

WELCOME TO MAITLAND PRIVATE HOSPITAL

This handout is designed to assist you to apply for the 2025 New Graduate Registered Nurse Program (Perioperative) at Maitland Private Hospital.

THE NEW GRADUATE NURSING PROGRAM

The program is highly competitive and it is guaranteed that there will be many more applicants than there are positions available. It is therefore necessary to be fully prepared prior to interview. Use this handout to ensure that you meet the application requirements and supply the required documentation with your application to ensure that you have the best chance of success.

PERIOPERATIVE STREAM

Maitland Private Hospital offers a unique program allowing graduate nurses to rotate through & experience all areas of Perioperative nursing including; PACU, Scrub/Scout & Anaesthetics. It will consist of 3 x 6 month rotations, on an 18 month fixed-term contract with a potential for permanent employment.

The position offered will be 0.8FTE

HEALTH CARE VALUES

We are a part of the Health Care group of hospitals and live by our value of "People above all else". We are proud of our friendly, open, honest and supportive culture. Our vision, mission and values encourage employees to proactively participate in the running of our organisation and its ongoing success. Health Care promotes a culture of open and transparent communications where people are recognised as being the key to our success.

We work hard to ensure that our people have the support and facilities to build successful careers. Individuals joining our Group will appreciate:

- A comprehensive orientation to the site
- Flexible work hours to ensure a healthy work-life balance
- Uniforms
- Ongoing training and development
- Open management style - access to key decision makers
- Fair and equal treatment of all employees
- Achievements that are recognised and rewarded

NEW GRADUATE NURSE PROGRAM APPLICATION INFORMATION

PREPARING YOUR APPLICATION

When preparing your application there are several considerations. These include recruitment requirements, employment preferences and addressing the selection criteria.

Key dates	Information
Monday 26 th August 2024	APPLICATIONS OPEN
Friday 6 th September 2024	APPLICATIONS CLOSE No applications will be accepted outside these dates
Thursday 12 th September 2024	Notification of Interviews
26 th & 27 th September	Interviews conducted
Thursday 3 rd October	Successful candidates will be notified
Monday 10 th Feb 2025 or as mutually agreed thereafter	New Graduate commencement

ESSENTIAL CRITERIA

1. Completion of your Nursing Degree (Bachelor or Masters) prior to the commencement date.
2. AHPRA registration prior to commencement.
3. Current Working with Children Check and Police Check.
4. Immunisation evidence (including COVID vaccination) and serology report.

DESIRABLE CRITERIA

1. Previous under-graduate experience in hospital setting.
2. Previous perioperative nursing experience.

SELECTION CRITERIA

1. You're passionate about a career in Perioperative Nursing
2. Commitment to continuous quality improvement and safety.
3. Demonstrated ability to work effectively within a team.
4. Strong collaborative interpersonal skills with well-developed verbal and written communication skills.
5. Demonstrated clinical knowledge and clinical problem-solving abilities.
6. Exhibit patient-centred care with an understanding of the professional, ethical and legal requirements of the role.

NEW GRADUATE NURSE PROGRAM APPLICATION INFORMATION

As part of your application you will be required to provide a personal statement (maximum 350 words). Your statement must describe your interest in Perioperative Nursing & why you have chosen this specialty. It may also include your most valuable skills & past experiences.

During recruitment your responses will be reviewed as part of the selection process. It is important that you give your statement thoughtful consideration.

RECRUITMENT REQUIREMENTS

As part of the Health Care recruitment process you are required to provide:

*Please note failure to provide the following will result in an invalid application.

Eligibility	
Curriculum Vitae	<ul style="list-style-type: none"> - Outlining your educational qualifications, experience & details of clinical placements undertaken. - Maitland Private Hospital New Graduate Mid-Year (Perioperative) CV Template MUST be utilised.
University Documents	<ul style="list-style-type: none"> - Academic transcript & copy of qualification if completed - Copy of final placement ANSAT & written assessor feedback
Personal Statement	<ul style="list-style-type: none"> - Address the Personal Statement topic
Identification	<ul style="list-style-type: none"> - Evidence of identification and permanent residency, such as passport, Australian birth certificate, and citizenship certificate and visa information.
Working With Children Check	<ul style="list-style-type: none"> - NSW Working with Children Check (WWCC) clearance number for paid work by visiting https://www.kidsguardian.nsw.gov.au/ - You must bring a WWCC clearance number to interview for verification.
Immunisation	<ul style="list-style-type: none"> - Evidence of current immunisation in accordance with NSW Health
Referees Identify two referees in your application:	<ul style="list-style-type: none"> - One referee must be a clinical referee. - The second referee is to be either an employer (paid or unpaid work) or another clinical referee. The names and contact details (phone & email) of your two referees are to be entered with pre-employment check information prior to interview.

SUBMITTING YOUR APPLICATION

For applications to Maitland Private Hospital New Graduate Program, please email your completed application within the application time and supporting documents to:

Attention: Tahana Vallance and Lauren Head

tahana.vallance@healthcare.com.au and lauren.head@healthcare.com.au

NEW GRADUATE NURSE PROGRAM

APPLICATION INFORMATION

NEW GRADUATE (PERIOPERATIVE) CV TEMPLATE	
PERSONAL INFORMATION	
First Name	
Middle Name	
Last Name	
Phone Number	
Email Address	
Date of Birth (DD/MM/YYYY)	
FORMAL EDUCATION (start with highest qualification)	
University Name	
Qualification Name	
Graduation Date	/ /
University Name	
Qualification Name	
Graduation Date	/ /
University Name	
Qualification Name	
Graduation Date	/ /
University Name	
Qualification Name	
Graduation Date	/ /
NURSING REGISTRATION	
AHPRA Number	
Issue Date	/ /
Expiry Date	/ /

REFERENCE DETAILS (Clinical Referee)	
Please ensure Referee is aware of nomination, contact may be made at any stage of recruitment	
Name	
Job Title	
Email Address	
Phone Number	
REFERENCE DETAILS (Clinical Referee/Employer)	
Please ensure Referee is aware of nomination, contact may be made at any stage of recruitment	
Name	
Job Title	
Email Address	
Phone Number	

NEW GRADUATE NURSE PROGRAM APPLICATION INFORMATION

EMPLOYMENT HISTORY	
Organisation Name	
Position Title	
Dates of Employment	/ / to / /
Brief Summary of Role, Responsibilities & Skills (Max 3 sentences)	
Organisation Name	
Position Title	
Dates of Employment	/ / to / /
Brief Summary of Role, Responsibilities & Skills (Max 3 sentences)	
Organisation Name	
Position Title	
Dates of Employment	/ / to / /
Brief Summary of Role, Responsibilities & Skills (Max 3 sentences)	
Organisation Name	
Position Title	
Dates of Employment	/ / to / /
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