Victorian South West Collaborative Graduate Nurse Program

Student Information Package
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1. WELCOME

Thank you for considering the Victorian South West Collaborative Graduate Program for your graduate year.

We consider clinical support to be of the greatest importance to Graduate Nurses. This includes orientation time and a preceptor in each rotation, extensive clinical educator contact, and a supportive environment within the three hospitals.

There are excellent opportunities after the Graduate Nurse program for you to develop your career; be it generalist, or speciality areas, and/or pursue further studies. We welcome your interest, and look forward to your application.

Kind regards

<table>
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2. OVERVIEW OF THE COLLABORATIVE GRADUATE PROGRAM

- The Collaborative program was initiated by the Department of Health to increase the number of graduate nurse positions available in Victoria for newly graduated nurses.
- The concept of this collaborative program is for three health facilities to provide a combined program, where the graduate will gain experience in areas that the traditional graduate programs cannot provide.
- Portland District Health working together with Moyne Health (Port Fairy) and Western District Health Service (Hamilton Base Hospital) to provide a program with a strong focus on rural inpatient, aged and community nursing care.
- The nurse graduate practices health care provision through the trajectory of illness, including primary/preventative health care, acute inpatient care, and care in the patient’s own environment.
- The graduate receives clinical support and participates in formal study days, incorporating topics to enhance both clinical and professional development.

The program consists of three (3), four (4) month rotations.

Significant Aspects of the Collaborative Program

- Individualised attention and support where needed
- Orientation time where you work together with your Preceptor
- Extensive teaching and support by a Clinical Nurse Educator or experienced staff member on every unit and workplace
- Five paid graduate study days
- Extensive in-service programs across all three sites
- Opportunity to develop clinical leadership skills, where appropriate in a supportive environment
- Performance appraisals to provide you with feedback, to document your progress and develop objectives
- Salary packaging available
- Positions are full time
- Exposure to Aboriginal Community Health and Care Co-ordination
- Excellent employment prospects at the end of the program
- Significant career opportunities
Excellent opportunities to take on postgraduate studies

Celebration and presentation of Graduate Nurse Program Certificate on completion of the program

Philosophy

- Newly qualified Registered Nurses need exposure to a carefully planned and integrated educational program designed to consolidate nursing skills, increase professional awareness, and develop clinical leadership skills, under the supervision and guidance of experienced and competent nurses.
- Support and education will enhance the transition from a novice graduate to a confident beginner practitioner and should result in increased job satisfaction, professional development and improved outcomes for clientele.
- The nurse will further develop, accept and value the concept of lifelong learning.

Aims

- To facilitate the transition from beginning practitioner to a competent registered nurse through supportive learning in a safe environment.
- To reinforce learned basic skills and increase awareness of current technological developments.
- To identify individual learning needs and develop appropriate learning experiences to meet these needs.
- To enhance desirable ethical and professional attitudes.
- To foster participants awareness to the principles of adult learning.
- To have the graduates practice using best practice guidelines outlined in industry standards.
- To provide a program that will assist the graduate to consolidate and develop practical skills and theoretical knowledge.
- To provide a supportive learning environment.

The Victorian South West Collaborative Graduate Program is designed specifically for new graduate nurses to develop knowledge and skills to work across a variety of sites in a regional and rural setting.
3. INFORMATION ABOUT THE GRADUATE NURSE PROGRAM

Starting Dates and Size of Intake

- Victorian South West Collaborative Graduate Nurse Program:
  - Three graduates will commence in January/February 2015

Rotations

- There are three (3), four (4) month rotations in the Victorian South West Collaborative Graduate Nurse Program, across three different health services.
- The health services are Portland District Health, (Portland Hospital) Moyne Health Service (Port Fairy Hospital) and Western District Health Service (Hamilton Base Hospital).
- The four months at Portland Hospital will be in the acute setting with one week observation at Dhauwurd-Wurrung Elderly & Community Health (DWECH).
- The four months at Port Fairy will be in the Aged Care Setting and District Nursing Service.
- The four months at Hamilton Base Hospital will be in the acute setting with one week observation in Care Coordination.

Clinical Support

Supernumerary Time

- During this time the graduate works the patient load with their Preceptor, while becoming orientated to their new workplace. Supernumerary time varies at each location at the beginning of each rotation.

Clinical Nurse Educators

- Clinical Nurse Educators are available at all three sites to provide support and teaching.

Preceptorship

- Graduates are allocated one or two experienced Preceptor(s) at the beginning of each rotation. This will enable the graduate to develop knowledge and skills in a safe and supportive environment.
- Support is also provided through experienced Registered Nurses (R.N.’s) who are willing to answer graduates questions and assist in their development.
Employee Assistance Program

- The Employee Assistance Program (EAP) is a professional, free, confidential advice service that can assist staff in dealing with a wide range of personal and/or workplace issues.

Remuneration

- All Graduate Nurses are employed according to the Nurses (Victorian Public Health Sector) Multiple Business Agreement.

Work Hours

- The Collaborative Graduate Program is full time.

The Contract

- The Collaborative Graduate position will be a fixed-term contract for one year. Each hospital will employ one Graduate and be responsible for the Graduate as they rotate to the other health services.

Accrued Day Off (ADO)

- Graduates accrue four (4) ADO hours each fortnight. This results in accruing enough hours during a month to have one extra paid day off per roster.

Annual Leave

- The graduate will accrue six weeks of annual leave during the year. The annual leave will be set prior to commencing the program.

Salary Packaging

- Salary packaging is a way of restructuring your income to make the most of your pre-tax salary. You are able to nominate what pre-tax income is taken out of your salary to pay for items such as mortgage, rent or personal loan payments, private health insurance, utility bills (and many other options).
- Tax will apply on the remainder of the earnings only.
- Further discussion on this option will be held during hospital orientation if the hospital participates in such a program.

Study Days

- There are five study days throughout the year that you are paid to attend. The topics for the study days have input by all three health services.
Assessment

- Each Graduate Nurse is assessed both at a clinical and theoretical level.
- A performance appraisal will be completed at the end of each rotation by the Nurse Unit Manager in conjunction with the Clinical Nurse Educator and Preceptor.
- The successful completion of mandatory and core competencies outlined by each Health Service (some of which are transferable).

4. YOUR APPLICATION AND OUR RECRUITMENT PROCESS

- We are looking for graduates who are committed and willing to:
  - provide high quality patient care
  - enjoy working within a team
  - communicate well with patients and other staff
  - Ask questions, learn from feedback and are keen to learn and expand their knowledge base.
  - Have a current driving licence
  - Undertake Police and working with Children checks

PLEASE NOTE THAT WE READ ALL APPLICATIONS - APPLICATIONS ARE BY MAIL ONLY

- All eligible third year nursing students who wish to apply for a position in a Victorian Graduate Nurse Program, are eligible to apply through the Postgraduate Medical Council of Victoria (PMCV) Computer Match process.
- PMCV can be contacted on (03) 9419 1217 or via email at pmcv@pmcv.com.au to discuss this process.
- The computer match process allows students to apply to only 4 Victorian hospitals. Prospective graduates must also apply directly to each of the 4 individual hospitals they have nominated. You will need to go to the PMCV website www.pmcv.com.au hospital directory section and lodge a “Candidates Priority List”.
- You must separately apply to your four (4) preferred hospitals, (the Collaborative Program is treated as a separate hospital) sending in the required information outlined in their summaries in the hospital directory.
- Closing dates will vary.
- An application to any of the individual participating hospitals does not cover you for the Collaborative Graduate Program you would need to apply to both via the computer match system, and individual application to both.
Stage 1 of the recruitment process

Application Process for the Collaborative Graduate Program

Please submit by post your:

a) Letter of application:
   - detailing why you are interested in this program

b) Resume:
   - Place your contact details at the head of the first page, including email address.
   - Ensure your telephone number enables the caller to contact you or leave a message

c) Academic transcript:
   - We will ask you for your most up-to-date academic transcript when you are invited to interview.

d) Copies of your last three clinical placement records:
   - If the title of the placement is not self-explanatory, then explain what type of placement it was. Third year reports are definitely preferred.

e) Names of three (3) referees:
   - At least one of your referees should be a manager from your workplace.
   - At least one of your referees should be a clinical nurse educator or preceptor from your placement.
   - Ensure you have your referee’s permission
   - Your referee will need to be available to be contacted throughout August and September.

Enquiries for the Collaborative Graduate Program to:

- **Lauren Newman/ Education Manager**
  Portland District Health
  03 5521 0616
  Email: LNewman.pdh@swarh.vic.gov.au

- **Chris McGennisken/ Nurse Education Co-ordinator**
  Western District Health Service/Hamilton Base Hospital
  03 555 18266
  Email: Chris.mcgennisken@wdhs.net

- **Johanna Keane/ Nurse Educator (part-time)**
  Moyne Health Services/ Port Fairy Hospital
  03 5568 0150
  Email: jkeane@moynehealth.vic.gov.au
Address your application to:

- Victorian South West Collaborative Graduate Nurse Program Facilitator
  
  C/O Staff Development Office
  
  Portland District Health
  
  Bentinck Street
  
  Portland  Victoria 3305

Stage 2 of the recruitment process

- If you reach stage two of our selection process you will be invited to attend an interview.

The Interview

- The interviews will be conducted during August and September in Portland. Your interview will take about 30 minutes. The interview panel will consist of the following people:

- Graduate Nurse Program Co-ordinators from Portland District Health, Moyne Health (Port Fairy) and Western District Health Service (Hamilton Base Hospital).

Stage 3

Notification of Appointment

- Computer match results will be released in October to hospitals/health services. If you are successfully matched to the Victorian South West Collaborative Graduate Program you will be contacted by phone within 3 business days.

5. EMPLOYMENT OPPORTUNITIES AFTER THE GRADUATE YEAR

- Whilst ongoing employment in a specific area cannot be guaranteed after the Graduate Program is completed, employment opportunities across all three hospitals are very good.

- In September/October Graduate Nurses are invited to nominate if they are interested in ongoing employment at their hospital of employment. The graduate can apply for employment at any of the three hospitals if positions become available.
6. SERVICES

Accommodation

- Limited accommodation options are available at the different Hospitals.
- Greater Green Triangle – University Department of Rural Health, offers accommodation and other support to assist students on clinical placement in the Greater Green Triangle regions. Their website is: www.greaterhealth.org/students/ or phone 03 5551-8840.
- Elizabeth Munro at Portland Hospital might be able to assist, please contact her at: Elizabeth Munro / Graduate & Student Facilitator, Portland District Health, (03) 55210627 - Email: EMunro.pdh@swarh.vic.gov.au
- Julie Morice at Hamilton Hospital might be able to assist with short-term accommodation options (up to 3 months), please contact her at: Julie Morice, Executive Support Officer, Nursing Administration 03) 55518324 or email: Julie.morice@wdhs.net

Car Parking

- Car parking in on-site and free.
7. WHERE YOU WILL FIND US
# 8. FURTHER INFORMATION

## Contact Numbers

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<tr>
<th>Western District Health Service</th>
<th>Email address</th>
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<tr>
<td>Hamilton Base Hospital</td>
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<tr>
<td><strong>Chris McGennisken</strong></td>
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<td>• Education Manager</td>
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<td>Port Fairy Hospital</td>
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<td>• Director of Nursing</td>
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