

2020 Transition to Professional Practice Program for Registered Midwives

Frequently Asked Questions and Answers (FAQs)

Welcome to SA Health's 2020 Transition to Professional Practice Program (TPPP) for Registered Midwives.

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 2020?

There will be a number of places available across SA Health in the 2020 TPPP; however this will be confirmed when offers are made, as the number of positions available may subject to change depending on service and operational needs. The 2020 TPPP 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 *2020 TPPP for Registered Midwives* button for general information and further details about TPPP in the Local Health Networks.

You are also encouraged to 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.

3. Who is eligible to participate on a TPPP?

The TPPP is designed to support you as a new graduate in your transition as a newly qualified Registered Midwife into the clinical workforce. To be eligible to apply for a TPPP in 2020, you must, at the time of application, meet all of the following core eligibility criteria:

- > not have more than 912 hours (6 months' full-time equivalent) of paid experience as a Registered Midwife in any health setting and in any country*;
- > completed Midwifery studies;
- > not have completed more than 6 months of a graduate Midwifery program previously in any setting or in any country; and
- > not be applying during the 'employment exclusion period' after taking a Targeted Voluntary Separation Package (TVSP) from the SA Government

* Applicants who have had any paid employment as a Registered Midwife, or have commenced a graduate Midwifery program must upload evidence of hours worked in the form of a Statement of Service – failure to do so may impact on your eligibility. Refer to Question 7 for details of the evidence required.

Combined RN/RM TPPP

If you are applying for the Combined RN/RM TPPP in the Country regions, you are required to meet all of the following requirements (in addition to the core eligibility criteria above) at the time of application:

- > have less than 12 months' (full time equivalent) experience as a Registered Nurse in any health setting; and
- > have not previously completed a TPPP in Nursing

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

Yes. SA Health consistently receives more applications than positions available and it has been necessary to apply priorities for appointment to the positions. Applicants are required to provide certified copies of documents as proof of identity when applying for a TPPP. Evidence provided must be based on your priority group selection at the time of application.

Successful applicants will be assessed on a merit basis in order of priority. To find out more about the type of documents required to support your priority group selection, please refer to the SA Health Priorities for Appointment document.

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 permanent residents, Australian Citizens or NZ citizens).

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. An application link will be available on the 2020 TPPP RM webpage when applications open at 9.00am on Monday, 19 August 2019. 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 to upload:

- > **A current resume/curriculum vitae (CV)** that states, in a chronological order, your:
 - Full employment history;
 - Academic qualifications; and
 - The full dates and location of all clinical placements undertaken as a Midwifery student; and
- > **Statutory Declaration** for any gaps of employment of 6 months or more from when Midwifery studies were completed in Australia or overseas. If your CV has any gaps of employment of 6 months or more, and you have not worked during such period(s), you will need to provide a Statutory Declaration outlining your employment situation at the time, specifically about any Midwifery employment. You are not required to provide a Statutory Declaration for the period which you were undertaking studies. The Statutory Declaration

must be signed by an authorised statutory declaration witness (e.g., Justice of the Peace).

- > **Certified evidence of change of name, where relevant.** Please note this can only be one document, so if you have multiple documents (e.g., marriage certificate, divorce certificate, change of name by deed poll etc.) you need to save it as one file and then upload the document.
- > **Certified copy of a proof of identification to support the priority group that is applicable to you at the time of application.** The evidence provided will depend on which priority group you select. Please refer to the SA Health Priorities for Appointment document to find out what documents will be accepted for each priority group. If you fail to upload the evidence required, you may be placed in a different priority group.
- > **Statement of Service for any prior employment or graduate midwifery program undertaken as a RM.** 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), or if you have commenced a graduate Midwifery program, you are required to provide evidence of hours worked via a Statement of Service from each employer. The Statement of Service must contain the following:
 - Letterhead of the employing organisation
 - Your full name
 - Classification and position title
 - Commencement date
 - Expected completion date (if applicable, e.g., graduate Midwifery program)
 - Number of hours worked as a RM
 - 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 a TPPP.

- > **Academic Transcript** – evidence of your most recent Grade Point Average (GPA). You will need to upload a copy of your most recent Academic Transcript which includes the University name, student name and details, academic results (subjects and results) and specifically, Midwifery 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. If you fail to upload a document with all required details, in particular your Midwifery GPA, it may impact on your overall score. Please note if you have completed your studies you need to upload a certified copy of your final academic transcript that includes your most recent GPA.
- > **One clinical placement report from a third year/final year clinical placement undertaken as a student midwife** – not all placements for one subject/topic. Refer to Questions 15 and 16 for details of what to submit.

- > **Referee details:** Referees will be contacted via email so please ensure you provide up to date details of relevant referees (specifically an accurate email address). Please ensure that you have their permission and, to the best of their knowledge, they will have access to emails to complete a referee report in September 2019. If you do not provide the specific details requested in the application, it may impact on your overall score.

Referees must meet the following requirements:

- Where possible, please nominate three experienced Registered Midwives who have worked with/directly supervised your clinical practice and can comment on your clinical performance. Please list referees in order of priority contact i.e. 1, 2, 3.
 - Referees who have observed clinical performance could be a supervising Registered Midwife from your recent clinical placements/employment, or a clinical facilitator.
 - Referees must have observed your clinical practice as a Midwife no more than two years ago.
 - Each referee must have at least two years' experience as a Registered Midwife.
 - 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. Any response from a referee who is not a Registered Midwife will not be considered.
 - There is no conflict of interest between you and the referee.
 - If you are applying for the combined RM/RN TPPP, you are still required to nominate a clinical referee who have worked with/directly supervised your clinical practice and can comment on your clinical performance as a Registered Midwife/Midwifery student only.
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- > **Submit answers to three professional questions** – drawing on your own clinical experiences as a Midwifery student or a Registered Midwife.

Please note if you are applying for the combined RM/RN TPPP, you are still required to answer the questions in your capacity as a Midwifery student or a Registered Midwife only. Failure to do so (e.g., answering questions in the capacity of a Registered Nurse instead of a Midwife) will impact on your overall score.
 - > 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 (issued less than three years ago). You do not have to have the criminal history checks at the time of applying; however if you indicate that you have these screening checks, you will be asked to provide details (e.g., reference number and date issued). If you are successful in receiving a provisional offer, it will be conditional upon your meeting these requirements and ensuring that your criminal history checks are up to date.

8. What are applications assessed on?

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

- > Referee responses (returned electronic responses)

- > Grade Point Average (must be clearly printed on the Academic transcript)
- > Response to three mandatory professional questions
- > One Clinical Placement Report from a third year/final year clinical placement undertaken as a midwifery student

9. When can I submit my application?

The online application form will be available from 9:00am on Monday, 19 August 2019. Please note if you are due to complete your studies by February 2020, you are still eligible and required to apply by the closing date. You will be asked questions about your study completion date in the online application form.

10. When do applications close?

Applications for the 2019 SA Health TPPP for Registered Midwives will close at 5.00pm on Monday 9 September, 2019.

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. Please make allowances for time zones.

Late applications will not be accepted.

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

You will be able to select up to four location preferences would prefer to work in.

In the application process you will be asked to select a number of preferred 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 of location preferences you listed.

Within the application forms some LHN's will request additional information about your location preferences e.g., Country will have Regions and also specific hospitals; some specialty areas will have specific start dates. Whilst this does not affect your chances in receiving a provisional offer, it can assist LHNs in assessing allocations based on start dates for specific specialty areas. Therefore, it is important that you give due consideration to your location preferences and availability to start date. Please note successful candidates will only receive one offer from SA Health.

12. 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?

You are not required to provide a certified copy of your academic transcript at the application stage. If you are successful in receiving an offer for a TPPP position, you will be required to submit a certified copy of your official academic transcript prior to your commencement.

During the application stage, you will 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.

13. What does a 'certified copy of academic transcript' mean?

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

14. 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 and 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 (and if possible the point system) in your document to enable it to be calculated. You will also 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.

15. Do I need to submit my entire third/final year clinical placement report or just part of it?

SA Health is seeking one full third year/final year clinical placement report – any placement from your third/final year, which can be from any one area, inclusive of Special Care Nursery (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:

- > Attendance sheet
- > Scores/assessment against the ACMI competencies
- > Objectives page
- > Shift reports/comments from Registered Midwives (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

If a document is part of a clinical placement report, then it needs to be included so that no pages are missing. If you are unsure whether to include a document or not, it is recommended that you include it and SA Health will review if it is relevant.

16. 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 on 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.

If you are unable to provide the document requested you should provide an explanation in the application form as to why and then upload your most recent clinical placement report.

17. 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 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 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.

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

No. You will not be able to change or upload additional documents once you have submitted your application. Candidates have a three-week period to complete the online application form. You are encouraged to check all information in your online application to ensure all documents uploaded are correct and legible. There will be guidelines in the application form about how to upload and how to check your documents.

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

No. Once you have submitted your application, you will not be able to change your location preferences. 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.

20. 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 AIM/Enrolled Nurse/RN. Please refer to Question 7 for more information about referee requirements.

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 after the applications closing date, do I move to SA Health's Priority Group 2?

No, your application will not be moved to Priority Group 2. All applications are assessed based on the information and documents provided at the time of application only.

24. Am I required to fulfil immunisation requirements during the application stage?

Yes. As a condition of employment, you will be required to provide confirmation of immune status to be considered for employment in Health Care Worker positions within SA Health. To be considered for a TPPP RM position, you will be required to meet immunisation requirements for a risk Category A (involving direct contact with blood or body substances) position.

25. What documents do I need to provide to confirm my immune status?

If you are currently employed by SA Health and have been assessed for your immune status for a risk Category A position, you can attach your HR21 Health Assessment Record as confirmation of your immune status.

If you are not currently employed by SA Health, you will need to complete the [Prospective SA Health employees \(Pre-employment\) – HCW Immunisation Screening Form and Certificate of Compliance](#) and attach it to your application.

Page 8 of the form can be left blank, as it will need to be completed by a Worker Health Nurse if your application progresses. Page 9 of the form must be completed by your General Practitioner/immunisation provider to confirm your immune status.

Whilst helpful, it is not mandatory to provide documented evidence of your immune status (e.g., vaccination records, serology reports etc.) at the time of application; however if you are successful in receiving an offer, you will be required to provide evidence of your immune status as part of the pre-employment process.

The Selection Process

26. 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 RM-1 Role Description (available on the website). Applications will be assessed and scored and then ranked from highest to lowest.

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

Candidates who were born in Australia on or after 20 August 1986, and whose parents were born overseas are required to provide evidence of citizenship based on individual circumstances. Please refer to [Department of Home Affairs website](#) for information on the type of evidence you are required to provide as a proof of your citizenship.

27. If I apply to SA Health how will it be determined which site will I be completing my TPPP at?

Through the application process you will be asked to indicate your location preferences. You will be asked to choose three 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 from SA Health you will not be offered another TPPP position for 2020.

28. 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 selection criteria.

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

29. 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.

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

Provisional offers will be made in November 2019 and successful candidates will have a specified timeframe to accept this offer – if you do not accept within the required timeframe the offer will be withdrawn. If you wish to decline the offer, please advise the hiring manager accordingly so the position can be offered to the next candidate.

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.

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

Yes, but not at the application stage. If you are successful in receiving a provisional offer, it will be conditional upon your verification of registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Midwife and completion of satisfactory pre-employment checks, including Department of Human Services (DHS) Criminal History Check/National Police Certificate, health assessment and immunisation. Failure to fulfil pre-employment requirements prior to commencement will result in withdrawal of the offer.

Note: DHS is formerly known as the Department for Communities and Social Inclusion (DCSI).

32. What is the process for registering with AHPRA?

Candidates will require registration with the Nursing and Midwifery Board of Australia prior to commencement of employment. Application for registration can be done online, four to six weeks prior to completing a course of study. More information about the online application for the registration process is available on the [AHPRA Graduate Applications website](#).

The Nursing and Midwifery Board of Australia (NMBA) requires all applicants for initial registration to demonstrate **English language skills** to be suitable for registration. If English language testing is required, candidates with this requirement are strongly encouraged to complete this as soon as practicable. The delay in your meeting this requirement may result in an overall delay in the processing of your application for registration. Please refer to the [English Language Skills Registration Standard](#) for further details.

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.

33. 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 2019. 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 process. If you are made an offer you need to give it serious consideration, as this will be the only TPPP offer you will receive for 2020.

34. 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, as SA Health will only make one offer to successful applicants.

35. 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 for 2020.

The Outcome

36. How will I receive my provisional offer?

All provisional offers will be made via email and you will need to accept or decline online, in accordance with the instructions provided 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 check your emails so you do not miss any information.

37. Do I notify you if I am declining an offer?

Yes. You will need to notify the TPPP Coordinator if you are declining an offer. 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.

38. 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. You will not be made any further offers by SA Health.

39. 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.

40. 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.

41. 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.

42. 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 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, immunisation etc.) on your return to Australia.

If you do not satisfy all pre-employment conditions two weeks prior to commencement, the offer may be withdrawn.

43. 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.

44. 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 regions offer both full and part time positions depending on the location. Refer to the site specific information on the website for further details.


45. 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). The duration of the 12 month contract will not be extended by any period of leave without pay. Candidates who are offered a position and then accept a 12-month temporary contract of employment are expected to honour that contract. Candidates who do not complete the full 12-month contract will be deemed to not have successfully completed the Program, and will not receive a certificate of completion.

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.

46. If I am unsuccessful in obtaining a position for 2020, will I need to reapply at any stage?

If you have been 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 2020 for the 2021 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?

If you have a question not answered here, please submit your question via the online enquiry link: healthjobs@sa.gov.au and insert TPPP REGISTERED MIDWIFE QUERY in the subject line.

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