

# SA Health

## 2022 Transition to Professional Practice Program for Registered Nurses

### Application Guideline and Frequently Asked Questions (FAQ)

Welcome to SA Health's 2022 Transition to Professional Practice Program for Registered Nurses (2022 RN TPPP). This document contains application guidelines and recruitment requirements that will assist you in your preparation for your TPPP application. It is recommended that you read this document prior to submitting online enquiries.

#### Eligibility

##### 1. Am I eligible to apply for a TPPP?

The TPPP is specifically designed to support newly qualified Registered Nurses in their transition into the clinical workforce. To be eligible to apply for the 2022 RN TPPP, you must, at the time of application, meet all the following criteria:

- > Complete your nursing degree between 1 July 2020 and 28 February 2022 that will lead to initial registration as a Registered Nurse with the Nursing and Midwifery Board of Australia (NMBA)\*
- > 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 nurse program (or equivalent) previously in any setting and in any country\*\*
- > Not be applying during the 'employment exclusion period' after taking a Targeted Voluntary Separation Package (TVSP) from the SA Government

\* Applicants who have completed their degree before 1 July 2020 are not eligible to apply. Applicants who are completing their degree after 28 February 2022 are not eligible for the 2022 RN TPPP and should wait for the 2023 RN TPPP recruitment.

\*\* Applicants who have had any paid employment as a Registered Nurse, or have commenced a graduate nurse program, must upload evidence of hours worked in the form of a Statement of Service (not a payslip). If this applies to you and you have not provided the requested evidence, your application will not be assessed. Refer to Question 8 for details of the evidence required.

##### 2. How many positions will be offered in the 2022 intake?

SA Health offers over 500 positions for graduate Registered Nurses across the South Australian regional and metropolitan public health services on an annual basis. The number of positions available will vary according to service and operational needs of the local health networks.

##### 3. How do I find out more about the specific programs on offer?

Each Local Health Network (LHN) will be offering a variety of specialty programs. When completing your application form you will be asked to select your location preferences, under which you will be prompted to select your preferred specialty program(s) and intake date(s). Please refer to the LHN information sheets on the SA Health Careers website for more information about specialty programs and intake dates specific to the LHNs.

We also recommend that you attend one or more information sessions offered by the LHNs to learn more about the programs and intakes on offer. Due to COVID-19 social distancing requirements, you will be required to book in advance to attend some of the LHN information sessions or register for the live stream/online sessions offered by some of the LHNs. The Schedule of LHN information sessions is available on the SA Health Careers website.

**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 give certain groups priority over others for appointment to the TPPP. In your application, you will be asked to select the priority group applicable to you at the time of application, and upload evidence to support your priority group selection.

Preference for appointment will be given to Aboriginal and/or Torre Strait Islander applicants, followed by applicants who are Australian citizen/permanent resident or New Zealand citizens, and are current residents of SA, in the first instance.

Please note additional documents will not be accepted after the application closing date. Failure to provide the required documents will result in the withdrawal of your application from further consideration. Please refer to the [Criteria for Priority Appointment document](#) for more information.

**5. Does SA Health support visa sponsorship for TPPP?**

SA Health is unable to sponsor candidates for a TPPP placement. Preference for appointment will be given to Aboriginal and/or Torres Strait Islander applicants, followed by applicants who are Australian citizen/permanent residents or New Zealand citizens, and are current residents of SA. Visa holders continue to have a right to apply, however the right to placement is secondary to SA applicants (Australian permanent residents, Australian Citizens or NZ citizens).

**6. What is the salary of a Registered Nurse Level 1?**

Registered Nurses employed on the TPPP will be remunerated in accordance with the *Nursing/Midwifery (South Australian Public Sector) Enterprise Agreement 2020* (and/or any successor). 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. All successful candidates will commence employment at the 1<sup>st</sup> increment of RN Level 1 (Year 1).

## Applying for a TPPP

**7. How do I apply and where can I find the application form?**

All applications must be completed online via the SA Health eRecruitment system.

Applications open at 9.00am on Monday, 5 July 2021 and close at 5.00pm on Monday, 2 August 2021. An application link will be published on 5 July 2020 and can be accessed via the SA Health 2022 TPPP for Registered Nurses webpage during the application period.

Email is the primary communication by which SA Health will contact you throughout the recruitment process. Therefore, you will need a valid email address to apply. Once you have started your application you will be guided through the process. As part of your application, you will also be asked to upload documentation to support your application.

Please note Hotmail, Yahoo and live.com.au addresses are blocked by some employers. It is therefore strongly recommended that you consider using an alternative to these.

## Preparing for your TPPP Application: Documentation and Other Requirements

### 8. What do I need to apply?

You are required to submit documents and information specified under A to H below together with your TPPP application.

We recommend that you use the [Application Checklist](#) as a guide to ensure that you prepare the correct documents for your TPPP application. You will be required to upload some or all the following documents to your application online. Once you have submitted your application, you will receive an automated email confirming receipt of your application.

**Note: If you submit documents that do not meet the requirements below, your application will not be assessed.**

#### A. Curriculum Vitae (CV)

Your CV must clearly state, in a chronological order, your:

- > Full employment history;
- > Details of continuous education and academic qualifications; and
- > The full dates and location of all clinical placements undertaken as part of your Nursing degree.
- > Any gap in your employment history must be supported by a Statutory Declaration (refer to B below).

#### B. Statutory Declaration (if applicable)

This is required for any gaps in employment of 3 months or more from when you completed your Nursing degree in Australia or overseas. If this applies to you, you must meet the following requirements:

- > If there is a gap of 3 months or more after you completed your nursing degree and you have not worked during that period, please outline in your Statutory Declaration the dates of the employment gap and your employment situation (specifically the extent of any employment as a Registered Nurse) during that time.
- > The Statutory Declaration must be signed by an authorised statutory declaration witness (e.g. Justice of the Peace).
- > You are not required to provide a Statutory Declaration if the employment gap occurred prior to, or during, the course of your nursing studies.

#### C. Certified evidence of change of name (if applicable)

If you have had a change of name, you are required to provide certified evidence of your name change. This is particularly important if your full name is different from that stated in the other documents such as your academic transcript, birth certificate, clinical placement reports etc. Please note this can only be submitted as one document, so if you have multiple documents (e.g. marriage certificate, divorce certificate, change of name by deed poll etc.), please save it as one file prior to uploading.

**D. Certified copy of identity documents to support your priority group selection applicable to you at the time of application**

The SA Health Criteria for Priority Appointment document provides information about the document requirements for each priority group. You will be required to provide evidence based on the priority group you have selected as relevant to you.

Note: If you were **born in Australia on, or after, 20 August 1986**, you will be required to provide specific evidence to prove your citizenship. Please refer to the [Department of Home Affairs website](#) for more information.

Please ensure each priority group document is certified by an authorised witness prior to attaching them to your online application.

**Note: If you submit documents that do not meet the requirements specified in the Criteria for Priority Appointment document, your application will not be assessed.**

**E. Statement of Service (if applicable)**

If you have been employed as a Registered Nurse (RN) in any health setting or in any country for any length of time (full time, part time or casual), or if you had commenced but did not complete a graduate nurse program, then you are required to provide evidence of hours worked in the form of a Statement of Service from each employer. A Statement of Service is a proof of employment letter (not a payslip) and must contain all the following information:

- > Letterhead of the employing organisation
- > Your full name
- > Classification and position title
- > Commencement date
- > Completion date (if applicable, e.g. if you had commenced in a graduate nurse program)
- > Number of hours worked as a RN
- > Signed and dated by a person of authority with their name and title

If you worked with more than one employer, you are required to provide a Statement of Service from each employer. Please note you can only upload one document, so if you have multiple documents you must scan and save it as one file prior to uploading.

**F. Most recent academic transcript – with your current Grade Point Average (GPA)**

To meet this requirement, you must submit a copy of your official academic transcript (i.e. not a screenshot of your academic record from your student portal online).

If you have not completed your Nursing studies, you can upload an unofficial transcript with your most recent GPA. Your academic transcript must include your University's name and a logo/watermark, your details, academic results (subjects and grades) and your most recent Nursing GPA.

Academic transcripts do not need to be certified. However, if your academic transcript does not contain identifying details of your university (i.e. name and a logo or watermark), then you are required to have it certified by your university.

Failure to upload an academic transcript with all the required details will result in your application not being assessed. Please note if you have completed your studies you must upload a copy of your official academic transcript that states your final GPA.

#### G. Two full clinical placement reports for Nursing placements only

- > The first report must be a full clinical placement report from your most recent, third-year clinical placement that has been completed and finalised
- > The second report can be a full clinical placement report from either a third-year or a second-year placement that has been completed and finalised. You can choose which report to upload as a second report.
- > Each clinical placement must comprise a minimum period of two weeks.
- > Please note other courses such as Bachelor of Health Sciences – Mental Health will not be accepted.

**Note: Full clinical placement report** means every page of the report must be uploaded without any missing pages. If you are unable to provide one full third-year clinical placement report and another report from your third or second-year clinical placement, you are still required to complete the fields with the relevant information, attach the most recent clinical placement report you have available and provide an explanation in the free text box in the online application form. The size limit for each document is 10MB and cannot be exceeded. Clinical placement reports should be in DOC, DOCX or PDF format only.

#### H. Referee details

When completing your online application form, you will be asked to provide contact details of three clinical referees. You must meet the following requirements:

- > Nominate three experienced, clinical 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. (Note: referees will be required to provide their RN registration number when completing a referee report).
- > **Mandatory** provision of contact details (email and telephone) of three referees.
- > **Mandatory** nomination of a minimum of two experienced, clinical RN referees who have worked with/observed you as a registered nurse/nursing student and can comment on your clinical performance.
- > List referees in order of priority contact i.e. 1, 2 and 3.
- > Optional: You may nominate a clinical facilitator, as a referee, who has observed your clinical practice and can comment on your clinical performance. If you are nominating a clinical facilitator as a referee, please list them as the third referee.
- > Each clinical referee must have at least 2 years' experience as a RN.
- > Referees must have observed your clinical practice no more than two years ago. Nominate referees who have observed your clinical practice in your most recent clinical placements.
- > Ensure there is no conflict of interest between you and the referee.

**Do not** nominate referees who have only observed you as an Assistant in Nursing/Enrolled Nurse or in any other capacity. We are seeking comments on your ability as a nursing student/registered nurse.

Online referee reports will be sent to your referees via email in August. It is your responsibility to ensure that the contact details provided for your referees are correct.



An incorrect email means that the request for referee report cannot be sent. Please note Hotmail, Yahoo and live.com.au addresses are blocked by some employers. Therefore, we strongly recommend that you provide an alternative email to these.

It is important that you discuss this with your referees first to ensure that they agree to be your referee and will be available to complete the referee report during the reference check period. If a referee report is not completed and returned by the due date, it means this component cannot be assessed.

**Late referee reports will not be accepted.**

#### **I. Mandatory employment screening**

In the online application you will be asked to provide the reference number and date of issue of your criminal history screening checks. It is not mandatory to provide this information at the time of application.

If a position is offered to you, you will be asked to provide these documents to the employing LHN as part of the pre-employment requirements. At a minimum, you will be required to provide a valid 'Working with Children Check' and a National Police Certificate two weeks' prior to the commencement of employment.

It is recommended that you keep your criminal history checks up to date and lodge a new application if your check is expiring within the next six months.

#### **J. Immunisation**

The application form provides information about complying with SA Health's immunisation requirements as a Registered Nurse. You are not required to submit a proof of immunisation at the time of application. However, if an offer is made to you, the employing LHN will require you to meet the following requirements prior to your commencement of employment:

- > complete immunisation paperwork issued by the LHN, and
- > provide proof of your immunisation compliance (i.e. immunisation records signed and dated by your immunisation provider).

## **Application Assessment**

### **9. How will applications be assessed?**

Applications will be assessed and scored using a rubric system, in accordance with the selection criteria listed in the RN-1 Role Description in a merit-based assessment process.

The following components will be assessed and scored:

- > Two full Clinical Placement Reports
- > Grade Point Average
- > Referee responses

It is important that you submit the correct documents required. Incorrect/incomplete documents will not be assessed.

### **10. Can I edit my application or change the documents that I have uploaded?**

You can edit your application prior to the application deadline of **5.00pm Monday, 2 August 2021**. If you have submitted your application and decided you want to edit it during the application period, please email [healthjobs@sa.gov.au](mailto:healthjobs@sa.gov.au) to request for your application to be reopened for editing. You will not be able to edit your

application form after the applications closing date. You can, however, log in to your eRecruitment account to change your personal contact details.

**11. I have missed the application closing date. Can I still apply?**

No. The TPPP is an annual state-wide recruitment process. Applications close on 5pm Monday, 2 August 2021. Late applications will not be accepted.

**12. Do I get to choose my preferred health services?**

Yes. In the application process you will be asked to select up to four LHNs at which you would be prepared to complete your TPPP. You will also be asked additional questions relevant to your selected LHN, for example, reasons for selecting the LHN, your preferred intakes and specialty areas.

Listing the same preference more than once does not increase your chances in receiving an offer. Rather, it may decrease your chance of being considered for other positions. If you have been assessed as suitable and an offer is made to you, it will be in accordance with the location preferences listed in your application. If you decline an offer, no further offer will be made to you.

**13. Can I change my location preferences once I have submitted my application?**

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

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

Some SA Health sites offer Special Interest Programs such as Mental Health, Medical Imaging, Operating Theatres, Aged Care, Prison Health and Drug and Alcohol Services SA. Please refer to the LHN information on the SA Health's Careers website for information about special interest programs. If you are interested in any of these programs, please indicate your preferences and provide supporting comments in your application form.

**15. 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 (RN/RM TPPP) offered by the regional LHNs?**

Dual registration RN/RM TPPP positions are not offered as part of the RN TPPP. If you have dual registration and would like to apply for the Combined RN/RM TPPP, you are required to apply separately through the RM TPPP recruitment process in August 2021. More information will be available on the SA Health's Careers website in July 2021.

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

Your ability to commence employment will be dependent on your ability to successfully meet all pre-employment requirements. When nominating your preferred start date, please ensure you allow sufficient time to complete your studies, gain registration and be ready to commence employment on the agreed start date (e.g., if you nominate January to start and later find that you are required to sit a supplementary exam and are not able to gain registration in time, the provisional offer will be withdrawn).

There are a few intakes commencing between January and May 2022. A small number of hospitals offer mid-year intakes, which present opportunities for graduates who are completing nursing studies later in the year. For specific intake dates, please refer to the LHN information on the SA Health's Careers website. You will be asked to select your preferred intake dates in your online application.

**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?**

Generally, an unofficial academic transcript does not need to be certified. However, if your academic transcript does not contain a logo/watermark of your university, then you are required to have it certified by your university.

If you are successful in being offered a TPPP placement you will be required to submit an official 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 academic transcript has been stamped and signed by your University.

**19. I attend a university outside of South Australia and they do not have a Grade Point Average (GPA). What should I submit?**

SA Health calculates GPA based on a 7.0-point system. We are aware that some interstate universities have a different point system and, where required, SA Health will calculate and convert your academic results in accordance with the 7.0-point system.

Please ensure that your academic transcript has all your subjects and grades printed in your document to enable your GPA to be calculated.

You will be required to enter a GPA on the online application form as it is a mandatory field. If you are not sure about your GPA, you may need to estimate it and provide a note to that effect in the additional information field.

**20. I haven't completed my final clinical placement, therefore I am unable to include this clinical placement report in my application. Will this have any impact on my overall score?**

If you have not yet completed your final clinical placement, your application will be assessed based on equal application content. All applicants (including Post Graduate entry students) will be required to submit two full clinical placement reports, as specified in Question 20.

If you are unable to provide a third-year clinical placement report, please provide an explanation on the application form and upload your two most recent and completed clinical placement reports in full. If you do not upload the required documentation, your application will not be assessed.

**21. I am an EN/AIN currently working in a hospital. Am I allowed to use my current supervisor as a referee?**

You can list your current supervisor as your referee only if they have observed your clinical practice as a nursing student/Registered Nurse, in addition to your capacity as an EN/AIN.

As you are being assessed for a position as a Registered Nurse, it is a requirement that you provide details of referees, who have observed your clinical practice, and can comment on your abilities, as a nursing student/Registered Nurse (not as an EN/AIN).

**22. What do I do if I change my address or email details during the recruitment process?**

If you change your contact details at any stage of the recruitment process, you can update your details by logging into your SA Health Careers account. This is a live system so you can log in and update your personal details any time. Please note your personal details are the only part of the application that can be updated once you have submitted your application. Please check your application, the documents uploaded, your referees' contact details and your location preferences thoroughly prior to submitting your application.

**23. 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 only be in DOC, DOCX or PDF format. The maximum size limit for each document is 10MB. If you have any difficulties



uploading your documents, please seek private IT support as most solutions relate to your own individual equipment.

**24. If I receive grant of my permanent residency after the application closing date, can my application be moved to SA Health's Priority Group 2?**

No. Applications will be assessed based on the information and documents submitted at the time of application, therefore cannot be changed after the application closing date.

**25. How do I find out about application for registration with the Nursing and Midwifery Board of Australia (NMBA)?**

You can find out more about RN registration requirements by visiting the [AHPRA Graduate Applications website](#). The registration process can take a few weeks to complete, so it is important to start early and not wait for an offer of employment to start the process. If an offer is made to you, you will be required to provide proof of your registration at least two weeks prior to your agreed employment start date. You can start the registration process as early as 4-6 weeks before completion of your studies. You must obtain successful registration at least two weeks prior to the commencement of your employment.

**26. How can I check that I meet English language requirements for registration?**

The English language skills registration standard applies to all nurses applying for initial registration, regardless of whether you obtained your Nursing qualifications in Australia or overseas. English language requirements can be demonstrated through one of three pathways:

- > Primary language pathway
- > Extended language pathway
- > English language test pathway

It is important that you meet the English language requirements for registration with the NMBA. If the English language test pathway applies to you, you are strongly encouraged to commence this process **as early as possible** and well ahead of course completion. The delay in you 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 more information on how to meet this requirement.

## The Selection Process

**27. How do you select your applicants?**

Applications will be assessed through a merit-based selection process in accordance with the selection criteria provided in the [RN1 Role Description](#). Once assessed, applications will be scored and then ranked. You will be offered the highest available preference based on your priority group, ranking and vacancies available.

**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

**28. I have been employed as an EN or AIN with SA Health. Does this guarantee my employment on the TPPP?**

No, all applications are subject to a merit-based selection process. To maximise your employment opportunities please ensure you check all details in your application, upload the documents required and nominate referees who can comment on your clinical performance as a nursing student.

## 29. Do you conduct interviews?

SA Health may conduct interviews as part of the selection process. If you are selected to attend an interview, you will be contacted via the email address you have provided in your application.

## Priority Selection

### 30. What is the next stage after the assessment process?

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 Australian citizens/permanent residents or New Zealand Citizens and are in category (a) or (b) below:
  - a) A current resident of South Australia who has completed secondary education in SA and/or living in SA while:
    - undertaking tertiary studies at a South Australian university campus, or
    - undertaking external tertiary studies through an interstate university
  - b) Living outside of South Australia and are applying to a regional health service only, and living within a 200km-radius from that location.
3. Candidates who are Australian citizens/permanent residents or 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

## Application Outcome

### 31. When will I be advised of my application outcome?

All applicants will be advised, via email, of one of the following application outcomes in October:

- I. **Successful** – you will be offered a position from one of the preferences in your application and receive a 'Provisional Offer' subject to meeting all pre-employment requirements.
- II. **Suitable but no position available** – you will be placed on the eligible candidate pool. We will only contact you if a position matching your ranking and preferences becomes available. Your name will remain in the candidate pool unless you withdraw your application from further consideration for other TPPP positions. The candidate pool will remain open until the end of May 2022 or until all positions are filled, whichever occurs first.
- III. **Unsuccessful** – you will not receive any offer in the TPPP process

### 32. If I am successful, how will I receive my offer?

If you are successful in receiving a provisional offer, it will be sent to you via email. The provisional offer will contain instructions to accept or decline the offer, which you will be required to respond to within a specified timeframe.

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. If you do not respond to an offer within the specified timeframe, your offer will

automatically be withdrawn, and you will not receive another offer through this process.

**33. Will there be a few rounds of offers?**

SA Health will have a coordinated approach to issuing offers. The first round of offers will be issued by the LHNs in October. Most hospitals will have filled all vacancies in the first round so it is highly unlikely that there will be many positions available, if there is a second round. Hospitals that have not filled all positions (due to decline of offers in the first round) will proceed into a second round which will occur approximately 2 - 3 weeks later. After this process SA Health will only issue 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.

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

Each offer is matched to the candidate's ranking and location preferences submitted at the time of application. When offered any position, it is assumed that you will accept it, so it is important to select the preferences that you are prepared to accept. If you decline a provisional offer, no further offers will be made to you.

**35. I have accepted an offer of employment for a TPPP with a hospital in SA Health; however I am now unable to commence and would like to decline the offer, what do I do?**

To decline an offer, please follow the instructions in your Provisional Offer email. You will also be required to notify the TPPP Coordinator of the LHN who sent you the offer as soon as possible by email, stating your decision to decline the offer of employment.

**36. If I receive an offer but unable to 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 due date indicated in your provisional offer email, your provisional offer of employment will be withdrawn and no further offers will be made to you.

**37. I have been offered a TPPP position, when will I find out which wards will I be allocated to?**

Clinical rotations/placements will be negotiated and finalised just before your commencement and will be available to you on commencement of the program. We will attempt to allocate you to a position based on your rotation/placement preference; however this is not always guaranteed, as placements are allocated based on availability and may be subject to change depending on operational/service needs.

**38. 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 four weeks before your commencement date, however if there is a delay please contact the TPPP Coordinator of the employing LHN directly.

**39. What pre-employment requirements do I need to fulfil?**

All offers are provisional and will be subject to:

- > verification of successful registration with the NMBA and
- > satisfactory pre-employment checks, including criminal history checks, 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.

**Please note: if you do not meet the pre-employment requirements within the timeframe specified by the LHN, your provisional offer will be withdrawn, and no further offer will be made to you.**

**40. What criminal history checks will I be expected to provide?**

At a minimum, you will be required to have a valid Department of Human Services (DHS) Working with Children Check and a National Police Certificate (NPC).

Your Working with Children Check must be valid and not within 6 months of expiry at the time of appointment.

If you do not already have a valid NPC, you will be required to apply for a new one through the [South Australian Police](#) or through an accredited CrimTrac Provider.

All NPCs must be appropriate to the work and activities undertaken. Therefore, to be eligible for a TPPP appointment, your NPC must clearly state that it is for employment as a Registered Nurse. NPC obtained for other roles such as Enrolled Nurse, volunteer work, student, clinical placements or work experience will not be accepted.

**41. I have accepted an offer of employment within the TPPP however will not be available/contactable before my commencement date. Who is responsible for ensuring all pre-employment preparation is undertaken?**

You are fully responsible for meeting all pre-employment requirements at least two weeks prior to your commencement of employment and be available to start on the agreed commencement date.

When selecting your intake start dates, it is important to allow enough time to complete these requirements. If you do not satisfy all the pre-employment conditions two weeks prior to commencement, SA Health reserves the right to withdraw your offer.

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

You will be required to work on a 7-day roster (whether you work full time or part time) which includes **morning, afternoon and night shifts, as well as weekends and public holidays**. Hours of work will be based on a 76-hour fortnight. If you are seeking a part-time position you will be required to negotiate this with the TPPP Coordinator of your employing LHN at the time when a provisional offer is made to you. Refer to the LHN information sheets on the SA Health TPPP website for more information about the positions on offer in each of the LHNs.

**43. What if I fail one of my last subjects and I'm required to sit a supplementary exam?**

If you pass your supplementary exam and gain registration two weeks prior to your employment commencement date, your TPPP offer will stand.

However, if you have to sit a supplementary exam at a time that does not allow sufficient time for you to meet the pre-employment requirements, the provisional offer will be withdrawn and no further offer will be made to you.

When indicating your preferences for commencement dates in the online application form, please ensure you allow enough time to gain successful registration.

**44. Can I take unplanned leave or defer my TPPP?**

You are required to discuss any unplanned leave with the employing LHN. The TPPP is for a 12-month period and is inclusive of annual leave. The duration of the 12-month contract will not be extended nor can it be deferred by any period of leave without pay.

If you accept a 12-month temporary contract of employment, you will be expected to fulfil the terms of the contract. If you do not to complete the full 12-month contract, including attendance at all classroom study days and completion of all assessments, you will be considered to have been unsuccessful in completing the program and will not receive a certificate of completion. If you are experiencing any

challenges or difficulties during your TPPP employment, you are strongly encouraged to discuss issues with your TPPP Coordinator.

**45. What if my application is unsuccessful?**

If you have been assessed as unsuitable for appointment you will be advised via email. If you are still interested in undertaking a TPPP and remain eligible, you may wish to apply again in 2022 for the 2023 intake.

It is not mandatory to participate in a TPPP in order to gain employment as a Registered Nurse. Once registered, you would be eligible to apply for entry-level registered nurse vacancies advertised on the SA Health's Careers website.

**Need more info?**

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).

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