



# Graduate Nurse Transition Program

Recruitment Handbook 2025



# GNTP Recruitment Handbook

## Contents

<b>Welcome.....</b>	<b>3</b>
<b>Key Recruitment Dates.....</b>	<b>4</b>
<b>Introduction.....</b>	<b>5</b>
<b>Graduate Nurse Transition Program Overview.....</b>	<b>6</b>
<b>Application Preparation and Requirements.....</b>	<b>7</b>
<b>Eligibility Criteria .....</b>	<b>9</b>
<b>Key Points in Application .....</b>	<b>10</b>
<b>Interview Process.....</b>	<b>12</b>
<b>Recruitment Process .....</b>	<b>14</b>
<b>Employment Preparation .....</b>	<b>15</b>
<b>Final Word.....</b>	<b>16</b>
<b>Frequently Asked Questions .....</b>	<b>17</b>

## Welcome

---

**Welcome to the Calvary Launceston Graduate Nurse Transition Program (GNTP) Recruitment Handbook. This handbook contains information relating to the 2025 GNTP.**

As you come towards the end of your Bachelor of Nursing studies you will be preparing yourself for the transition from Student Nurse to Registered Nurse. You will begin focussing on seeking employment in a Graduate Nurse Transition Program so that you have the opportunity to consolidate your knowledge and have the support to become clinically competent professional nurses.

This handbook has been developed to help guide you through and provide the information required to apply for a Graduate position at Calvary Launceston. It is designed to assist you and hopefully be a great resource for you to refer to during the recruitment process

As you embark on this recruitment journey we encourage you to keep an open mind in regards to the opportunities that are available to a graduate nurse in the private setting that is offered within Calvary. Your graduate year is both challenging and rewarding and at Calvary we provide you with a structured and supportive graduate program that assists your transition.

On behalf of the Learning and Development team at Calvary Launceston, we wish you well during this exciting time and look forward to supporting you on your journey towards becoming a Graduate Nurse.

**Melanie Walker**

**Graduate Nurse Transition Program Coordinator**

## Key Recruitment Dates

---

### July 2024

- Applications for 2025 GNTP **open at 9am Monday 15<sup>th</sup> July 2024**

### August 2024

- Applications for 2025 GNTP **close 11pm Sunday 11<sup>th</sup> August 2024**
  - Please note, applications received after closing date and time will not be considered
- Applicants selected to proceed to the next stage are sent an invitation to attend an interview via email
- Applicants are required to accept or decline the offer of interview via email
- Referees are contacted to provide referee reports
- Interviews for the 2025 GNTP commence

### September 2024

- Interviews for 2025 GNTP conducted
- Successful applicants are notified of offers
- Successful applicants are required to accept or decline offer via email within 3 days

### October 2024

- Second and third round offers given via email if applicable

### November 2024

- All applicants for the 2025 GNTP are notified of application outcome

### December 2024

- Welcome afternoon tea held for all successful applicants

## Introduction

---

Calvary Launceston consist of two campuses:

Calvary St Vincent's Hospital

Calvary St Luke's Hospital

Graduate positions are available across both Calvary Launceston sites. We offer positions on all wards and across specialised areas such as the peri-operative environment.

For suitable applicants who are interested in applying for a position, Calvary Launceston will be offering 12 month Graduate Transition Program positions commencing February 2025

Please keep in mind that the applications that we receive each year for our Calvary GNTP far exceeds the number of positions that we are able to offer. It is essential that you take the time to familiarise yourself with the requirements of the Calvary application and that you demonstrate a high level of attention to detail when you are completing your application.

The Calvary Launceston Graduate Nurse Program Coordinator oversees the recruitment process for the GNTP positions via an online centralised application process. All GNTP enquires can be sent to Melanie Walker at:

[melanie.walker@calvarycare.org.au](mailto:melanie.walker@calvarycare.org.au)

## Graduate Nurse Transition Program Overview

---

At Calvary we recognise that the transition from student to nurse is a complex journey. Our GNTP provides a structured and supportive program that is based on a best practice Transition Changes Model by researcher Dr Judy Duchschers' transition theory research.

Knowledge of and understanding of this theory allows Calvary GNTP Coordinators and members of the Calvary Launceston Learning and Development team to identify where you are in your transition. This allows us to support you appropriately on your journey, to be the best you can be in your professional practice.

Our dedicated GNTP program allows you the opportunity to really consolidate your clinical knowledge and skills and identifies your learning needs as an adult learner. We give you the opportunity to use your critical thinking processes and develop your overall confidence and competence as a Graduate Nurse. Your GNTP with us is supported with a comprehensive orientation program, supernumerary shifts, reduced clinical loads, Graduate specific study days, completion of clinical competencies and the ability to receive ongoing feedback and construction of specific goals throughout the year.

*"I IMMEDIATELY FELT WELCOMED INTO THE CALVARY LAUNCESTON TEAM FROM THE TIME I PRESENTED FOR MY GRADUATE INTERVIEW. EVERYONE WAS SO SUPPORTIVE AND WELCOMING AND WORKED TO MAKE MY EXPERIENCE AS A GRADUATE AS REWARDING AS IT COULD BE. I FOUND THE STUDY DAYS EDUCATIONAL AND ENJOYABLE, MY FAVOURITE PART WOULD HAVE TO BE THE TIME WE HAD TO DEBRIEF WITH OTHER GRADUATES AND THE ABILITY WE HAD TO RELATE TO EACH OTHERS GRADUATE EXPERIENCE AND REALISE THAT WE WERE ALL TRANSITIONING THROUGH THE SAME THINGS."*

Graduate Nurse, Calvary Launceston

## Application Preparation and Requirements

---

Calvary Launceston requires all applications for the 2025 GNTTP to be submitted **online** via Calvary People Platform and an advert can be viewed on Seek.com

*Please note: Calvary Launceston and Calvary Hobart run separate GNTTP programs and therefore have separate applications processes*

### Preparing for Application

When preparing your application there are some key factors that you need to consider including the recruitment requirements, your employment preferences and ensuring that you address all the sections on the online application.

### Recruitment Requirements

As part of the Calvary Launceston 2025 GNTTP recruitment process you will be required to provide the following:

#### Two professional referees:

- One referee must be a clinical supervisor/preceptor (e.g. a senior registered nurse who supervised you during a clinical placement)
- The second referee must be a recent clinical facilitator
- You will be requested to provide the name, title and email contact for both referees during the online application
- Please note it is not acceptable to only provide clinical facilitators as the amount of contact that you had with them during placement will be varied

## Other important documents:

- **Cover letter**- addressing specified questions
- All pages of your TWO most recent **clinical placement evaluation reports**
- **Education certificate**- an interim academic transcript relating to your nursing studies
- If you have a working Visa- details of this will need to be submitted with your application
- **Resume**; including with this document
  - **Employment history** to date
  - **Clinical placement history** to date and future placements if known

*"The graduate program at Calvary provided a great transition from a student nurse to becoming a Registered Nurse. With the help of such a supportive coordinator and my fellow graduates, the whole process became a lot less scary! The study days were my favourite - not only were we provided with education sessions, but the debriefs were a great way of reflecting and overcoming worries and fears. Overall, I had a wonderful year as a graduate. I couldn't have asked for a better program to be a part of as my first year out as a Registered Nurse"*

Graduate Nurse, Calvary Launceston

## Eligibility Criteria

---

### **To be eligible for the Calvary Launceston 2025 GNTP you must:**

- Be an Australian citizen or hold a Visa that allows ongoing full time employment in Australia
- Intend to complete your Nursing Bachelor Degree that leads to registration with AHPRA to be ready to commence employment in February 2025
- Be able to undertake full time or part-time employment (minimum 64 hours a fortnight) with a 24 hour/ 7 day rotation
- Be willing to embrace the core values of the Little Company of Mary:  

Hospitality, Healing, Stewardship and Respect
- Have not worked as a Registered Nurse in any country for more than 3 months full time employment (436 hours)

*Please note:*

*The Registration process for AHPRA can take many weeks, even if you have provided the correct documentation. It is advised that you commence your application for registrations as soon as possible. You are eligible to pre-register prior to the completion of your degree but registration will not be complete until your notification that you have passed your course has been received.*

*If you are required to undertake an English Language Test in order to gain registration, please look into this as soon as possible*

### **Availability to Commence Employment in 2025**

The Calvary Launceston Graduate Nurse Transition Program commences in February 2025. It is expected that you will be ready and able to commence at this time. You will have completed your degree and obtained your registration with AHPRA to commence work from the beginning of February.

## Key Points in Application

---

- Please ensure all information requested is provided. Applications that fail to provide all requested information will not be considered. It is a good idea to have someone check over your application before submitting to ensure that you have included all necessary information
- Please ensure that all contact details are correct. Interview offers are sent via email so please ensure this is correct and checked regularly
- Make your cover letter stand out- answer the specified questions but ensure that you are specific and take the opportunity to let us know why you deserve a Calvary Launceston GNTP position
- Provide details but be succinct- one page for a cover letter is adequate
- Link our mission and values to your work
- Most importantly at Calvary grades aren't everything, there are many other personal and professional qualities that we take into consideration

### **Clinical Preferences**

- You will be asked to let us know your preference of clinical areas
- We do make every effort to align our placement offers to your preferences however, as pointed out, graduate positions are in high demand and for this reason we encourage you to keep your options open and not become too intent on working in one specific area, as your preferred option may not always be available
- It is common that new graduates come in with a particular specialty in mind but throughout their graduate year and rotations, they find that another area is of more interest to them than they expected

## Cover Letter

At Calvary we consider all applications carefully and a well-constructed cover letter can give us the added insight we need to help see how you would be the best fit for Calvary Launceston. We understand that cover letters can be difficult to construct and therefore have developed questions to guide you through this process.

We have designed three specific questions that we request be discussed in a one page cover letter to help us better understand who you are and why you want to be a part of the 2025 Calvary Launceston GNTP.

1. Why do you want to participate in the Calvary Launceston OnePlus Graduate Nurse Transition Program?
2. What do you hope to have achieved at the end of the Calvary Launceston GNTP?
3. What can you bring to the role as a Graduate Nurse at Calvary Launceston

## Interview Process

---

Applicants that are selected for an interview will be contacted by email in August 2024. Interviews will be held throughout August and September 2024. Please check your emails regularly so that you can respond to your interview within an appropriate timeframe. If you do not respond to the interview invite within 5 business days your application will be withdrawn from further consideration.

At Calvary Launceston we conduct face to face individual interviews with two or three Calvary staff members on the interview panel. The interview panel typically consists of the Graduate Program Coordinator plus a Clinical Nurse Manager, a Learning and Development Educator or a senior staff member.

During the interview you will be asked a variety of questions. We will be wanting to learn more about you and your personal and professional goals as well as what you can bring to the team at Calvary Launceston. There will be questions and scenarios to help us identify your clinical knowledge and abilities. This interview is your opportunity to sell yourself, however we are aware that interviews can be daunting and that you may be nervous and this is taken into account. We do recommend that you take the time to prepare for your interview to make yourself feel more at ease. Some useful tips include:

- Allow yourself plenty of time to get to the interview to ensure that you arrive on time
- Follow the instructions provided on the interview invite and make contact with the person listed in the email if you need any clarification on the instructions

- Make sure that you are able to draw on your experiences from placement as a student. For example, reflect on a time when you were able to demonstrate good communication skills or a time when you identified and helped manage a deteriorating patient
- Ensure that you are familiar with Calvary as employer. Demonstrate that you have taken the time to research Calvary HealthCare and its mission and values
- Demonstrate your commitment to the nursing profession and be able to articulate your professional goals
- Practice! Take the time to practice answering questions with families and friends

## Recruitment Process

---

The interview and selection process can range over many weeks. Successful applicants will be contacted by telephone as well as receive an email for confirmation and be offered a position in the Calvary Launceston 2025 GNTP. Successful applicants will be provided 3 business days from the date of offer to accept or decline the offer. Applicants that fail to respond by the requested date will have their offer withdrawn.

Unsuccessful applicants will receive notice of the outcome of their application in November 2024.

### **Finalisation of Recruitment Process**

The recruitment process is generally finalised by mid-December and we understand that this still leaves a considerable amount of time before successful applicants to commence your Graduate Program here at Calvary Launceston. For this reason, we invite you to attend a Graduate Welcome Afternoon Tea before the commencement of your Graduate Year. This will give you an opportunity to meet with other Graduates in the program as well as the Learning and Development team and to become familiar with the other staff and previous graduates who will be working in your clinical areas. This allows our new graduates to familiarise themselves with key staff members and to feel that they are part of the team before commencing their GNTP.

## Employment Preparation

---

You must be registered with the Nursing and Midwifery board of Australia (NMBA) before you commence employment. It is recommended that you commence your application as soon as possible to ensure that you are able to commence your employment in February 2025. If you are unable to obtain registration in the required timeframe, your offer may be withdrawn. If you are having difficulty obtaining registration or experiencing a lengthy delay, please contact the Calvary Launceston Graduate Nurse Program Coordinator to alert them and seek guidance.

Further information about this process can be found on the Australian Health Practitioner Regularity Authority website:

<https://www.ahpra.gov.au/Registration/Graduate-Applications.aspx>

## Employment Contract

Prior to being offered a contract you will be required to participate in a pre-employment screening process and at the successful completion of these requirements, you will be sent a contract confirming your position.

The contract and further correspondence from the Graduate Nurse Program Coordinator will provide specific details on your start date, site location, terms of employment, pre-employment mandatory training requirements and details on the orientation process. It is important that you read this correspondence carefully and seek clarification should you need it.

## Final Word

---

We hope the information provided in this handbook has been helpful and answered your question. Should you require any further information regarding the Calvary Launceston GNTP please have a look at our list of frequently asked questions. If this doesn't answer your question then please contact our Calvary Launceston Graduate Coordinator via email on:

[melanie.walker@calvarycare.org.au](mailto:melanie.walker@calvarycare.org.au)

We wish you all the best with the application process and are looking forward to welcoming all our new Graduate Nurses at Calvary Launceston in 2025.

## Frequently Asked Questions

---

### **What benefits do Calvary offer?**

Calvary offers a range of benefits to employees including paid paternity leave, wellness programs, training and development opportunities, uniforms and salary packaging. You can view the range of benefits at:

<https://www.calvarycare.org.au/careers/benefits/>

### **Does Calvary offer a permanent position or will it be contract work?**

Calvary Launceston offer permanent positions

### **Do I need to be a Catholic to apply?**

No

### **Do I need to have completed a clinical placement as a student at a Calvary Hospital to apply?**

No

### **How many Graduate Transition Program positions do Calvary offer?**

Our number of positions varies from year to year and each Calvary site offers different numbers of positions depending on local business activity and workforce planning. On average approximately 11 positions are offered across both campuses at Calvary Launceston.

### **How many intakes of graduate positions does Calvary have?**

This differs across Calvary sites. Calvary Launceston typically take one intake in February. A mid-year intake is dependent on workforce planning.

### **How many rotations are given in the Graduate program?**

At Calvary Launceston we typically offer two six month ward rotations. We also have 12 month positions in specialty areas such as theatre. During theatre rotations the graduate has the opportunity to rotate between recovery, anaesthetics and scrub/scout.

### **What are the retention rates for the GNTPs working at Calvary?**

At Calvary Launceston our current retention rate is >90%

### **How many hours will I be working?**

The GNTP at Calvary Launceston is a 0.8 FTE (32 hours a week) position.

### **How much will I be paid?**

Staff are paid in accordance to the current CHCT Enterprise Agreement.

### **Will I be required to work night shift as a graduate?**

Yes. Night shift is allowed to be worked as a graduate. However at Calvary Launceston we recommend that new graduates don't work nights shift for an appropriate amount of time depending on the ward and staff skill mix. Night shift will not be rostered until after a discussion with the Clinical Nurse Manager and the Graduate Coordinator.

### **How many patients will I be responsible for?**

You will be given a patient load gradually and according to your skill mix and competency levels. We don't define an exact number as we recognise that individuals progress at varying rates.

## **How supported are new Graduates on the ward?**

In addition to highly supportive colleagues and preceptors, we also have a dedicated Graduate Nurse Program Coordinator who will be available to support you throughout your transition.

## **Do you offer any peri-operative placements?**

Yes. Peri-operative placements are available at St Vincent's and St Luke's Campuses at Calvary Launceston.

## **Will there be any study days?**

Yes. As well as a comprehensive orientation program, Calvary Launceston provides six full day, Graduate specific paid study days. These study days are scheduled regularly throughout the Graduate year.

## **What references will I need to provide?**

You must provide two references with your application. One must be a senior staff member that you have worked with during a recent clinical placement. The other must be a clinical facilitator from a recent clinical placement.

## **How does the interview process work?**

At Calvary Launceston we conduct individual face to face interview. You will be asked a series of questions during this time to enable us to learn more about you, your knowledge, clinical skills and your professional goals.

## **Do I need to submit all pages from my two most recent clinical placement experience assessments?**

Yes. You are required to submit your two most recent clinical placement documents in full.

## **Does my Grade Point Average (GPA) matter?**

At Calvary Launceston we request your academic transcript and we do review your GPA. We take this as well as many other factors (such as personal and professional qualities) into consideration.

## **Do my documents that I'm uploading need to be certified by a Justice of the Peace?**

No.

## **Will I be able to seek feedback on my interview?**

Yes, we welcome you to contact us to seek feedback.

## **Do I need to commit to my offer for a GNTP position straight away?**

We provide you with up to three business days to consider your decision before accepting the offer.

## **What happens if I need to stop work or take extended personal leave during my Graduate Program?**

We take each case on an individual basis to determine whether an extended period of leave can be accommodated and the GNTP finished at a later date.

## **Do I get holidays?**

Yes. You are entitled to 4 weeks of annual leave and an additional week if you work 20 weekend days in your anniversary year. Theatre workers are entitled to an additional week in recognition of increased flexibility in accordance with conditional. There is also the opportunity to purchase an additional 1 or 2 weeks of leave.

### **What happens if I am sick?**

As part of your employment you are entitled to personal leave as per the EBA agreement

### **What if I don't like the area I'm working on?**

Your GNTP Coordinator will assist you to work through the challenges you are facing. Any decision to move areas would be done on an individual basis and done in consultation with a range of staff and would need to be dependent on another position being available in another area.

### **How long will I be supernumerary for and when do I start working independently?**

This will depend on your clinical area. Ward staff are allocated a minimum of 3 supernumerary days and then patient loads are allocated with acuity in mind and the support of a preceptor. Specialty areas such as theatre have longer supernumerary period.







**CALVARY NATIONAL OFFICE**

Level 15 | 345 George Street | Sydney NSW 2000

**p:** 02 9258 1700 **w:** [calvarycare.org.au](http://calvarycare.org.au)

In 1885, six courageous Sisters sailed into Sydney to continue the mission of Venerable Mary Potter and the Sisters of the Little Company of Mary to care for those in need. Thus began Calvary's enduring legacy of care in Australia.

Today, we continue their mission, in our hospitals, home and virtual care services, retirement living and residential aged care homes across five states and two territories.

View all our locations at

**[calvarycare.org.au](http://calvarycare.org.au)**