



2018 Graduate Midwife/Nurse Program

Application Guidelines

- **All applicants must be completing a double degree in Nursing/Midwifery to be eligible for the program**
- **All applicants must be registered through Computer Match.**
- Computer Match opens on May 29th at <http://computermatching.pmcv.com.au>
- All applications to Peninsula Health programs must be made on-line at www.peninsulahealth.org.au
- Applications open on Monday June 5th and close at midnight on Friday July 21st.

Step 1

- Register with Computer Match
- Select Peninsula Health as one of your preferences
- Please ensure you select the correct program/stream

Step 2

Ensure you have each of the following requirements:

- A one page covering letter outlining why you have selected Peninsula Health.
- A reflective essay about a challenging experience you were involved in during a midwifery clinical placement. Explain how you managed the situation and what you learnt from it. (200 word limit)
- A concise Resume/CV of no more than 3 pages.
- Your CV must contain details of your 2 clinical referees including email address. At least one referee must be a Midwife..
- Most recent Academic Transcript with key to results. Where credit is given for previous studies, an Academic Transcript covering those subjects must be provided.
- 3 relevant and recent clinical appraisal summaries (2 midwifery and 1 nursing)

Step 3

- From June 5th apply on-line for selected program
- **Please upload your Cover Letter, CV and reflective essay only**
- Cover letter should be addressed to
Maureen Habner
Director/Chief Nurse – Continuing Education and Development
- Academic Transcript and Clinical Appraisal Summaries may be delivered in person or posted to
The Continuing Education and Development Unit (CEDU)
Peninsula Health
PO Box 52
Frankston, VIC, 3199
- Alternatively documents may be emailed to gnmp@phcn.vic.gov.au
Please include your name and program (midwifery) in the subject line

Interview Guidelines

If you are selected for an interview you will receive an email inviting you to click on a link to self-select the date and time of your interview.

If selected for interview your referees will be sent an email requesting an on-line reference check to be completed

Please note the date and time of your interview below as the recruitment portal does not send an automatic confirmation. If you are unsure about your scheduled interview please call or email CEDU.

<i>My interview is scheduled for</i>	<i>Date</i>	<i>Time</i>
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The email will have the following attachments:

- Personal Details Form – please complete and bring to interview
- Application Form – please complete and bring to interview with a colour passport-sized photograph

Interviews will be held in the Women's Health Unit. The unit is located at Frankston Hospital. Please enter via the Main Entrance and take the stairs to level 4. Please plan to arrive at the interview location at least 10 minutes prior to the scheduled appointment. **You will need to bring some form of photo identification with you.**

If you are unable to attend your scheduled appointment please contact CEDU as soon as possible. It may be possible to re-schedule your interview

Following Your Interview

At Peninsula Health we continually seek to improve our services. We would like your opinion about your experience in applying for the Graduate Program and your interview. We will email you a link to an anonymous survey a few weeks following your interview. We would appreciate your honest feedback so that we can assess the quality of our processes and value of improvements made following previous surveys.

Successful Applicants

If you are successfully matched to Peninsula Health on Tuesday October 10th we will endeavour to contact you by phone.

You will receive an email invitation to Welcome and Information Day on October 25th. The email will also include the following documents to be completed:

1. Immunisation Form
2. Position Description (with inherent requirements)

Please bring completed documents plus 100 points of identification (preferably certified) and immunisation/serology details with you

For further information contact CEDU at gnmp@phcn.vic.gov.au or 9784 7732