

## 2020 Transition to Professional Practice Program for Registered Nurses

### Frequently Asked Questions (FAQs) and Answers

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

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 2020; 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 SA Health Transition to Professional Practice Program for 2020 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 Nurses* 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 specifically designed to support you as a new graduate in your transition as a newly qualified Registered Nurse into the clinical workforce. To be eligible to apply for the 2020 TPPP RN, you must, at the time of application, meet all of the following criteria:

- > not have completed more than 456 hours (3 months' full time equivalent) of paid experience as a Registered Nurse in any setting and in any country\*
- > not have completed more than 3 months of a graduate Nursing program (or equivalent) previously in any setting and in any country\*
- > have completed or, due to complete, all tertiary Nursing studies between 1 July 2018 and 29 February 2020; **or** have completed tertiary Nursing studies after 30 June 2018 and is eligible for registration as a Registered Nurse with AHPRA for the first time
- > Not be applying during the 'employment exclusion period' after taking a Targeted Voluntary Separation Package (TVSP) from the SA Government

\* Applicants who have any paid employment as a Registered Nurse, or have commenced a graduate Nursing 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.

#### 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).

#### 6. How much will I be paid?

Registered Nurse employed on the TPPP will be paid in accordance with the *Nursing/Midwifery (South Australian Public Sector) Enterprise Agreement 2016* (and/or any successor). As at 1 October 2018, the salary rate for a Level 1 Registered Nurse ranges from \$64,531 (Year 1) to \$88,050 (Year 9) based on a full-time salary. Salary paid will be adjusted according to actual hours worked for part-time employees. In addition, penalty payments are paid for afternoon, night shifts and weekend work. Given the TPPP is for new graduates, all successful candidates will commence employment at the 1<sup>st</sup> increment level (Year 1).

## Applying for a TPPP

#### 7. 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 RN webpage when applications open at 9.00am on Monday 1 July 2019. You will need an email address and a password to commence an application. Once you have started your application you will be guided through the process – please read the detail in the online application form.

#### 8. 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 Nursing student
  
- > **Statutory Declaration** for any gaps of employment of 3 months or more from when Nursing studies were completed in Australia or overseas. If your CV has any gaps of employment of 3 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 Nursing employment. 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 to be uploaded 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** – If you have been employed as a Registered Nurse 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 nursing program, you are required to provide evidence of hours worked via a Statement of Service from each employer. The Statement of Service must contain all of the following:
  - Letterhead of the employing organisation
  - Your full name
  - Classification and position title
  - Commencement date
  - Expected completion date (if applicable e.g., graduate Nursing program)
  - Number of hours worked as a RN
  - 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. Note: 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's name, student name and details, academic results (subjects and results) and Nursing 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 – refer to Qs 15, 16 and 17 below. If you fail to upload a document with all required details, in particular your Nursing GPA, it may impact on your overall score. Please note if you have completed your studies you need to upload a copy of your final academic transcript that includes your most recent GPA.
- > **Two full clinical placement reports for Nursing only (other courses such as Bachelor of Health Sciences – Mental Health will not be accepted):**
  - one being the most recent, completed and finalised full clinical placement report (3rd year/final year), and
  - a second full clinical placement report which can be from 3rd year/final year or a 2nd year placement (you can choose which report to upload as the second report).
  - Where possible, each clinical placement must comprise a minimum period of two weeks or more.

**Note: Full report** means every page of the report; make sure no pages are missing (to be uploaded with application). If you are unable to provide one full 3<sup>rd</sup> year

placement report and another report (from 2<sup>nd</sup> or 3<sup>rd</sup> year) still complete the fields with relevant information and provide the most recent clinical placement report you have available and give an explanation in the free text box in the online application form. Each document file size can be up to 10MB – which is ample for any sized clinical placement reports. Uploads for large documents should be in DOC, DOCX or PDF format only (smaller documents can be uploaded in other formats – refer to the online application form).

- > **Referee details:** When completing your online application form, you will be asked to provide contact details, email and telephone of three clinical referees – referee information is mandatory. Referees must meet the following requirements:
  - Wherever possible, please nominate three experienced RNs who have worked with/supervised you as a registered nurse/nursing student during your clinical placement (or work where relevant) and can comment on your clinical performance
  - It is mandatory to provide contact details (email and telephone) of three referees
  - It is mandatory for you to nominate a minimum of two experienced RN referees who have worked with/observed you as a registered nurse/nursing student and can comment on your clinical performance
  - You are requested to list referees in order of priority contact i.e. 1, 2, 3
  - You may nominate a clinical facilitator as a referee, provided that the clinical facilitator has observed your clinical practice and can comment on your clinical performance
  - Each clinical referee must have at least 2 years' experience as a RN
  - Referees must have observed clinical practice no more than two years ago
  - Where possible, please nominate referees from your most clinical placements (or work, where relevant)
  - There is no conflict of interest between you and the referee

**Do not** nominate referees who have only observed you as an AIN/Enrolled Nurse or any other capacity - we are seeking comments on your ability as a nursing student/registered nurse. If you do not include all relevant details for 3 clinical referees it may impact on your overall score.

- > **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 before). 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. It is helpful if you can keep your criminal history checks up to date.

## 9. What are applications assessed on?

Applications will be subject to a merit-based selection process and assessed against predetermined criteria based on the RN-1 Role Description (available on the SA Health Careers website).

Applications will be assessed and scored in each of the following areas:

- > Two full Clinical Placement Reports (outlined above)
- > Grade Point Average (based on Academic transcript)
- > Referee responses (returned electronic responses)

## 10. When can I submit my application?

The online application form will be available from 9.00am on Monday 1 July, 2019.

Please note: if you are completing your studies by February 2020 you are eligible and required to apply by the closing date – questions will be asked in the online application form about when you will be completing your studies.

**11. When do applications close?**

Applications for the 2020 SA Health TPPP will close at 5.00pm on Monday 29 July 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.

**12. Do I get to choose the hospital I want?**

In the application process you will get 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 the applicant's 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. Please note 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.

**13. Will SA Health offer any special interest programs this year?**

We anticipate that some SA Health sites may be offering Special Interest Programs such as mental health, medical imaging, operating theatres, aged care, Prison Health and Drug and Alcohol Services SA. If you are interested in these programs, please refer to the site specific detail on the website and make sure you indicate your preferences and provide supporting comments in the application process.

**14. I am also a new Registered Midwife, can I apply for both the Registered Nurse TPPP and the combined Registered Nurse and Registered Midwife TPPP offered by Country Health SA?**

Yes. You will need to submit a separate application for each TPPP you are interested in. If you are a Registered Midwife and would like to apply for the combined RN/RM TPPP, you will need to apply via the Midwifery TPPP process – applications will open in August 2019. Please refer to the Midwifery TPPP webpage for more information.

**15. Will you accept late applications?**

No. Late applications will not be accepted. The application form will be available online for four weeks from 9.00am Monday 1 July 2019 until 5.00pm on Monday 29 July 2019, after that time you will not be able to apply. If you are interstate or overseas during the application period, you can log onto this site and apply but you must still apply prior to the closing date and time of 29 July 2019.

**16. If I am successful, when will I start?**

SA Health has a range of programs commencing between January 2020 and July 2020. Please refer to the site specific information on the website. In the online application form when you select your location preferences most of the LHNs will ask when you would be available to start. Please ensure you allow time to complete

your studies and be registered ready for commencement (e.g., if you nominate January to start and then you need to sit a supplementary exam and are not registered in time, the provisional offer will be withdrawn).

**17. 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 until such time as you are offered a position on the TPPP. You will however be asked to upload a copy of your most recent academic results – you must ensure that this document has your University name, your personal details (full name and student ID), academic results (subjects and results) and your most recent GPA for Nursing – if your document does not include all of these details your overall score may be affected. Please ask your university how to get this information.

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

**18. What does a ‘certified academic transcript’ mean?**

It means that a copy of your original document has been stamped and signed by either a Justice of the Peace or your University. If you are successful in receiving a provisional offer, this document will be required prior to your commencement.

**19. 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, grades (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.

**20. What clinical placement reports do I need to upload and do I need to submit my entire reports or just the relevant sections?**

You need to submit two entire clinical placement reports for Nursing only:

- the first one being your most recent 3<sup>rd</sup>/final year full, completed and finalised clinical placement report; and
- the second clinical placement report can be from either a 3<sup>rd</sup> or 2<sup>nd</sup> year placement – you can choose which report to upload (full report).
- each clinical placement must comprise more than a two-week period

Please ensure you upload the full reports including the grading criteria and the comments page, without any pages missing. If you submit a partial report your overall score may be affected. An assessor cannot assess a document if there are pages missing and given each University has different formats for clinical placements, SA Health cannot standardise specific pages to upload.

Each document uploaded can be a maximum of 10 megabytes per document. The recommended format for large documents is DOC, DOCX, or PDF.

**21. At the time of application, I haven’t completed my final clinical placement so am unable to include this clinical placement report in my application. Will this impact my selection for a position in the TPPP?**

Many applicants have not yet completed their final clinical placement and are therefore assessed on equal application content. All candidates (including Post Graduate entry students) will be asked to submit two full clinical placement reports – the most recent completed 3<sup>rd</sup>/final year report and an additional report from either a 3<sup>rd</sup> or 2<sup>nd</sup> year placement. If you are unable to provide a 3<sup>rd</sup> year clinical placement, provide an explanation on the application form as to why and then upload your two

most recent and full clinical placement reports (every page). If you do not upload acceptable documents, it may affect your overall score.

**22. I am an Enrolled Nurse/AIN and work in a hospital and would like to use my current supervisor as a referee – is this ok?**

Only if the current supervisor has also observed your practice as a Nursing student/registered nurse. Candidates are being assessed for a position as a Registered Nurse; therefore SA Health is particularly seeking referees who have observed and can comment on your abilities as a Nursing student/registered nurse – not as an Enrolled Nurse/AIN. Please nominate referees who have observed your abilities as a student nurse.

**23. 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.

**24. Can I change the documents I 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 four 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.

**25. I have already submitted my application but I really wanted to change some of the information. Can I do this?**

No. If you have already submitted your application you are unable to make any changes. Please ensure you check your application, all details in it (including referee contact details) and all documents attached to ensure it is correct and that all documents are legible. This is a very large recruitment process and SA Health receives many requests for candidates to make changes to their application – SA Health has strict rules about the process and applies these consistently to all applicants. Scores are applied for academic results, clinical placement reports and referee responses – so all of these details need to be accurate.

**26. 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.

**27. 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.

**28. 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. All applications are assessed based on the information and documents provided at the time of application only.

**29. How do I find out about registering with the Australian Health Practitioner Regulation Agency (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. 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 requires all applicants for initial registration to demonstrate **English language skills** to be suitable for registration. If English language testing is required, applicants with this requirement are strongly encouraged to commence this process well ahead of course completion. 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 Nurse with AHPRA prior to the date of commencement with SA Health will have the offer of employment withdrawn.

## The Selection Process

**30. 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 RN1 Role Description (available on the website). Applications will be assessed and scored and then ranked from highest to lowest.

**Applications will be assessed and scored in each of the following areas:**

1. Two full Clinical Placement Reports
2. Grade Point Average (Academic transcript)
3. Referee responses

Please note it is a combination of scores for each of the above.

Referees will be contacted via email so please ensure you provide up to date details of relevant clinical referees, including their email address; that you have sought their permission to use them; and to the best of their knowledge will be available to respond in early August. If you do not provide the specific details requested for referees 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:
  - 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 the [Department of Home Affairs website](#) for information on the type of evidence you are required to provide as a proof of your citizenship.

Please note before any offers are made candidates must be assessed as suitable for appointment (please refer to Questions 8 and 28 regarding assessment process).

**31. How will it be determined which site I will do my TPPP at?**

You will be asked to choose five mandatory location preferences. Please give careful consideration to your location preferences as offers of employment will be made in accordance with positions available and applicant preferences. 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 are not prepared to work at a particular site please do not include it as an option. If you reject an offer from SA Health you will not be offered another TPPP position for 2020.

**32. I have been an Enrolled Nurse or Assistant in Nursing within SA Health. Does this guarantee me employment within the TPPP?**

No, all applications are subject to a merit-based selection process for a position of Registered Nurse (RN-1) and will be assessed against the selection criteria. To maximise your employment opportunities please ensure you check all details in your application, upload the documents requested and nominate referees who can comment on your clinical performance as a student nurse.

**33. Do you hold interviews?**

We are not intending to hold interviews however, if required, you may be contacted by a SA Health representative to discuss your application in more detail.

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

Provisional offers will be made in October 2020 and successful candidates will be advised of how long they have to accept the offer. If you do not accept within this timeframe the offer will be withdrawn. If you wish to decline the offer, please advise us accordingly so the position can be offered to the next candidate.

Please note only one offer will be made by SA Health to successful applicants – If you reject an offer you will not be offered another position.

In the event that candidates reject the offer or do not fulfil SA Health's pre-employment requirements further offers will continue to be made until all positions are filled.

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

Yes. All offers are provisional offers and will be subject to verification of Registration with AHPRA and satisfactory pre-employment checks including DCSI/National Police Certificate Criminal History Check, health assessment and immunisation status.

You will not be able to commence a TPPP until these requirements have been satisfied. Candidates are required to meet all pre-employment checks two weeks prior to commencement. Failure to fulfil pre-employment requirements will result in withdrawal of the offer.

**36. 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 October 2019. Approximately 2 - 3 weeks later the relevant health units will make some additional offers to fill the positions that were declined. After this process SA Health will only make offers where a candidate withdraws before commencement or does not meet SA Health's pre-employment requirements. These positions will be filled on an individual basis following the same 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.

**37. What if I do not get my first location preference?**

If you have been offered a position this will be based on positions available and the original preference list you submitted on your application form (in order of priority).

Please note **you will only be made one offer based on your own preferences** – so please consider the offer carefully and do not reject on the basis that you may receive another offer, as SA Health will only make one offer to successful applicants.

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

This means that you have been assessed as unsuitable for a position within a SA Health TPPP and no offer will be made to you for 2020.

## The Outcome

**39. How will I receive my 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.

**40. 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.

**41. 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 hospital/health unit who made you the offer as soon as possible indicating you are declining the offer of employment – this way another candidate can be offered a position.

**42. If I receive an offer but don't respond by the due date indicated in the email, 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 provisional offer of employment and the position will be offered to another applicant. You will not be made any further offers by SA Health.

**43. 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 negotiated and completed just before your commencement and will be available to you on commencement of the program. We will attempt to provide successful candidates with your preferred rotations/placements during your program; however placements are allocated according to site vacancy and may be subject to change, depending on operational/service needs.

**44. 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 online offer. We aim to issue contracts of employment 4 weeks before your commencement date, however if there is a delay please contact the health unit directly.

**45. 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 and 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.

**46. 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.

**47. If I am successful what hours will I be expected to work?**

You will be required to work in accordance with a 7 day roster (whether you are full time or part time) which includes **morning, afternoon and night shifts, weekends 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.

**48. What if I fail one of my last subjects and need to sit a supplementary exam?**

If you were offered a position by SA Health it will be a provisional offer of employment and it requires you to be registered and to fulfil all pre-employment checks two weeks prior to commencement. If you sit a supplementary exam and are registered two weeks before commencement, your offer of a TPPP will stand. However, if you have a supplementary exam that does not allow time for your registration (prior to commencement) the provisional offer of employment will be withdrawn and the position will be offered to another candidate. When indicating your preferences for commencement dates in the online application form, please ensure you have allowed enough time to be registered.

**49. 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 a 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,

attend all classroom study days and complete all assessment items 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.

**50. What happens if I am unsuccessful in obtaining a position?**

If you are 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 Nurse 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](mailto:healthjobs@sa.gov.au) and insert TPPP REGISTERED NURSE QUERY in the subject line.

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