

Frequently Asked Questions and Answers (FAQs)



Government
of South Australia

SA Health

2019 Transition to Professional Practice Program (TPPP) for Registered Midwives

Welcome to the SA Health Transition to Professional Practice Program for **Registered Midwives 2019**. 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 online process.

This document is aimed at providing answers to frequently asked questions. Please read this document before submitting online 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 the [SA Health Careers website](#) and click on the **2019 TPPP for Registered Midwives** web button and review the general information 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. 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 912 hours (6 months full-time equivalent experience) as a Registered Midwife at the time of application in any health setting and in any country;*
- > studied Midwifery;
- > not completed 6 months or more of a TPPP/GMP in midwifery previously; and
- > not 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 Midwife you will be asked to upload evidence of hours worked - failure to do so may impact on your eligibility. Where candidates have paid employment as a Registered Nurse and Registered Midwife (dual registration) you will be asked to provide a Statement of Service with an estimate of the hours employed in midwifery practice. In addition, SA Health may contact candidates for additional evidence to assist in determining eligibility.*

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 several years SA Health has received 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 25 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 Home Affairs 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, 20 August 2018** and the application form can be accessed via the [SA Health Careers website](#) by clicking on the 2019 TPPP for Registered Midwives button and follow the links. When it is time to apply, a link will become live on this site and you will need an email address and a 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. You need to ensure that your resume/CV does not have any unexplained gaps of 6 months or more from when RM studies were completed in Australia or overseas.
- > **All candidates** will need to provide evidence to support the priority group you fit within. 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 e.g. it may be an Australian or NZ Passport, evidence of Australian permanent residency, evidence of Australian Aboriginal and/or Torres Strait Islander descent, Department of Home Affairs grant notification etc. If you do not provide the required evidence you may be placed in a different priority group. Refer to the table on the TPPP RM home page.
- > **Statement of Service.** If you have been employed as a Registered Midwife 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 (proof of employment) from each employer. The statement of service must be on letterhead, clearly state your name, classification/role, period of employment, hours worked and be 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 merge and save it as one file and then upload the file. If you are dual-registered and have been employed as a RN and RM you are required to provide a Statement of Service (as described above) with an estimate of the hours employed in Midwifery practice. 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 6 months or more from when RM studies were completed in Australia or overseas.
- > A copy of your **most recent academic results**. You will need to upload a document which includes – the University name, 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.
- > **One clinical placement report from 3rd year/final year** as a student midwife – not all placements for one subject/topic. Refer to Question 16 for details of what to submit.
- > Contact details, **email** and telephone of **3 referees**. All referees must be experienced Midwives who have directly observed your clinical practice. Candidates are requested to list referees in order of priority contact ie 1, 2, 3. **Do not** nominate Obstetricians as a referee or referees who have only worked with/observed you in the capacity of Assistant in Midwifery, Registered Nurse or any other role other than a student midwife/registered midwife. If you do not include all relevant details for 3 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.
- > To submit answers to 3 professional questions – drawing on your own clinical experiences
- > Visa/passport details (where relevant)
- > **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.

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 Role Description) by our trained Assessors, in the following areas:

- > Referee responses (electronic)
- > Grade Point Average/academic results
- > Response to 3 mandatory professional questions
- > One Clinical Placement Report from 3rd year/final year as a midwifery student

9. When can I submit my application?

The online application form will be available from **9:00am on Monday, 20 August 2018**. Please note: if you are completing your studies in early 2019 you are still eligible and required to apply by the closing date – questions will be asked in the online application process about completing your studies.

10. When do applications close?

Applications for the 2019 SA Health TPPP for Registered Midwives **will close at:**

- > 5.00pm on **Monday 10 September 2018**
- > 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 select the locations you would prefer to work in – you can select up to 4 location preferences. In the online application process you will be asked select sites at which you would be prepared to complete your TPPP in order of priority.

Applications will be assessed and scored against pre-determined 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 online for 3 weeks until **5:00pm on Monday 10 September 2018**, after that time you will not be able to apply. If you are interstate or overseas at that time, you can log onto the website and apply but you must still apply prior to the closing date of 10 September 2018 (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 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 (name and student ID), 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 3rd/final year clinical placement report or just part of it?

SA Health is seeking one 3rd year/final year clinical placement report – any placement from their 3rd/final year (NOT all placements for one subject/topic). SA Health acknowledges that there are different clinical placement formats at the different universities however it would typically include a series of forms including but not limited to:

- Scores/assessment against the ACMI competencies
- Shift reports/comments from Registered Midwife/s (sometimes called 'Daily Feedback')
- Comments/summary page from the person who is overseeing the placement e.g., Midwifery Unit Manager or Clinical Facilitator – this page should be signed and dated

17. At the time of application, I have yet to complete my final clinical placement so I 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 placements and are therefore assessed on equal application content.

You will be asked to submit one 3rd year/final year clinical placement report – any placement from your 3rd/final year (NOT all placements for one subject/topic). If you are unable to provide the document requested you should provide an explanation on the application form as to why and then upload the nearest matching document.

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 careers website](#) 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 you 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 seeking referees who have observed and can comment on your abilities as a midwifery student—not as an Enrolled Nurse/AIM/RN. Please refer to Question 7 for more information about Referees.

22. 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.

23. 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 3 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.

24. 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. Please ensure your CV/Resume does not have any unexplained gaps of 6 months or more from when RM studies were completed in Australia or overseas
- > 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

- > Where relevant, ensure you have a Statement of Service reflecting any hours worked as a Registered Midwife
- > Have a copy of one 3rd year/final year clinical placement report – any placement from your 3rd/final year (NOT all placements for one subject/topic).(if you have more than one report available you can select which report to upload)
- > Identify 3 referees who are experienced Midwives who have directly observed your clinical practice as a student midwife/midwife. If you have placements between now and when applications are open – this would be an excellent opportunity to identify relevant referees (refer to Q7 for more information about 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 it auto selects for you to receive SMS notification when an email is sent to you – you are encouraged to retain 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 as you cannot update or change details once your application has been submitted.
- > If you require further clarification check the SA Health careers website (FAQs) and utilise the online enquiry facility healthjobs@sa.gov.au and state **TPPP REGISTERED MIDWIFE ENQUIRY** in the subject line.

The Process

25. 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 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. Referee responses
2. Grade Point Average/Academic results
3. Responses to 3 mandatory professional questions
4. One 3rd year/final year clinical placement report as a student midwife

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 2018. 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:

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

26. 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 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.

27. I have been employed in a nursing/AIM 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.

28. Do you hold interviews?

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

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

Provisional offers will be made in November 2018 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 the offer you will not be offered another TPPP position with SA Health in 2019.**

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 to candidates next in the rank until all positions are filled.

30. 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 Department of Human Services (DHS) 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.

31. 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 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 (NMBA) 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 Midwife with AHPRA prior to the date of commencement with SA Health will have **the offer of employment withdrawn**.

32. 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 2018. Approximately 2 – 3 weeks later the relevant health units will make some additional offers to candidates next in the rank 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.**

33. 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 location preferences 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 from SA Health.

34. 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

35. How will I receive my provisional 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 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.

36. 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.

37. If I receive an offer but am unable to respond by the due date indicated in the provisional offer, 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.

38. 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.

39. 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.

40. 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 approximately 4 weeks before your commencement date, however if there is a delay please contact the health unit directly.

41. 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.

42. 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.

43. 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, night shifts 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.

44. 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.

45. If I am unsuccessful in obtaining a position for 2019, will I need to reapply at any stage?

Not for the 2019 programs, however if you are still interested in a TPPP and you meet the eligibility criteria you may wish to reapply for the 2020 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 the [SA Health careers website](#).

Got a question we haven't answered here?

Please go to the [SA Health Careers website](#) and click on the **Registered Midwives TPPP** web button for more information.

If we haven't answered your question please send an email to healthjobs@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.