

# Frequently Asked Questions and Answers (FAQs)



Government  
of South Australia

SA Health

## 2017 Transition to Professional Practice Program (TPPP) Registered Midwives

Welcome to the SA Health Transition to Professional Practice Program for **Registered Midwives 2017**. SA Health conducts one Recruitment process for all Midwifery 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 2017?**

The SA Health Transition to Professional Practice Program for 2017 will be offered in both country and metropolitan health unit locations. There will be a number of places available across SA Health in 2017 however this will be confirmed when offers are made.

**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 Midwives TPPP** web button and review the general information available and further details about:

- > **Country Health SA** - with 6 regions and multiple health services
- > **Flinders Medical Centre**
- > **Lyell McEwin Hospital**
- > **Women's and Children's Hospital**

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

The TPPP is designed to assist you as a new graduate to transition to your new role as a Registered Midwife.

You are only eligible for employment within the RM TPPP if you have less than 12 months full time equivalent experience (at the time of application) as a Registered Midwife in any health setting and have not previously completed a TPPP in Midwifery.

**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. Over the last four years SA Health has received more applications than positions available.

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

- a. Candidates of Australian Aboriginal and Torres Strait Island descent
- b. Candidates who are permanent Australian Citizens/Australian Permanent Residents/New Zealand Citizens and are either:
  - i. A resident of South Australia applying for a position in a country or metropolitan location; or
  - ii. Live outside of South Australia and are applying for a Country Health SA site only, and live within a 200km radius from that location
- c. Candidates who are permanent Australian Citizens/Australian Permanent Residents/New Zealand Citizens who live in a state other than South Australia
- d. 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 23 regarding assessment process).

#### **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 who require a visa to work in Australia.

## **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 22 August 2016** and the application form can be accessed at [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) click on the Registered Midwives 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 commenced your application you will be guided through the process – please read the detail in the online application form.

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

##### **You will need:**

- > A current resume/curriculum vitae to upload with your application form
- > **All candidates** will need to provide evidence of your residency status for example a copy of birth certificate, citizenship certificate (Australia or New Zealand) or passport.
- > Two full clinical placement reports as a student midwife (excluding first year reports) from two different clinical areas. Each document file size can be up to 10MB – which is ample for any sized clinical placement report. 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)

- > Contact details, **email** and telephone of 3 clinical referees. Referees must have observed you and be able to comment in your capacity as a **student/midwife** – do not nominate referees who will comment on your abilities and role as an AIM or registered nurse. If you do not include all relevant details for 3 clinical referees it may impact on your overall scores. Referees will be contacted via email so please ensure you have their correct email details. If you are applying for the combined RM/RN TPPP the requirements will be outlined in the online application form
- > A copy of your most recent academic results. You will need to upload a document which includes – the University name and logo, Student Name and details, academic results and GPA for Midwifery – 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 – refer to Questions 13 and 14 below
- > To submit answers to 3 professional questions – drawing on your own clinical experiences
- > Visa/passport details (if you are not a permanent Australian resident)

Please ensure you check all details in your application and upload the documents requested prior to submitting your application – you are unable to change or update documents once your application has been submitted.

#### 8. **What are applications assessed on?**

Applications will be considered and assessed against predetermined criteria (based on a RM1 Job and Person specification) by our trained Assessors, in the following areas:

- > Two full Clinical Placement Reports as a midwifery student/midwife (excluding first year reports) from two different clinical areas.
- > Referee responses (electronic)
- > Grade Point Average/academic results
- > Response to 3 professional questions

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

The on-line application form will be available from **9:00am Monday 22 August 2016**. Please note: if you are completing your studies in early 2017 you are still eligible and required to apply by the closing date – questions will be asked in the on-line application process about completing your studies.

#### 10. **When do applications close?**

Applications for the 2017 SA Health TPPP for Registered Midwives **will close** at:

- > 5.00pm on **Monday 12 September 2016**.
- > Applicants will have 3 weeks to complete and submit the online application
- > Late applications will not be accepted.

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

You will be able to preference the locations you would prefer to work in – you can select up to 4 location preferences. In the application process you will be asked to preference a number of sites 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.

**12. Will you accept a late application?**

No. Late applications **will not** be accepted. The application form will be available on line for 3 weeks until **5:00pm on Monday 12 September 2016**, after that time you will not be able to apply. If you are interstate or overseas at that time, you can log onto this site and apply but you must still apply prior to the closing date of 12 September 2016 (please make allowances for time zones).

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

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 logo, your personal details, academic results and the GPA for **Midwifery (only)** – if your document does not include all of these details your overall score will be affected. Please ask your university how to get this information.

**14. 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.

**15. 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.

**16. Do I need to submit my entire clinical placement report or just part of?**

You need to submit **full details** of two complete clinical placement reports as a midwifery student from two different clinical areas (not first year placement reports) and wherever possible from two different assessors. They will need to be uploaded with your on-line application. Please ensure you upload the full report and do not have any pages missing **this means every page** including the comments page and the grading/criteria page. If you submit only part of a report your overall score will be affected.

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, DOX, or PDF.

**17. At the time of application, I have yet to complete my final clinical placement so am unable to include this clinical placement report in my application. Will this impact my possible selection for a position in the TPPP?**

Most applicants have not yet completed their final clinical placement and are therefore assessed on equal application content.

You will be asked to submit two full clinical placement reports as a midwifery student from two different clinical areas and not from first year. If you are unable to provide the documents requested you should provide an explanation on the application form as to why and then upload the nearest matching document/s.

If you do not upload 2 **complete** clinical placement reports it will affect your overall score.

**Please note: Assessors are aware of what a complete clinical report consists of.**

- 18. 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 following the submission of 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 at any time.
- 19. 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 three 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.
- 20. 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.
- 21. I am an AIM and work in a hospital and would like to use my current supervisor as a referee, is this ok?**  
Candidates are being assessed for a position as a Registered Midwife – therefore SA Health is particularly seeking referees who have observed and can comment on your abilities as a midwifery student–not as an Enrolled Nurse/AIM/AIN. Please nominate referees who have observed your abilities as a student midwife.
- 22. 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 the Frequently Asked Questions and Answers
  - > Update your curriculum vitae/resume – **note a covering letter is not required** and a cv/resume is not scored in the assessment process
  - > Have copies of two full clinical placement reports as a student midwife (not first year)
  - > Identify 3 clinical referees who have observed you and can comment on your abilities as a **student midwife** and have observed you in that capacity. If you have placements between now and when applications are open – this would be an excellent opportunity to identify relevant referees.
  - > Ensure you have evidence of your most recent GPA from your university (refer to Q7)

- > Attend one or more information sessions at SA Health sites to hear about the different opportunities available
- > Please give due consideration to location preferences – there are 3 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 and look at the detail on each page of the application. You can go in and out of the application as much as you like – remember to save any changes as you go.
- > In the online application form you can elect to receive SMS notification when an email is sent to you – you are encouraged to use this option to ensure you don't miss any emails.
- > Please check your application (ie phone numbers and all details) as well as all documents (ensure they are the correct documents and that they are legible) before you submit your application
- > If you require further clarification check the SA Health website (FAQs) and utilise the on-line enquiry facility [jobs@health.sa.gov.au](mailto:jobs@health.sa.gov.au) and insert **TPPP REGISTERED MIDWIFE ENQUIRY** in the subject line.

## The Process

### 23. 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 RM1 Job and Person Specification (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 complete Clinical Placement Reports as a student midwife
2. Referee responses
3. Grade Point Average/Academic results
4. Responses to 3 professional questions

Referees will be contacted via email so please ensure you provide up to date details of relevant referees (including email address), that you have their permission and, to the best of their knowledge, they will be contactable in September 2016. If you do not provide the specific details requested in the application it may impact on your overall score.

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

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

**24. 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 preference. You will be asked to choose 3 mandatory location preferences and, if you wish, you can also choose one additional location preference.

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 reject an offer you will not be offered another position with SA Health.**

**25. I have been employed in a nursing role in SA Health previously does this guarantee me employment within the TPPP?**

No, all applications are subject to a merit based selection process and will be assessed against the agreed criteria.

To maximise your employment opportunities please ensure you check all details in your application and upload the documents requested.

**26. Do you hold interviews?**

We do not intend to hold interviews however you may be contacted by one of our Coordinators to discuss your application in more detail.

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

Provisional offers will be made in November 2016 and successful candidates will have a specified timeframe in which to accept this offer – if you do not accept within this timeframe the offer will be withdrawn.

Please note **only one offer** will be made to successful applicants – **if you reject an offer you will not be offered another TPPP position with SA Health in 2016.**

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.

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

Yes. All appointments will be subject to verification of Registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Midwife and satisfactory pre-employment checks including DCSI Criminal History Check, health assessment and immunisation status.

You will not be able to commence a TPPP until these requirements have been satisfied. Failure to fulfil pre-employment requirements prior to commencement will result in withdrawal of the offer.

**29. What is the process for 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](#) website and specifically the [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.**

**30. 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 November 2016. 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 ranking and allocation process applied throughout the process. **If you are made an offer you need to take it seriously as this is the ONLY offer you will be made.**

**31. What if I do not get my first preference for the site I desire?**

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 preferences** – so please consider the offer carefully and do not reject on the basis that you may receive another offer as SA Health will not be making second offers.

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

This means that you **have not** been successful for a position within a SA Health TPPP and no offer will be made to you.

## The Outcome

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

All correspondence will be via email so please check your email on a regular basis. All offers will be made via email and you need to accept or decline online – instructions will be in the offer.

In the application process you can elect to receive SMS notification when an email is sent to you – you are encouraged to use this option to ensure you don't miss any emails. It is your responsibility to ensure you check your emails so you do not miss any information.

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

Yes. SA Health needs to hear from you if you choose to decline an offer made. This ensures that the placement 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.

**35. If I receive an offer but am unable to return my response by the due date indicated in the letter, 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 offer of employment and the position will be offered to another applicant.



**36. 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 finalised before your commencement and will be available to you on commencement of the program.

**37. 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 health unit who made you the offer **as soon as possible** indicating you are withdrawing from the program and offer of employment – this way another candidate can be offered a position.

**38. 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 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.

**39. 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 responsible for all aspects pertaining to your pre-employment checks 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 or 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 prior to commencement the offer may be withdrawn.

**40. 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 2013. Refer to the information on the website for further details.

**41. 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. Hours of work are based on a 76 hour fortnight.


**42. 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 contract 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 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

**43. If I am unsuccessful in obtaining a position for 2017, will I need to reapply at any stage?**

Not for the 2017 programs, however if you are still interested in a TPPP and you meet the eligibility criteria you may wish to reapply for the 2018 intake.



In addition, if you are registered with AHPRA as a Registered Midwife 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 Midwives TPPP** web button for more information.

If we haven't answered your question please forward an email to [jobs@health.sa.gov.au](mailto:jobs@health.sa.gov.au) and in the subject line include **REGISTERED MIDWIFE TPPP ENQUIRY** (this is to ensure SA Health can differentiate between the RN and the RM enquiries).

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