Registered Nurse/Midwife Workforce Renewal

Early Retirement Scheme (2019)

Recruitment RN/Ms Level 1, Year 1 & Year 2

This Fact Sheet provides information for newly graduated nursing/midwifery (RN/M Level 1, Year 1) and early career nurses/midwives (RN/M Level 1, Year 2) seeking to apply for a vacancy generated by the Early Retirement Scheme (2019).

Registered Nurses/Midwives (RN/Ms Level 1 and Level 2) seeking to apply for the Early Retirement Scheme (2019) should refer to Fact Sheet 1 titled Registered Nurse/Midwife Workforce Renewal Early Retirement Scheme (2019) for further information.

What is the Program/Scheme?

The Registered Nurse/Midwife Workforce Renewal Program 1 (NMRP1) – also known as the Early Retirement Scheme (2019) is a significant initiative designed to rejuvenate the nursing/midwifery workforce and address intergenerational change by creating an incentive opportunity for nurses/midwives to leave their jobs earlier than may otherwise have been the case, and for graduates (RN/Ms Level 1, Year 1) and early career nurses/midwives (RN/Ms Level 1 Year 2) to join the SA Health workforce as ongoing employees.

The Nursing/Midwifery (South Australian Public Sector) Enterprise Agreement 2016 (NMEA 2016) which came into force on 1 February 2017 includes, in Part 8, clauses relating to workforce renewal.

When do applications open for recruitment vacancies?

Recruitment Round 1: Applications will open on 3 May 2019 and close on 17 May 2019 with offers being made to successful applicants in June 2019 with employment commencing from July 2019.

Recruitment Round 2: Applications will be available in early 2020.

Late applications to either Round will not be accepted.

How many vacancies will be available to be filled for each round of the Scheme?

Recruitment Round 1: Each Local Health Network (LHN) will have up to 20 FTE vacancies however the number of vacancies will depend on the uptake of the Early Retirement Scheme (2019).

- Northern Adelaide Local Health Network up to 20 FTE
- Central Adelaide Local Health Network up to 20 FTE
- Southern Adelaide Local Health Network up to 20 FTE
- Women’s and Children’s Health Network up to 20 FTE
- Country Health SA (shared across all 6 regions) up to 20 FTE

The making of an offer in the Early Retirement Scheme (2019) must create an entry-level vacancy. It is only when that vacancy opens up that an offer of employment can be made to RN/M Level 1 Years 1 and/or 2. Any retirement packages that are not taken up will result in the same number of vacancy reductions available for recruitment. So if an LHN has 18 FTE nurses/midwives take up an early retirement package and retire out of the 20 FTE available then only 18 FTE vacancies can be recruited to.

Recruitment Round 2: Vacancy numbers will be provided prior to the round opening.

Packages referred to in the Early Retirement Scheme equates to a Full Time Equivalent (FTE).

How will I know when the Scheme’s recruitment is open?

Advertisement of recruitment for the Registered Nurse/Midwife Workforce Renewal Program RN/M (Level 1, Year 1 and Year 2) will be both internal and external.
For SA Health employees, notification that recruitment has opened will be publicised via a Chief Nurse and Midwifery Officer Executive Update.

For external applicants please refer to the SA Health Careers website.  

Where do I apply?
Applications must be submitted through the SA Health Careers website.

Are the vacant positions permanent (ongoing)?
Successful applicants will be offered a permanent ongoing role within SA Health.
A mixture of full time and part time positions will be available.

Who is eligible to apply for a vacancy?
To be eligible applicants must:

- Be a Registered Nurse/Midwife Level 1, Year 1 (new graduates); or
- Be a Registered Nurse/Midwife Level 1, Year 2 (early career Nurse/Midwife)
- Hold current registration as a Registered Nurse or Midwife with the Nursing and Midwifery Board of Australia.

What happens if I don’t meet the eligibility criteria when filling out the online application?
If at any stage you do not meet the eligibility criteria when completing the online application, the online eRecruitment system will not allow you to progress with your application.

Can I apply if I am employed by SA Health under a casual or temporary contract?
Yes. The Scheme’s recruitment phase is open to RN/Ms Level 1, Years 1 and 2 who may already be employed in SA Health but are currently on a temporary or casual contract.

Can I apply if I already have a permanent (on-going) position with SA Health?
No. The Scheme’s recruitment phase is only open to those nurses/midwives who meet the eligibility criteria and are not currently in a permanent ongoing position within SA Health.

Can I apply if I am not an employee of SA Health?
Yes. The Scheme’s recruitment phase is open to external RN/Ms Level 1, Years 1 & 2 who, meet the eligibility criteria and are not a current employee of SA Health.

Can I apply if I am not an RN/M Level 1, Year 1 or Year 2?
No. Recruitment for the Early Retirement Scheme’s recruitment phase is only available to graduates (RN/Ms Level 1, Year 1) and early career nurses/midwives (RN/Ms Level 1 Year 2).

The vacancy generated by the nurse/midwife who accepts the early retirement incentive payment has been specifically allocated to RN/M new graduates and early career nurses/midwives as part of SA Health’s intergenerational workforce renewal strategy.

Can I apply if I am an RN/M Level 1, Year 1 in a SA Health TPPP program?
Yes, RN/Ms Level 1, Year 1 employed by SA Health in a Transition to Professional Practice Program (TPPP) may apply if they meet the eligibility criteria.

Please speak with your program coordinator or line manager to understand any changes this may have on your TPPP.

I am just finishing my SA Health TPPP and am now an RN/M Level 1 Year 2 can I apply?
Yes. RN/Ms Level 1, Year 2 employed by SA Health who have completed the TPPP may apply if they are in a casual or temporary contract and meet the eligibility criteria.
Is this a TPPP program for new graduates?

No. This is not a TPPP for new graduates. This is the recruitment phase for the SA Health Nursing/Midwifery Workforce Renewal – Early Retirement Scheme (2019).

The SA Health 2020 TPPP for Registered Nurses or Registered Midwives is not open at present. Please monitor the SA Health Career website for information regarding the opening of the next TPPP later in the year.

Can I apply if I am a RN/M Level 1 Years 1 or 2 employed by SA Health under a casual or temporary contract but haven’t done the TPPP?

Yes. RN/Ms Level 1, Years 1 and 2 employed by SA Health under a casual or temporary contract and have not undertaken a TPPP program may apply if they meet the eligibility criteria.

Whilst SA Health supports graduates undertaking the formal transition to professional practice program, TPPP is not mandatory for employment.

Can I choose the Local Health Network (LHN) that I want to work in?

Yes. You will be able to choose the Local Health Network (LHN) in metro and regions in Country Health SA that you would like to work in.

The online application will only provide a single preference.

Can I choose the hospital and clinical area/specialty that I want to work in?

Due to the time sequence for the Scheme’s retirement phase, this phase and the recruitment phase will overlap. This means that the recruitment phase will commence prior to the Scheme’s retirement phase applicants finalising their acceptance offer. Therefore, LHNs will not be fully aware of the actual vacancy locations until after the recruitment phase has been advertised. An offer of employment can only be made by an LHN when a vacancy is confirmed.

Each metropolitan LHN has a range of clinical general and specialty areas they will be offering employment in. Applicants are requested to identify one preferred LHN and then nominate up to 3 clinical areas/specialty in order of preference within that LHN – please do not nominate an area/specialty that you would not be prepared to work in. Not all LHNs will be offering the same clinical areas and/or specialities.

Country Health SA has a range of positions available in different locations across South Australia. Successful applicants will be offered positions in accordance with their nominated location preferences. Applicants are requested to identify one preferred region and then nominate up to 3 locations (hospital and/or community health service) in order of preference within that region – please do not nominate a location that you would not be prepared to work at.

What if I don’t get my first clinical area/speciality preferences?

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

LHNs will do their best to align applicants to their preferences, however, employment offers will be made based on the classification, skills, and capabilities of the applicants, as well as, patient care, workforce and service needs.

Can I change my location and preferences after I have submitted my application?

No. Once you have submitted your application, your preferences cannot be changed. In all aspects of the application process, applicants are encouraged to give serious consideration to their preferences.
Will any assurance or guarantees be made once I apply?
No. Assurance or guarantees will not be made to applicants until such time as a formal employment offer is made.

How will the recruitment process be managed?
Each LHN will establish a recruitment and selection panel who will oversee the process locally.

What correspondence will I receive once I submit my application?
All correspondence will be via email so please check your email on a regular basis. All offers will be made via email and you need to accept or decline online – instructions will be in the offer. In the application process, SMS notifications will be sent to you if you have selected “Yes” to SMS text notification in your personal profile. SA Health recommends this setting to help ensure you are notified whenever an email is sent to you about this particular application. It is your responsibility to ensure you check your emails so you do not miss any information or critical dates.

How will my application be assessed?
The assessment process will be conducted and administered by the LHN selection panel who will evaluate each application to ensure objective assessment.
The selection panel will ensure that applications are managed in a confidential manner using best practice human resource principles and processes.

Will I need to attend an interview?
You may be required to present for an interview.

What is the approval process for the recruitment Scheme?
The selection panel will forward recommendations regarding successful applicants to the LHN Workforce Executive/Director for endorsement.
The final outcome of the assessment for successful and unsuccessful applicants will be communicated to all applicants via email.
Once the offer has been accepted by the applicant in writing the LHN will commence the pre-employment on-boarding process and confirm a start date.

If I am successful – when will I start?
If you are successful it is anticipated that employment will commence in early July 2019.

What does it mean if my email states I have been unsuccessful in my application?
This means that you have not been offered a position within this Scheme and no offer of employment will be made to you. If you are still interested in working for SA Health and you meet the eligibility criteria you may wish to apply for other positions when they become available.

What happens if I decline/don’t accept the offer of employment?
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.
If you do not accept the offer by the nominated date, the offer will lapse and it will no longer be available to you.
If you wish to decline an offer you will need to notify SA Health that you are declining the offer. This ensures that the place can be offered to another applicant. Clear instructions on how to accept or decline an offer will be included in any correspondence to successful applicants.
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 the 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 for this recruitment Scheme.

What happens if the Scheme’s recruitment phase is oversubscribed?

There may be more applications received than vacancies available. The recruitment process is merit-based and the LHN selection panels will ensure that applications are managed using best practice human resource principles and processes.

Do I have to undertake any pre-employment checks?

Yes. All offers are provisional offers and will be subject to verification of Registration with the Nursing and Midwifery Board of Australia (full unencumbered registration) and satisfactory pre-employment checks including DCSI/National Police Certificate Criminal History Check, health assessment and immunisation status.

If I am already an employee of SA Health under a casual or temporary contract and are successful what will happen?

You will require a change of contract from your current casual or temporary contract to an ongoing permanent contract. You may be required to work in a different clinical area as assigned to you as part of this Scheme’s recruitment process.

What will be my conditions of employment?

Successful applicants 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.

Does SA Health support Visa Sponsorship?

SA Health is unable to sponsor candidates. 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.

If I am a visa holder, living in SA and have already submitted my application and then my permanent residency status is approved can I change my application?

No. SA Health receives many applications and to ensure applicants have the best opportunity possible the application period is open from 3 May 2019 and closes on 17 May 2019. Because of the volume of applications dealt with, SA Health is very strict about receiving additional information after the applications have closed.

All applications are assessed and based on the information provided at the time of application.

What do I do if I change my address or email details during the recruitment and selection process?

If you change your address or email details at any time after submitting your application you are required to visit the SA Health website SA Health Careers website and log in using your profile, select Update 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 preferences prior to submitting your application.**

**What types of documents might I have to upload for my online application?**

You may be required to upload your academic transcript, clinical placement assessment (RN/M Level 1, Year 1) and/or a statement of service.

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

No. You are unable to change or upload additional documents once you have submitted your application. You are encouraged to check all information in your online application as well as check to ensure all documents you upload are the correct documents and are legible. There will be guidelines in the application form about how to upload and how to check your documents.

**I have already submitted my application but I really want 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 large recruitment process and SA Health receives many requests for applicants to make changes to their application – SA Health has strict rules about the process and applies these consistently to all applicants.

**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 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.

**What is the grievance process?**

If an employee believes that they have been the subject of any unfair treatment during the implementation of the Scheme, they should raise a concern with their LHN HR Team in the first instance or as outlined in section 3.1 – Grievance and Reclassification Appeal Procedures within the SA Health (Health Care Act) Human Resource Manual.
## Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
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<tbody>
<tr>
<td>Nurse and/or Midwife</td>
<td>Registered Nurse and/or Midwife</td>
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<tr>
<td>RN/M</td>
<td>Registered Nurse and/or Midwife</td>
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| RN/M L1 Y1                        | Registered Nurse Level 1, Year 1  
RNM0101                                                                                                                                          |
| RN/ML L1 Y2                       | Registered Nurse Level 1, Year 2  
RNM0102                                                                                                                                          |
| Graduate                          | Registered Nurse/Midwife Level 1, Year 1                                                                                                      |
| Early Career Nurse/Midwife        | Registered Nurse/Midwife Level 1, Year 2                                                                                                      |
| TPPP                              | Transition to Professional Practice Program is an education program provided by SA Health to support newly graduates nurses and midwives transition to their role of Registered Nurse/Midwife |
| Temporary contract                | A non-permanent contract or contract for a fixed period                                                                                      |
| Casual contract                   | A non-permanent contract                                                                                                                     |
| NMRP1                             | Nursing and Midwifery Renewal Program Number 1 (Early Retirement Scheme 2019)                                                                 |
| Workforce Director                | Executive Director or Director of the Human Resource function within the Local Health Network                                                 |
| EDONM                             | Executive Director of Nursing/Midwifery                                                                                                       |
| LHN                               | Local Health Network                                                                                                                         |
| CEO                               | Chief Executive Officer                                                                                                                      |

## References

- Nursing and Midwifery (South Australia Public Sector) Enterprise Agreement 2016
- Nursing and Midwifery Strategic Directions 2019 – 2022
- SA Health Strategic Plan 2017 – 2020
**APPENDIX**

Listed below are the participating metropolitan LHNs and Country Health SA regions.

**Metropolitan LHNs**

Applicants are requested to identify one preferred LHN and then nominate up to 3 clinical specialities in order of preference within that LHN. Please read the listing below in conjunction with the eligibility criteria.

<table>
<thead>
<tr>
<th>Local Health Network (LHN)</th>
<th>Clinical Areas/Specialties</th>
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<tbody>
<tr>
<td>Central Adelaide Local Health Network (CALHN)</td>
<td>Medicine</td>
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<td>Surgery</td>
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<td>Critical Care</td>
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<td>Outpatient Department (OPD)</td>
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<td>Mental Health</td>
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<td></td>
<td>SA Prison Health Service (SAPHS)</td>
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<td></td>
<td>Primary Health Care (PHC)</td>
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<td></td>
<td>SA Medical Imaging (SAMI)</td>
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<tr>
<td>Northern Adelaide Local Health Network (NALHN)</td>
<td>Medicine</td>
</tr>
<tr>
<td></td>
<td>Surgical Specialties and Anaesthesia (SS&amp;A)</td>
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<tr>
<td></td>
<td>Aged Care, Rehabilitation and Palliative Care (ACR&amp;PC)</td>
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<td></td>
<td>Women’s &amp; Children’s</td>
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<tr>
<td>Southern Adelaide Local Health Network (SALHN)</td>
<td>Medicine, Cardiac &amp; Critical Care</td>
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<td></td>
<td>Rehabilitation, Aged and Palliative Care Services</td>
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<td></td>
<td>Surgical and Perioperative Services Areas</td>
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<td></td>
<td>Women’s and Children’s</td>
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<td></td>
<td>Corporate Nursing Services</td>
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<tr>
<td>Women’s and Children’s Health Network (WCHN)</td>
<td>Operating Rooms (Scrub/Scout)</td>
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<tr>
<td></td>
<td>Medical</td>
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<td></td>
<td>Women’s and Babies</td>
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<td></td>
<td>Neonatal Intensive Care Unit</td>
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<td></td>
<td>Child &amp; Family Health (Metropolitan and Country)</td>
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</tbody>
</table>
**Country Health SA**

Applicants are requested to identify one preferred region and then nominate up to 3 locations (hospital and/or community health service) in order of preference within that region. Please read the listing below in conjunction with the eligibility criteria.

<table>
<thead>
<tr>
<th>Country Health Regions</th>
<th>Site Locations</th>
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<tbody>
<tr>
<td>Barossa Hills Fleurieu Region</td>
<td>Gawler</td>
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<td></td>
<td>Barossa Hills Fleurieu Community Health Service (BHF)</td>
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<tr>
<td>Eyre and Far North Region</td>
<td>Pt Lincoln</td>
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<tr>
<td>Flinders and Upper North Region</td>
<td>Pt Augusta</td>
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<td>Riverland Mallee Coorong Region</td>
<td>Berri/Riverland General</td>
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<td>Renmark</td>
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<td>Waikerie</td>
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<tr>
<td>South East Region</td>
<td>Mount Gambier</td>
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<td>Yorke and Northern Region</td>
<td>Pt Pirie</td>
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<td></td>
<td>Wallaroo</td>
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<tr>
<td></td>
<td>Yorke and Northern Community Health Service (Y&amp;N)</td>
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