

Application Guide for The St Andrew's Hospital Transition to Professional Practice Program (TPPP)



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 Transition to Professional Practice Program (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 our recent Graduate Nurses said about our program:

- *The support and education given to us has been amazing and so consistent throughout the year. There has never been a time where I felt I couldn't ask for help or advice from any of my peers and everyone is so friendly and willing to lend a hand.*
- *I believe we have the most supportive grad program, and the work team feels like family.*
- *St Andrew's actually cares. Based on feedback from friends undertaking their TPPP elsewhere, I can confidently say that the support I got here is unparalleled. I never felt like I was alone. The Graduate Coordinator makes it so clear that she really cares about us and what we need to develop further. That's evident by the fact that despite finishing my grad year early in 2025, she still took the time to teach me a new skill.*
- *If I could give more stars I would, the support I received and the encouragement made my time as a graduate so much more enjoyable and exciting!*
- *Strongly recommend to go through the application process. I also recommend that nursing students undertake a placement here to experience the work culture and environment.*
- *The graduate program here at St Andrew's Hospital is a great place to start a nursing career. We have a great team and the support that I have received was amazing. I am very grateful that I have started my nursing career here at St Andrew's.*
- *Do it! The hospital is amazing, staff are so supportive and knowledgeable, the learning is great and overall, it's a great program to do!*
- *St Andrew's is a great place to do your TPPP year as you gain so much knowledge and education and you slowly get to know everyone in the hospital.*
- *5 stars because I didn't feel like a number on payroll. I felt like I was a person that was looked after and that my development as a nurse actually mattered to the hospital.*



2024 Ward Graduate Nurses

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Graduate Nurses 2023

Important Dates

- **Applications open** Wednesday 21st May 2025 via our [website](#)
- **Applications close** 08:00 AM (0800) Friday, July 4th 2025
- **Information evenings**
 - 4.30pm-5.30pm Tuesday June 10th
 - 4.30pm-5.30pm Tuesday June 17th.
 - To attend please [register here](#) or via the QR code below



- Interviews are conducted during July/August 2025
- Offers are made during September/ October / November 2025
- Employment commences Early February and Mid-March 2026

Eligibility criteria

- The TPPP for RNs at St Andrew's is prioritised to Registered Nurses who have completed their pre-RN registration Nursing Studies in Australia within the previous 2-3 years.
- Applicants who are already registered, 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.



Ward Graduate Nurses 2023



Fun scrub Fridays

Why consider St Andrew's for your TPPP?

- Permanent ongoing employment following completion of your TPPP
- Extremely supportive environment within the hospital
- Commitment to person centred care where the patient's individual goals are important to us
- A Graduate Coordinator, Clinical Educators and senior staff to support you out on the floor
- Comprehensive orientation and scheduled study days throughout the program
- Supportive preceptor program
- Flexible rostering practices, enabling staff to nominate their shift preferences to fit with their personal commitments
- A range of wellbeing programs and opportunities, including an onsite gym, personalised support for employees experiencing mental health challenges, and opportunities for self-directed personal growth through online wellbeing webinars;
- A Competitive Enterprise Agreement and pay rates
- Salary Packaging benefits
- Uniform allowance (ward nurses)
- On site, undercover, secure car park for a small cost, as well as free street parking
- Scholarships to financially support post-graduate studies following completion of the TPPP
- Fun Scrub Fridays each week (pictured above)

Graduate Program Perks

- Fun and interactive teaching and learning activities throughout the year!
- We run a weekly informal "Catch Up Club" for our graduate nurses.
- Several social outings throughout the year to get to know other graduates and build supportive relationships.
- Graduation ceremony at the completion of the program to celebrate the amazing achievements of our graduate nurses!

Come to our information evening to learn more!



2024 TPPP & PONP Graduation Evening

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:

- Do not rush to apply. Preference is not given to how early you apply, only that you apply prior to the closing date and follow the instructions.
- Similarly, **do not leave it to the last one or two days to apply**, in case you run into difficulty or become unwell and cannot complete your application.
- Check you have entered your email address correctly in 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 only once and before the closing date.
- 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 and ask.



Referees

- We ask for a minimum of 3 clinical referees. You can add extra referees.
- We will contact at least 2 of these people via telephone or online referencing systems 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 extra referees from non-healthcare related employment
- Please ensure your referees can be contacted and are happy to discuss your application.



One of our Perioperative Graduate Nurses, 2024

Documents required for St Andrew's TPPP Application

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

It will not become operational until May 21, 2025.

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/resume.
- Please include in your cover letter, your commitment to lifelong learning, an ability to reflect on your own practice and behaviours, an exceptional customer service ethos and values consistent with St Andrew's
- Your personal cover letter should be addressed to Alison Sarles, Clinical Education 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)



Ward and Procedural Suite Graduate Nurses on 'What Matters to You? Day' 2024

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: **Surgical ward** (Urology, Upper GI, Abdominal, Colorectal and gynaecology)
- 3rd Floor: **Medical/Surgical ward** (Oncology, Breast Surgery, Gynaecology, Plastics)
- 4th Floor: **Surgical ward** (Orthopaedics, Neurosurgery, Spinal, ENT)
- Critical Care (Intensive Care & High Dependency)
- Cardiac Unit (Coronary Care, Cardiac and 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 may, however ask if this is something you are interested in so we know where you see yourself in the future.



One of our Perioperative Graduate Nurses, 2024

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 articulated positive attitudes toward their own learning
- Have articulated their ability to reflect on their practice and behaviour and make changes as needed
- Have articulated a commitment to a nursing career at St Andrew's
- Have articulated 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 group 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.
- At the conclusion of the interview we will take a photo of the group to aid our memory recall of who attended.
- 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.
- We are looking for nurses who arrive on time, present themselves well and demonstrate a broad understanding of basic nursing concepts.
- 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.

Requests for Further Documents

Applicants who attend an interview will be asked to submit further documentation to support their application. This will include:

- A copy of your last clinical placement report regardless of the setting, e.g. community, mental health, aged care, prison health.
- A copy of your current **unofficial** academic transcript.

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



Graduate Nurses and a Patient on 'What Matters to You?' Day 2024

Start Dates

TPPP start dates are beginning of February and mid-March 2026

Offers for a position in our TPPP

- Offers will commence following the interviews, reference checks and health checks
- We expect this to be early September 2025
- Offers will continue until we have filled all of our places. This may run into November/December
- We will contact you via phone and email with our offer. We will include a start date and the areas you will be working in.
- 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 standard employment documents for payroll purposes as well as the following documentation and evidence:

- Current Working with Children Check (WWCC)
- Immunisation compliance
- Official Nursing Studies Transcript once available
- Registration with the Nursing and Midwifery Board of Australia as a Registered Nurse once available
- Relevant visa information that confirms you are legally able to live and work in Australia

Ongoing employment after the program

- Whilst the program is 52 weeks long, we offer all of our 2026 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 after your TPPP, 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 Emergency Services.



Graduate Nurses 2023

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

- Alison Sarles, Clinical Education Coordinator – Wards, alison.sarles@stand.org.au
- Frances Peters, Graduate Nurse Program Coordinator, frances.peters@stand.org.au

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



Graduate Nurses 2023