



TRANSITION TO PRACTICE PROGRAM

ENROLLED NURSE APPLICATION GUIDE



The 12-month Transition to Practice Program (TPPP) is a well-established and highly successful program that focuses on every facet of the graduate experience to provide a high level of clinical and professional support, care, feedback, and guidance during the transition from student to Enrolled Nurse. We provide you with a rewarding graduate year as you build upon your knowledge and skills and establish yourselves as professional Enrolled Nurses.

AIMS

The Enrolled Nurse Transition to Practice Program aims to provide a structure framework to support the graduate nurse with the transition into the nursing workforce. The program assists the graduate nurse to consolidate their professional practice (as outlined in the Nursing and Midwifery Board of Australia Standards for Practice: Enrolled Nurse, 2015), as well as support the graduate nurse to development their clinical skills and knowledge with experience in two clinical areas.



COMPONENTS OF OUR PROGRAM INCLUDE:

- Diverse clinical rotation opportunities across Canberra Health Services.
- Open Day showcasing the diversity of opportunities within Canberra Health Services for graduate nurses.
- Part time or full-time employment options.
- Permanent employment contracts.
- Comprehensive orientation program.
- Supernumerary days in each rotation.
- TTPP Coordinator and Clinical Development Nurses facilitate graduate nurse education and are dedicated to the wellbeing and success of graduates in the program.
- Graduate education sessions.
- Free access to comprehensive learning and development opportunities across Canberra Health Services.
- Best practice with graduate rostering to support your learning and development.
- Graduate Social Club.
- Employee Assistance Program.

A key feature of the success of the TTPP is a team of committed, enthusiastic and experienced Clinical Development Nurses (CDNs) who are rostered all year round to work exclusively with graduates. The CDN role is to provide you with hands on clinical support, clinical bedside education, regular feedback, support your professional and personal development and conduct competency assessments.

CLINICAL PLACEMENTS

Graduates will have the opportunity to work in two different clinical areas across Canberra Health Services and placement availability is dependent on organisational need.

GRADUATE INTAKES

Graduate intakes vary each year and are dependent on operational need. Typically, there are 2-3 intakes a year.

Please visit our website for start dates: www.health.act.gov.au/health-professionals/nursing-and-midwifery-office/transition-practice-programs

HOW DO I APPLY?

Applications open in June for a late 2021 or 2022 start.

All applications should be submitted electronically at www.health.act.gov.au/careers

As part of your application, you are required to create an individual profile and submit the following:

1. One page answer to selection criteria.
2. Curriculum Vitae including a current academic transcript (print off from CIT/TAFE website is acceptable).
3. Two written professional referee reports using the referee report template (1 professional and 1 clinical or 2 clinical is acceptable).
The application form will ask you to provide your personal details, name and contacts for your two referees as well as answering the selection criteria.

It is very important that you carefully complete all sections of the application as incomplete or late applications will not be considered.

All applications must be submitted online, and no paper copies will be accepted.

Only upload the documents we have requested. Please make sure that you have reduced the size of your documents for upload. Canberra Health Services employment portal has a 1MB size limit per application.

Please check our website for closing dates. You can download your referee report template from the TTPP website: www.health.act.gov.au/health-professionals/nursing-and-midwifery-office/transition-practice-programs

Canberra Health Services is an Equal Opportunity Employer. We are committed to the principles of merit-based selection, equity and diversity and procedural fairness in our recruitment process.

ELIGIBILITY/OTHER REQUIREMENTS:

1. Completed/will complete a Diploma of Nursing between December 2020 and June 2022.
2. Registered or eligible to register as an enrolled nurse with the Australian Health Practitioner Regulation Agency (AHPRA) prior to date of program commencement.
3. A Permanent Resident of Australia or an Australian Citizen, this includes New Zealand citizens.



SELECTION CRITERIA

To be considered for a position in Canberra Health Services you are required to submit one page addressing the stated criteria so that your knowledge, skills, abilities and experience can be assessed. It is imperative that you complete and submit the selection criteria as failure to do this will result in your application not being considered. It is recommended that you use dot points to answer the selection criteria and the STAR method to write your example for each criterion.

TIPS FOR WRITING YOUR SELECTION CRITERIA

The selection criteria should provide evidence that you understand the question and examples of your knowledge, skills, abilities, and attributes. You may like to use the STAR system to provide evidence that your knowledge, skills, or abilities meet the selection criteria. The STAR system stands for Situation, Task, Action, and Result. It allows you to provide an example of a situation where You have been able to demonstrate your abilities and knowledge along with the actions that you performed and the outcome of your actions. Compare these two responses to the same selection criteria: Demonstrated ability to communicate well with patients and colleagues.

Example 1:

"I believe I have good communications skills. I always communicate well with patients and colleagues. In the past I have received good feedback about my written and oral communication and feel I can meet this requirement."

Example 2:

"I have developed my verbal and written communication skills over the past three years during my clinical placements. As a student nurse, I identified my patient with a bowel obstruction was unclear regarding his diagnosis and plan of care. I also noted that his family were anxious. I carefully listened and clarified the patient and family concerns. I provided reassurance and contacted the social worker to provide support. I documented in the patient notes, sought advice from the Team Leader and provided a patient information brochure. I then accompanied the Team Leader to see the patient where she provided explanation for the nursing care he was receiving. Being present when the doctors did their rounds, I was able to act as an advocate to ensure the patient and family fully understood the diagnosis and treatment plan. The patient and family then thanked me stating they felt reassured".

The difference between the two examples is that by using the STAR approach the reader is given more evidence about how often the work is carried out and the positive outcomes of their work.

HINTS WHEN ANSWERING THE SELECTION CRITERIA

- Avoid broad sweeping statements.
- Provide strong evidence – recent, relevant, appropriate complexity.
- Use short, direct active sentences or dot points.
- Restrict your use of belief statements – do not use "I feel, think, believe, wish".

RECOMMENDED RESOURCE:

Villiers A. (2011) *How to Write and Talk to Selection Criteria – Improving your chances of winning a job. Fifth Edition* Mental Nutrition Australia.

INTERVIEWS

Interviews will be conducted from September. The interview panel will consist of experienced and friendly Registered Nurses from Canberra Health Services. It is anticipated the interview will last approximately thirty minutes.

APPLICATION CHECKLIST

	Curriculum Vitae attached
	CIT/TAFE transcript attached (non-official is acceptable, requires name and student ID)
	Read and acknowledged Duty Statement of a Enrolled Nurse (included in advertisement)
	Selection criteria – 4 criteria (no more than 1 page, Arial 10 font, single spacing, attached)
	Australian citizen/permanent resident
	Two written referee reports using the Canberra Health Services TTPP 2021 referee template. 1 x clinical and 1 x paid employment or 2 x clinical. Referee Reports must be Current, that is you must have worked with in the Referee in the last 6-9 months
	Completed all sections of the application form and acknowledge the information provided is true and correct

EMPLOYEE BENEFITS

There is a suite of employee benefits which derive from the Canberra Health Services Transition to Practice Program, including:

- 7-week annual leave plus paid Accrued Day Off (ADO) per month for full time employees (on a rotating roster).
- Salary Packaging.
- Employee email account.
- Access to a large comprehensive library with access to biomedical data bases via the internet, available in your home.
- Free secure car parking.
- Access to free continuing education each year through Staff Development Unit - Workforce Capability.

DUTY STATEMENT

1. Provides competent and safe patient care within an ethical, professional and quality framework and practices in accordance with the relevant legislation. Integrates organisational policy and guidelines with professional standards.
2. Adheres to the scope of practice of an Enrolled Nurse Level 1. Aware of differences in accountability and responsibility between RN and EN and undertakes role according to the appropriate standard.
3. Considers and advocates for the rights of individuals and/or groups for nursing care, within the organisational and management structure.
4. Is responsible for completing all professional development requirements and demonstrating competence as a beginning enrolled nurse, within the Transition to Practice Program, and in the required timeframes.
5. Practices in a way that acknowledges the dignity, culture, values, beliefs and rights of individuals and/or groups. Adhere to safe practice and relevant legislation.

TESTIMONIALS

On completion of the TTPP, more than 95% of graduates elect to stay within Canberra Health Services. The TTPP has been whole-heartedly endorsed by those who have completed it:

“My expectations of the Enrolled Nurse Transition to Practice Program were availing support when needed and I am extremely happy with the support provided from day one till date. Thank you from the bottom of my heart”.

“The most rewarding aspects of the graduate year was the two rotations where I learned lots of mixed skills.....”.

“I learned a lot within a year. All the debriefs I attended were relevant to my scope of practice, ward education I received as I had the opportunity to learn what nursing is in every aspects of ward. Thank you once again”.

“100% of participants indicated that they would recommend the EN Transition to Practice Program to other”.

AFTER THE PROGRAM

Canberra Health Services is committed to the ongoing learning and development of nursing staff. We have strong associations with the University of Canberra and Australian Catholic University if you wish to go on to complete a Bachelor of Nursing. Canberra Health Services supports nurses with post graduate study through a generous scholarship scheme.

FAQS

How many intakes are there each year?

Program intake dates vary each year and are dependent on organisational need. However, intake usually occur in February and August of each year.

How many Enrolled Nurse positions are

offered? This can vary each year and with each intake and is in accordance with organisational need.

Are you able to do the Enrolled Nurse Transition to Practice Program part-time?

Yes, you can work part time. Canberra Health Services is a family friendly organisation and supports work life balance. The minimum number of shifts you must work is seven per fortnight to complete the program in one year.

Do you provide an orientation program as part of the Enrolled Nurse Transition to Practice Program?

Yes. Canberra Health Services provides an orientation program including an Enrolled Nurse Transition to Practice Program introductory workshop.

Do you have supernumerary time during my clinical placements?

Yes, you are allocated supernumerary shifts.

How many clinical rotations are there in the Enrolled Nurse Transition to Practice Program?

There are two clinical rotations (2 x 6 months). These clinical rotations are selected based on ward availability, organisational need, and clinical requests.

What kind of professional development is available as part of the Enrolled Nurse Transition to Practice Program? The program has scheduled fortnightly Clinical Education and Debrief sessions, second monthly EN Professional Development Modules and an annual EN Forum. In addition to these you have free access to continuing education through ward in-services, e-learning, and courses through the Staff Development Unit.

What clinical support is provided to me during my transitional year? Clinical Development Nurses (CDNs) work with the Enrolled Nurse Transition to Practice Program to provide clinical support, education, feedback, and assessments. Most clinical areas also have a specialised CDN available to assist staff working in that area.

How do I apply? Canberra Health Services invites applications from Enrolled Nurses for its Transition to Practice Program. Jobs will be advertised on the website through the employment section. Applicants must apply online.

FURTHER ASSISTANCE

If you require any further information or assistance regarding the application process and interview, please contact:

Canberra Health Services, Enrolled Nurse Transition to Practice Program Coordinator
Staff Development Unit

Phone: (02) 5124 3382 or (02) 5124 3360

Email: Staff.Development@act.gov.au

If you require technical assistance to upload your application to Canberra Health Services employment site, please contact the **E-recruitment Helpdesk** on (02) 6207 1450.

Accessibility

If you have difficulty reading a standard printed document and would like an alternative format, please phone 13 22 81.



If English is not your first language and you need the Translating and Interpreting Service (TIS), please call 13 14 50.

For further accessibility information, visit:
www.health.act.gov.au/accessibility

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