

# 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 in Adelaide's CBD. 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. All graduates will be offered a permanent, ongoing contract at the time of employment so that ongoing employment is secured following successful completion of the 12-month TPPP.

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 to undertake post graduate study in a specialty area of their choice.

### **Here is what some of last year's Graduate Nurses said about our program**

- *Better than all my expectations, I feel very lucky and blessed to be a part of SAH*
- *The 12 months in the Graduate Program has helped me learn so many skills during my first year out in the field*
- *The staff in my clinical area have been amazing! They have all made me feel so welcomed, and have helped me grow as an individual. The clinical managers have made sure I am well supported and all my questions and concerns are followed through. The general working environment is happy & pleasant.*



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## Important Dates

- Applications open May 22<sup>nd</sup> 2023
- Applications close 8am Monday, 10<sup>th</sup> July 2023
- Interviews are conducted during July/August 2023
- Offers are made during September 2023
- Employment commences late January OR mid-March 2024

## Eligibility criteria

- The TPPP at St Andrew's is only open to Registered Nurses, who have completed their pre-RN registration Nursing Studies in Australia within the previous 2-3 years.
- Applicants must have had limited experience in the acute sector as an RN in Australia.
- We are happy to discuss your eligibility on an individual basis. Please contact us.



## Applying for the TPPP at St Andrew's Hospital

Your university will provide information to assist with preparing your application. All applications must be completed online

St Andrew's Hospital employees are required to follow the same process when applying for the TPPP

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 or provide evidence of the name change.
- Read the information provided in the application portal carefully and follow the instructions.
- Avoid skimming the information.
- Each hospital will have different processes and requirements.
- St Andrew's TPPP is not affiliated with the SA Health TPPP. You must submit a separate application.
- To be considered, please apply on time.
- Please keep your cover letter and resume brief but concise. Avoid too many pages.
- If you are not clear on our requirements, please email us.

## Referees

- We ask for a minimum of 3 clinical referees.
- We will contact at least 2 of these via telephone if you are shortlisted following the interviews.
- Referees must be senior RNs, with at least 3 years RN experience. These people may have supervised/facilitated or worked with you during your clinical placement. For example:
  - Placement Facilitators
  - Clinical Managers or Clinical Nurses
  - ANUM or NUM
  - Senior RNs
  - Your manager for any Health Care-related employment e.g. Carer, Orderly, AIN, Student Nurse or Enrolled Nurse
- You can supply one extra referee from non-healthcare related employment
- Please ensure your referees can be contacted and are happy to discuss your application.

## Documents required for St Andrew's TPPP application

The online application portal can be found on the [Graduate Nurse Program page of our website](#)

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

### 1. The first document is your **COMBINED personal cover letter and CV.**

- Upload this as **ONE document** when asked for your CV.
- Your personal cover letter should be addressed to Kerry Holm, Graduate Coordinator
- **Please note:** when the system asks you for your CV, please upload the **combined personal cover letter and CV/resume** as one document

### 2. The second document is the [St Andrew's TPPP Application Form](#).

- This asks you for your preferences. Download the form from the link above. It is also linked on the website and within the application portal.
- **You must download this form to edit it electronically.** Upload this when asked for your **COVER letter**
- **Please note:** when the system asks you to upload your cover letter please upload the completed Application Form as outlined above (not your personal cover letter)

## Placement reports and unofficial transcript with GPA

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 Unofficial Transcript with your nursing studies GPA to date
- Two (2) recent placement reports, regardless of where they were.
  - You can upload each report separately or together as one
  - They can be the full documents or an abridged version



## Ward Program and Specialties

The Ward Program provides Graduates with RN 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, ENT, Gynaecology
- CCU: Intensive Care & High Dependency
- Cardiac Unit: Coronary Care and Cardiac/Vascular Ward

## Perioperative Program and Specialities

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)

## Individual work area preferences

- At St Andrew's we try very hard to employ graduates into the area they choose
- We ask you for your career preferences, firstly in our TPPP 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.
- St Andrew's does not offer Midwifery, Emergency or Mental health as options during the TPPP. We do however ask if this is something you are interested in so we know where you see yourself in the future.



## 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 as needed
- Have demonstrated a commitment to a nursing career
- Have demonstrated good customer service skills/behaviour with patients, family and staff
- Have completed the application process in full.

## Interviews

- Short-listed applicants will be contacted to attend group interviews.
- Each interview will include up to 8 applicants.
- We will provide selected applicants with a list of interview dates and times and recommend people accept an option as soon as possible. These may be the only interview times available.
- If applicants are not in Adelaide, we will arrange a zoom group interview.
- Two St Andrew's staff will 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 will ask you to provide a 'selfie' via email, following the interview, to aid our memory recall.
- 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. We will schedule a range of times
- You can 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. Consider what you will tell us about yourself, that will help us to remember you and set you apart from everyone else.

## Health checks

- Short-listed applicants following the interviews may be asked to attend a health assessment.
- This is our usual process for nurses who may be offered employment at St Andrew's. The hospital will help arrange this with you. There is no cost to the applicant
- A health check is not an offer of employment



## Start Dates

TPPP start dates are late January and Mid-March 2024

## Offers for a position in our TPPP

- Offers will commence following the interviews, reference checks and health checks
- We expect this to be during September
- Offers will continue until we have filled all of our places
- We will contact you via phone and email with our offer. We will include a start date and at least one ward/area/unit where you will be working
- We will give you a few days to decide
- We will email you a contract to sign if you accept.
- Employment can only commence once all necessary onboarding requirements are met

## Onboarding requirements

If you accept a position with St Andrew's, we will ask you to provide the following documentation and evidence:

- Current Working with Children Check (WWCC)
- Immunisation compliance
- Official Nursing Studies Transcript
- Registration with the Nursing and Midwifery Board of Australia as a Registered Nurse



## Ongoing employment after the program

- Whilst the program is 52 weeks long, we offer all of our 2024 Graduate Nurses a permanent contract at the time of offer. This means you will continue your employment with us once the program finishes. All offers are subject to successful completion of a standard 6 month probationary period, as is common practice with all health related employment (public and private).
- You may be able to consider moving to a different area, dependent on available positions.
- Other specialties/roles that can be considered in the future, following your Graduate Program include Stomal Therapy, Breast Care Nursing, Infection Control, Case Management and Education.

## Keeping in touch

- We will contact you via email to keep you informed
- Occasionally emails can go to your spam or junk folders when sent automatically via the application system.
- **Please check your junk/spam folder regularly.**
- If you are selected to attend an interview we will contact you via email

## Contacting us

If you have any questions, you can email either

- Kerry Holm [kerry.holm@stand.org.au](mailto:kerry.holm@stand.org.au) or
- Alison Sarles [alison.sarles@stand.org.au](mailto:alison.sarles@stand.org.au)

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

