

## 2021 Transition to Professional Practice Program for Registered Nurses

### Application Guidelines: Frequently Asked Questions (FAQs)

Welcome to SA Health's 2021 Transition to Professional Practice Program for Registered Nurses (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 2021 RN TPPP, you must, at the time of application, meet all of the following criteria:

- > Complete your nursing degree between 1 July 2019 and 28 February 2021 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 2019 are not eligible to apply. Applicants who are completing their degree after 28 February 2021 are not eligible for the 2021 RN TPPP and should wait for the 2022 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. Failure to do so may impact on your eligibility. Refer to Question 8 for details of the evidence required.

##### 2. How many positions will be offered in the 2021 intake?

SA Health offers over 400 positions for graduate Registered Nurses across the South Australian regional and metropolitan public health services in the annual TPPP. 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 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 at the Local Health Networks (LHN) to hear more about TPPP specific to the health services. Due to the circumstances around COVID-19, you will be required to book in advance to attend the LHN information sessions or register for the live stream/online sessions offered by some of the LHNs. The LHN information session schedule 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 resident or New Zealand citizens and are current residents of SA, in the first instance. 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. 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 2016* (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, 6 July 2020 and close at 5.00pm on Monday, 3 August 2020. An application link will be made available on 6 July 2020 and can be accessed via the SA Health 2021 TPPP for Registered Nurses webtile on the SA Health's Careers website 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?

When preparing your application there are a number of things to consider, including documentation requirements, location preferences and referee requirements.

Please use the [Application Checklist](#) on the SA Health's Careers website for guidance on the information you will need to have ready to complete your TPPP application. You will be required to upload some or all of the following documents in your online application.

**Note:** Failure to submit the documents required will result in the withdrawal of your application from further consideration.

### 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.

### B. Statutory Declaration

This is required for any gaps of employment of 3 months or more from when you completed your Nursing degree in Australia or overseas. Please note the following requirements:

- > If there is a gap of 3 months or more from when you completed your nursing degree and you have not worked during that period, you will be required to outline in your Statutory Declaration 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, where relevant

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.) you need to 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 appropriate to you.

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

Please ensure all priority group documents are certified by an authorised witness prior to attaching them to your online application.

#### **E. 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 nurse program, then you are required to provide evidence of hours worked via a 'Statement of Service' from each employer. The 'Statement of Service' is a proof of employment letter and 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 nurse 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 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. Academic Transcript – with your current Grade Point Average (GPA)**

Your academic transcript must include University name and/or logo, your student details, academic results (subjects and results) and Nursing GPA (do not copy and paste into a word document).

This does not need to be certified. Failure to upload an academic transcript with all the required details, in particular your Nursing GPA, will negatively impact your overall score. Please note if you have completed your studies you must upload a copy of your final academic transcript that states your most recent GPA.

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

- > The first report being the most recent, completed, and finalised clinical placement report (3rd year/final year) in full, and
- > The second report (completed and finalised) can be from a 3rd 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.

Please note other courses such as Bachelor of Health Sciences – Mental Health will not be accepted.

**Note: Full report** means every page of the report must be uploaded; make sure no pages are missing. If you are unable to provide one full 3<sup>rd</sup> year clinical placement report and another report from your 2<sup>nd</sup> or 3<sup>rd</sup> year clinical placement, you will still be required to complete the fields with relevant information, attach 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 can be up to 10MB in size but cannot exceed 10MB. The file size is ample for any document to be uploaded. 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 email and telephone details of three clinical referees. You must meet the following requirements:

- > 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.
- > Mandatory provision of contact details (email and telephone) of three referees.
- > Mandatory nomination of 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.
- > List referees in order of priority contact i.e. 1, 2 and 3.
- > Optional: Nominate a clinical facilitator, as a referee, who 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 your clinical practice no more than two years ago.
- > Where possible, nominate referees who have observed your clinical practice in your most recent clinical placements.
- > 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 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 the first week of August. It is your responsibility to ensure that the contact details provided for your referees are correct and that they have completed their referee reports by the due date.

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 it is strongly recommended that your referees use an alternative email to these.

It is important that you discuss this with your referees to ensure that they are agreeable, and be available to complete the referee report for you by the due date. Not having a referee report returned means this component cannot be assessed, and will therefore negatively impact your overall score. 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.

At a minimum, you will be required to have a valid 'Working with Children Check' and a National Police Certificate. It is recommended that you keep your criminal history checks up to date and lodge a new application if your check is within 6 months of expiry.

## 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, you will be asked to complete immunisation paperwork and provide proof of immunisation compliance (i.e. immunisation records signed and dated by your immunisation provider) as part of your pre-employment requirements.

## Application Submission

Your online application will need to be submitted to be considered. Attention to detail is important. Please ensure all information is correct, and all documents uploaded are the correct documents and are legible before submitting your application. You are encouraged to use the Application Checklist as a guide to ensure you attach the documents required. Once you have submitted your application, you will receive an automated email confirming receipt of your application.

### 9. How are applications assessed?

Applications will be assessed through a merit-based selection process and in accordance with the selection criteria provided in the RN-1 Role Description (available on the SA Health's Careers website).

The following components will be assessed and scored:

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

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

You have the opportunity to edit your application as many times as you like until applications close at **5.00pm Monday, 3 August 2020**. If you have submitted your application and would like to edit it during application period, you can request for your application to be reopened for editing by emailing [healthjobs@sa.gov.au](mailto:healthjobs@sa.gov.au). Once applications are closed, you will no longer be able to edit your application form. You can, however, log in to your eRecruitment account to change your personal contact details. Late applications will not be accepted.

### 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, 3 August 2020. Late applications will not be accepted.

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

Yes. In the application process you will get 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 post first round of offers. 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 offers 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 are dual-registered and would like to apply for the Combined RN/RM TPPP, you can apply separately through the RM TPPP recruitment process in August 2020. More information will be available on the SA Health's Careers website in July 2020.

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

Your ability to commence employment will depend on the completion of your degree and ability to gain registration. Please ensure you allow time to complete your studies and be registered ready for commencement 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 2021. 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?**

No, an unofficial academic transcript does not need to be certified.

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 an official copy of your original academic transcript has been stamped and signed by 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 (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 to be consistent with the 7.0 system.

To do this, please ensure that you have all subjects, grades (and if possible, the point system) in your document to enable it to be calculated. You will be asked to enter a GPA on the online application form as it is a mandatory field. If you are unsure about your GPA, 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 report or just the relevant sections?**

You are required to submit two full clinical placement reports for Nursing only:

- the first one being your most recent third/final year full, completed and finalised clinical placement report; and
- the second clinical placement report can be from either a third or a second year placement – you can choose which report to upload (full report).
- each clinical placement must comprise a minimum period of two weeks

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. 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 candidates (including Post Graduate entry students) will be asked to submit two full clinical placement reports – the most recently completed third/final year report and an additional report from either a third or second year placement. If you are unable to provide a third year clinical placement, please 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. You 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.

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

If you change your contact details at any stage you can do so by logging into your SA Health Careers account. This is a live system so you can log in and update your personal details at any point in time. Please note your personal details are the only part of the application that can be updated once 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. 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.

**25. 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. All applications are assessed based on the information and documents submitted at the time of application and cannot be changed after the applications closing date.

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

You must be registered with the NMBA before commencing employment as a RN with SA Health. The registration process is completed through the Australian Health Practitioner Regulation Agency (AHPRA).

You can start the registration process as early as 4-6 weeks before completing your studies 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 to 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.

**27. 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

If the English language test pathway applies to you, you are strongly encouraged to commence this process as soon as possible and 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.

If you are not registered as a Registered Nurse with the NMBA at least two weeks prior to your agreed employment start date, your offer of employment will be withdrawn.

## The Selection Process

**28. 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

**29. I have been employed as an Enrolled Nurse or Assistant in Nursing 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 student nurse.

### 30. Do you conduct 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.

## Priority Groups

### 31. What happens after you have assessed all of the applications?

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 for a Country SA health site only, and living within a 200km radius from that location.
2. 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

## The Outcome

### 32. When will I be advised of the recruitment outcome?

All applicants will be advised of their recruitment outcome by email no later than the first week of October.

There are three recruitment outcomes:

- 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 2021 or until all positions are filled, whichever occurs first.
- III. **Unsuccessful** – you will not receive any offer in the TPPP process

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

Successful applicants will receive a provisional offer via email containing instructions to accept or decline the offer, which must be responded 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.

**34. 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 no later than the first week of October 2020. 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.

**35. 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.

**36. 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 made you the offer as soon as possible by email, stating your decision to decline the offer of employment.

**37. 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.

**38. 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.

**39. 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 TPPP Coordinator of the employing LHN directly.

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

All offers are provisional and will be subject to verification of 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. Failure to fulfil pre-employment requirements will result in withdrawal of the offer.

**41. 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). A Working with Children Check (issued by the DHS) that is valid and not within 6 months of expiry will be accepted at the time of appointment.

You will also be required to provide a satisfactory NPC issued by the [South Australian Police](#) or through an accredited CrimTrac Provider as listed in the [National Police Check Service](#). You are required to apply for a new NPC if you do not already have a valid NPC. All NPCs must be appropriate to the work and activities undertaken. Therefore, to be suitable 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.

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

You are fully responsible for meeting all aspects of pre-employment requirements at least two weeks prior to your commencement of employment, and be available to start on the agreed commencement date. 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.). If you do not satisfy all the pre-employment conditions two weeks prior to commencement, SA Health reserves the right to withdraw your offer.

**43. 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 work full time or part time) which includes **morning, afternoon and night shifts, as well as weekends and public holidays**. Hours of work are 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. Regional LHNs offer both full time and part time positions depending on the location. Refer to the LHN information on the website for further details.

**44. 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 which requires you to fulfill all pre-employment requirements and be registered at least two weeks prior to your agreed employment start date. If you pass your supplementary exam and gain registration two weeks prior to your employment commencement date, your offer of a TPPP will stand. However, if you have to sit a supplementary exam at a time that does not allow sufficient time for your registration to be processed and approved, the provisional offer of employment 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 be registered.

**45. 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 honour that contract. If you aren't able to complete the full 12-month contract, including attendance at all classroom study days and completion of all assessment

items, you will be deemed not to have successfully completed the program and will not receive a certificate of completion. If you are experiencing any difficulties during the course of your TPPP, you are strongly encouraged to discuss issues with your TPPP coordinator.

**46. 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 a TPPP and remain eligible, you may wish to apply again in 2021 for the 2022 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.**