

Application guide for The St Andrew's Hospital TPPP

About St Andrew's Hospital

St Andrew's is Australia's largest independent Private Hospital with 240 beds and over 800 staff. We are situated on South Terrace, just off Hutt Street, near the east park lands. The hospital caters for most surgical specialties as well as having a strong focus on cancer care and chemotherapy.

We are a "not for profit" organisation and are proud to provide an excellent standard of patient-centred care to over 43,000 people each year. We offer our employees safe, off-street parking and a number of wellbeing programs and opportunities.

St Andrew's is proud to offer newly Registered General Nurses (RNs) the opportunity to undertake a one-year TPPP (our Graduate Nurse Program) that supports Graduates to further develop their clinical and organisational skills. Applicants can select from a Ward program or Perioperative program. 100% of last year's Graduate Nurses were offered ongoing employment following completion of their program.

St Andrew's has a strong focus on life-long learning, strengthened by the St Andrew's Hospital Foundation's Clinical Scholarship program which can financially support nurses following completion of the TPPP to undertake post graduate study in a specialty area of their choice.

Applications for the 2023 Graduate Nurse Program (TPPP) for RNs, open early June 2022 and close 8am on Monday, August 1st 2022. Application portal can be found within the careers page of our website https://hcm616.peoplestreme.net/standrewshospitals/erec_external.asp

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Important Dates

- Applications open early June 2022
- Applications close 8am Monday, 1st August 2022
- Interviews commence August 2022
- Offers commence October 2022
- Employment commences January-April 2023

Information sessions

St Andrew's will be presenting either in person or electronically at the 3 main South Australian Universities regarding the TPPP. Your university will be able to provide the dates and times.

St Andrew's will hold a separate ZOOM information session for interested applicants:

- **TUESDAY 19th JULY at 4pm.**
- Please register to attend by emailing kerry.holm@stand.org.au
- You will then receive a ZOOM link closer to the date

Applying for the TPPP at St Andrew's Hospital

Your university will provide useful information to assist with preparing your application.

When selecting between candidates it may be the oversight of one small thing during the application process that prevents your application moving forward. Some useful hints include:

- Check you have entered your email address correctly into the application portal; if this is incorrect due to a spelling error (and it does happen) we will not be able to contact you and will therefore disregard your application.
- If your name is different to the name on your documents due to marriage / divorce, this can be very confusing. Please ensure you communicate this clearly in your cover letter.
- Read the information provided in the application portal and follow the instructions carefully.
- Avoid skimming the information.
- Each hospital will have different processes.
- St Andrew's TPPP is not affiliated with the SA Health TPPP. You must submit a separate application.
- **We will not accept applications after the 8am on the closing date, August 1st**
- Do not leave applying until the last minute. We may not accept last minute excuses for not submitting your application during the 8-week application period.
- If you are not clear on an aspect, please seek clarification

Documents required for St Andrew's

For the initial online application, you will need to prepare 2 documents for uploading:

- Please combine your personal cover letter and CV into one document. Upload this when asked for your CV.
- Please address the above cover letter to Ms Kerry Holm, Graduate Nurse Coordinator.
- Fill out the [St Andrew's TPPP Application Form](#) available here or within the application portal or website, and upload this when asked for your **COVER letter**
- How you present these forms can often be our first impression of you. Please keep your personal cover letter and CV brief but informative.

Once we receive your initial online application with the 2 documents attached as outlined above, we will email you a link to a Drop Box where you can upload the following:

- Your last 2 placement reports.
 - Upload each report separately.
 - They can be the full documents or an abridged version.
- Your Transcript with your nursing studies GPA to date (unofficial)
- Either your National Police Check OR Working with Children Check (WWCC). We do not require both

Previous employment as a Registered Nurse

- The TPPP at St Andrew's is only open to newly Registered Nurses.
- If you have worked more than 456 hours (3 months full-time equivalent) as a Registered Nurse by 1st of August 2022, then your application may not be considered.
- We will require an official Statement of Service from your employer regarding the number of hours you have work

Selection Criteria

We will short-list a number of applicants to attend group interviews. We are looking for Graduates who:

- Have followed the instructions
- Have demonstrated positive attitudes toward their own learning
- Have demonstrated their ability to reflect on their practice and make changes where necessary
- Have demonstrated a commitment to a nursing career
- Have demonstrated good customer service skills / behaviour with patients and their family
- Have indicated that they meet the criteria during the application process e.g. vaccinations, WWCC or Police check etc

Referees

We ask for a minimum of 3 clinical referees.

We will contact at least 2 of these via phone if you are shortlisted following the interviews in August.

Referees must be Level 2 RNs or higher, who have supervised you or worked with you during your clinical placements. For example:

- Placement Facilitators
- Clinical Managers or Clinical Nurses
- ANUM or NUM

If you work in Health Care as a Carer, AIN or Student Nurse, you can also include your manager.

Please ensure your referees can be contacted and are happy to discuss your application.

Keeping in touch

- We will contact you via email.
- Occasionally emails can go to your spam or junk folders when sent automatically via the application system. Please check these folders regularly.
- If you are selected to attend an interview we will contact you via email
- You can contact either Kerry or Alison via email alison.sarles@stand.org.au or kerry.holm@stand.org.au

Interviews

- A number of applicants will be contacted to attend group interviews.
- 8 applicants attend each interview.
- We will send you a list of dates and times. Please select an option quickly as you may be left with no options once all places are taken.
- Two St Andrew's staff join each interview. These may be the Graduate Nurse Coordinator and/or Clinical Educators from across the hospital.
- We do not require you to bring anything.
- We will ask you to complete a short quiz and ask you a few questions. It is generally a relaxed environment.
- We understand many nursing students will be on clinical placement during the interview period. Most venues and facilitators will understand if you have to leave placement early or arrive a little late. Please discuss this with them.
- You are able to wear your uniform to the interview.
- Most importantly, this is a great opportunity to tell us about yourself so we can get to know you.

Health checks

- Short-listed applicants following the interviews may be asked to attend a health assessment.
- This is our usual process for all people who may be offered employment at St Andrew's. The hospital will help arrange this.
- There is no cost to the applicant

Individual work area preferences

- At St Andrew's we try very hard to employ graduates into the areas that are of interest to them.
- We ask you for your career preferences, firstly in the Application Form and then again at the interview in case things have changed.
- Many applicants may not have a firm idea of where they want to work. That's OK too.

Ward Program

The Ward Program provides Graduates with experience in 2 areas. Each experience is approximately 6 months. The areas include:

- 2nd Floor: General Surgery, Urology (+Robotics) and Colorectal Surgery
- 3rd Floor: Oncology, Breast Surgery, Gynaecology, Plastics
- 4th Floor: Orthopaedics, Neurosurgery, Spinal, Vascular, ENT, Gynaecology
- CCU: Intensive Care & High Dependency
- Cardiac Unit: Coronary Care and Cardiac Ward
- SACS: Day Chemotherapy Suite

Perioperative Program

The Perioperative Program is a full year of employment in one of the following areas:

- Theatre (Scrub/Scout)
- Anaesthetics & Recovery
- Procedural Suite and DOSA (Day of Surgery Admission)

Offers for a position in the TPPP

- Offers will start around early October
- TPPP start dates will range from January to April 2023
- This process may take several days and weeks to complete
- We will first make offers to residents of South Australia
- We will call you and also email you an offer then give you a few days to decide
- We will tell you where you will be working

Ongoing employment after the program

- If you achieve the TPPP goals and are demonstrating all the qualities of a professional, respectful and safe practitioner, then we would be very pleased to be able to offer ongoing permanent employment in an available position.
- 100% of last year's Graduate Nurses were offered permanent employment.

We wish you the well as you complete your studies and embark on your nursing career.