10MB. The file size is ample for any document to be uploaded.

If you have any difficulties uploading your documents, please seek **private** IT support as most solutions relate to your own individual equipment.

**27. If I am a visa holder, live in SA and have already submitted my TPPP application and then my permanent residency status is approved do I move to SA Health's priority group 2?**

No, your application will not be moved to priority group 2. SA Health receives many applications and to ensure candidates have the best opportunity possible the application period is open for 4 weeks which is longer than most SA Health recruitment processes. Because of the volume of applications dealt with, SA Health is very strict about receiving additional information after the applications have closed. All applications are assessed and based on the information provided **at the time of application**.

**28. What can I do to ensure I prepare for the application process?**

Here are some tips for how to prepare:

- > **Ensure you have read all information on the website including all of the Frequently Asked Questions and Answers**
- > **Update your Resume/Curriculum Vitae** – please ensure you list the full dates and location of each clinical placement you have undertaken. Candidates need to ensure that your Resume/CV does not have any unexplained gaps of 3 months or more from when RN nursing studies were completed in Australia or overseas. (Please note that SA Health does not require a cover letter and Resumes/CVs are not scored in the assessment process.)
- > **Ensure you have evidence of your most recent GPA** from your university (refer to Q7) or equivalent if your University does not have a GPA system.
- > **Have a copy of two full completed and finalised** clinical placement reports (every page) – one from a 3<sup>rd</sup> year placement and one from either a 3<sup>rd</sup> or 2<sup>nd</sup> year placement (you can select which placement to upload)
- > **Identify three Referees** - It is mandatory for candidates to nominate three referees and provide their email and telephone details. Wherever possible you are requested to nominate three experienced RNs who have worked with/observed you as a registered nurse/nursing student and can comment on your **clinical performance**. It is **MANDATORY** for you to nominate a minimum of two experienced RN referees who have worked with/observed you as a registered nurse/nursing student and can comment on your clinical performance. SA Health is seeking referees from your most recent clinical placements (or work where relevant) wherever possible. You are requested to list referees in order of priority contact i.e. 1 – 3  
Do not nominate referees who have only observed you as an AIN/Enrolled Nurse or any other capacity - we are seeking comments on your ability as a nursing student/registered nurse.
- > **Consider which of SA Health's priority group you fit within** (Q4 above) and ensure you have the required evidence to upload with your application.
- > **Attend one or more information sessions at SA Health sites** to hear about the different opportunities available. SA Health will also have representatives presenting at each of the SA Universities.
- > **Please give due consideration to location preferences** – there are metropolitan sites and numerous country health locations – think about where you would like and where you are prepared to undertake a TPPP.



- > **When applications open – start your application early.** Set up your profile, make a note of the email address you use and your password and look at the detail on each page of the application. You can go in and out of the application as often as you like – remember to save any changes as you go.
- > **In the online application form SMS notification is an automatic setting** – whenever SA Health sends an email an SMS is also sent to you – you are encouraged to retain this option to ensure you don't miss any emails.
- > **Please thoroughly check your application** (ie all details including phone numbers, email details of referees etc) as well as all documents (ensure they are the correct documents and that they are legible) **before you submit your application.** Once you have submitted your application you cannot change any details except your personal contact details.
- > **If you require further clarification check the SA Health website (FAQs)** and utilise the on-line enquiry facility [healthjobs@sa.gov.au](mailto:healthjobs@sa.gov.au) and insert **TPPP REGISTERED NURSE QUERY** in the subject line.

### 29. How do I find out about registering with AHPRA?

All successful candidates **must** be registered with AHPRA before they commence with SA Health – the registration process is **your** responsibility. The registration process can take a number of weeks to complete. All candidates are strongly encouraged to ensure they familiarise themselves with AHPRA's Registration Standards. Refer to the [AHPRA](http://www.ahpra.gov.au) website and specifically the AHPRA [application form](#). Please commence the registration process early to ensure registration is finalised in a timely manner.

The Nursing and Midwifery Board of Australia requires all applicants for initial registration to demonstrate English language skills to be suitable for registration. Please refer to the "NMBA Registration Standard: English Language Skills" for further details. If English language testing is required candidates with this requirement are **strongly encouraged** to complete this as soon as practicable. [Nursing and Midwifery Registration Standards](#)

Successful candidates who are not registered as a Registered Nurse with AHPRA prior to the date of commencement with SA Health will have **the offer of employment withdrawn.**

## The Process

### 30. How do you select your applicants?

Applications will be subject to a merit based selection process and assessed against predetermined criteria based on the generic RN1 Role Description (available on the website). Applications will be assessed and scored and then ranked from highest to lowest.

#### **Applications will be scored in each of the following areas:**

1. Two full Clinical Placement Reports
2. Grade Point Average (Academic transcript)
3. Referee response/s

Please note it is a **combination of scores** for each of the above.

Referees will be contacted **via email** so please ensure you provide up to date details of relevant clinical referees, including their email address; that you have sought their permission to use them; and to the best of their knowledge will be

available to respond in August. If you do not provide the specific details requested for referees it may impact on your overall score.

Once applications have been scored and ranked, successful applicants will be prioritised in the following order:

1. Candidates of Australian Aboriginal and Torres Strait Island descent
2. Candidates who are permanent Australian Citizens/Australian Permanent Residents/New Zealand Citizens and are either:
  - a. A resident of South Australia applying for a position in a country or metropolitan location; or
  - b. Live outside of South Australia and are applying for a Country Health SA site only, and live within a 200km radius from that location
3. Candidates who are permanent Australian Citizens/Australian Permanent Residents/New Zealand Citizens who live in a state other than South Australia
4. Candidates who are temporary visa holders or overseas candidates who require a visa to work in Australia

Please note before any offers are made candidates must be assessed as suitable for appointment (please refer to Questions 8 and 28 regarding assessment process).

**31. If I apply to SA Health how will it be determined which site I will do my TPPP at?**

Through the application process you will be asked to indicate your location preferences. You will be asked to choose **5 mandatory location preferences**. Please give careful consideration to your location preferences as offers of employment will be made in accordance with positions available and applicant preferences. It is important that you give due consideration to where you would like and are prepared to work as successful applicants will only be made one offer from SA Health. If you are not prepared to work at a particular site please do not include it as an option. **If you reject an offer from SA Health you will not be offered another TPPP position for 2019.**

**32. I have been an Enrolled Nurse or Assistant in Nursing within SA Health does this guarantee me employment within the TPPP?**

No, all applications are subject to a merit based selection process for a position of Registered Nurse (RN-1) and will be assessed against the agreed criteria. To maximise your employment opportunities please ensure you check all details in your application, upload the documents requested and nominate referees who can comment on your clinical performance as a student nurse.

**33. Do you hold interviews?**

We are not intending to hold interviews however, if required, you may be contacted by a SA Health representative to discuss your application in more detail.

**34. When am I likely to receive an offer if I am successful?**

Provisional offers will be made in October 2019 and successful candidates will be advised of how long they have to accept the offer. If you do not accept within this timeframe the offer will be withdrawn. If you wish to decline the offer, please advise us accordingly so the position can be offered to the next candidate.

Please note **only one offer** will be made by SA Health to successful applicants – **If you reject an offer you will not be offered another position.**

In the event that candidates reject the offer or do not fulfil SA Health's pre-employment requirements further offers will continue to be made until all positions are filled.

**35. Do I have to undertake any pre-employment checks?**

Yes. All offers are provisional offers and will be subject to verification of Registration with the Australian Health Practitioner Regulation Agency (AHPRA) and satisfactory pre-employment checks including DCSI/National Police Certificate Criminal History Check, health assessment and immunisation status.

**You will not be able to commence a TPPP until these requirements have been satisfied. Candidates are required to meet all pre-employment checks two weeks prior to commencement. Failure to fulfil pre-employment requirements will result in withdrawal of the offer.**

**36. Will there be a number of rounds of offers?**

SA Health will have a coordinated approach to making offers. All initial offers will be made by relevant health units in October 2019. Approximately 2 - 3 weeks later the relevant health units will make some additional offers to fill the positions that were declined. After this process SA Health will only make offers where a candidate withdraws before commencement or does not meet SA Health's pre-employment requirements. These positions will be filled on an individual basis following the same process. If you are made an offer you need to take it seriously as this is the **ONLY SA Health TPPP** offer you will be made for 2019.

**37. What if I do not get my first location preference?**

If you have been offered a position this will be based on positions available and the original preference list you submitted on your application form (in order of priority).

Please note **you will only be made one offer based on your own priorities** – so please consider the offer carefully and do not reject on the basis that you may receive another offer as SA Health will only make one offer to successful applicants.

**38. What does it mean if my letter states I have been unsuccessful in my application?**

This means that you have been assessed as unsuitable for a position within a SA Health TPPP and no offer will be made to you for 2019.

## The Outcome

**39. How will I receive my offer?**

All correspondence will be via email so please check your email on a regular basis. All provisional offers will be made via email and you need to accept or decline online – instructions will be in the offer. In the application process SMS notification is automatic and you are encouraged to retain this as it will ensure you are notified whenever an email is sent to you. It is your responsibility to ensure you check your emails so you do not miss any information.

**40. Do I notify you if I am declining an offer?**

**Yes.** SA Health needs to hear from you if you are declining an offer. This ensures that the place can be offered to another applicant. Clear instructions on how to accept or decline an offer will be included in any correspondence to successful candidates.

**41. I have accepted an offer of employment for a TPPP with a hospital in SA Health however I am now unavailable to commence, what do I do?**

Please notify the hospital/health unit who made you the offer **as soon as possible** indicating you are declining the offer of employment – this way another candidate can be offered a position.

**42. If I receive an offer but don't respond by the due date indicated in the email, will you accept a late response?**

No. If your response to offer is not received by the date indicated in your offer, SA Health will withdraw the provisional offer of employment and the position will be

offered to another applicant. You will not be made any further offers by SA Health for 2019.

**43. I have been offered a position in a SA Health TPPP, when will I find out what wards I have been allocated to?**

Clinical rotations/placements are negotiated and completed just before your commencement and will be available to you on commencement of the program. We will attempt to provide successful candidates with your preferred rotations/placements during your program however placements are allocated according to site vacancy and/or opportunities and may be subject to change.

**44. I have returned my 'response to offer' form and accompanying documents, stating that I will accept the offer in the program. When will I receive a response from SA Health?**

Confirmation of your employment within SA Health will be sent to you directly from the health unit who made you the on-line offer. We aim to issue contracts of employment 4 weeks before your commencement date, however if there is a delay please contact the health unit directly.

**45. I have accepted an offer of employment within the TPPP however will not be in the country before my commencement date. Who is responsible for ensuring all pre-employment preparation is undertaken?**

You are fully responsible for all aspects pertaining to your pre-employment leading to employment. You may choose to elect a nominee to act on your behalf in your absence. Please ensure your mail is forwarded to you and that you allow enough time before your commencement date to complete the contract requirements (e.g. Registration, Criminal History Check, Pre-employment Health Assessment etc.) on your return to Australia. If you do not satisfy all pre-employment conditions two weeks prior to commencement the offer will be withdrawn.

**46. What will be my conditions of employment?**

You will be employed and paid in accordance with the Nurses (South Australian Public Sector) Award 2002 and the Nursing/Midwifery (South Australian Public Sector) Enterprise Agreement 2016. Refer to the information on the website for further details.

**47. If I am successful what hours will I be expected to work?**

You will be required to work in accordance with a **7 day roster** (whether you are full time or part time) which includes **morning, afternoon and night shifts, weekends and public holidays**. Hours of work are based on a 76 hour fortnight. If you are seeking a part time position you will need to negotiate this if a provisional offer is made to you. Country Health offers both full and part time positions depending on the location. Refer to the site specific information on the website for further details.

**48. What if I fail one of my last subjects and need to sit a supplementary exam?**

If you were offered a position by SA Health it will be a provisional offer of employment and it requires you to be registered and to fulfil all pre-employment checks two weeks prior to commencement. If you sit a supplementary exam and are registered two weeks before commencement your offer of a TPPP will stand. If however you have a supplementary exam that does not allow time for your registration (prior to commencement) the provisional offer of employment will be withdrawn and the position offered to another candidate. When indicating your preferences for commencement dates in the online application form please ensure you have allowed enough time to be registered.



**49. What if I can't finish my full 12 month TPPP contract?**

SA Health has clearly communicated that the TPPP is for a 12 month period (inclusive of annual leave). Candidates who are offered a position and then accept a 12 month temporary contract of employment are expected to honour that contract. Where there are exceptional circumstances and a candidate cannot complete the contract they may or may not be considered to have successfully completed the program (this will depend on performance, timing and elements of the program undertaken). If you are having any difficulties during the program, you are strongly encouraged to discuss issues with your local TPPP coordinator.

**50. What happens if I am unsuccessful in obtaining a position?**

If you are assessed as unsuccessful you will be advised via email that you will not be offered a position. If you are still interested in a TPPP and you meet the eligibility criteria you may wish to reapply in 2019 for the 2020 intake.

In addition, if you are registered with AHPRA as a Registered Nurse you are eligible to apply for vacancies across SA Health which are advertised on [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers)

**Got a question we haven't answered here?**

Please go to [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) and click on the **Registered Nurses TPPP** button for more information.

Please read the detail on the web site and the FAQs prior to contacting us. If you have a question not answered here please submit your question via the online enquiries link: [healthjobs@sa.gov.au](mailto:healthjobs@sa.gov.au) and insert **TPPP REGISTERED NURSE QUERY** in the subject line.

**Thanks for your interest in SA Health – we look forward to receiving your application.**