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Welcome Note

The first year of your professional practice will be a busy, challenging and exciting period; we encourage you to set aside time to focus on your future direction as a nurse or midwife.

Transition to Practice positions are available each year within public sector facilities including hospitals, community, mental health and district hospitals. Transition to Practice is a well-established, highly successful format that focuses on providing clinical and professional support and guidance during your transition from student to professional. Transition supports your professional development in the first 6-12 months within a structured supportive environment. On offer is a period of orientation, professional development opportunities and ongoing consolidation of clinical practice, skills and knowledge. Guidance from nurse unit managers, clinical nurse educators, preceptors and professional colleagues is provided to assist you in your professional journey.

To ensure that the transition to your new professional role is an exciting and positive base on which to build your career, all nurses and midwives, employed or seeking employment within the Department of Health (DoH) and/or the THS, with less than six months post-registration experience are eligible to apply for a transition to practice position.

Applying for your first position is an important step in your professional career. This handbook is designed to help you navigate through the application process for a Transition to Practice position. This information should be read in conjunction with the Transition to Practice for Nurses and Midwives web pages at (www.dhhs.tas.gov.au/career/home/nurses2/transition_to_practice)

The DoH and THS recognises the valuable contribution that you can make to the health care team and to our workforce and welcomes you to apply for a place within Transition to Practice.

Department of Health – Tasmania

The Department of Health (DoH) steers and supports the health system to improve, promote, protect and maintain the health, safety and wellbeing of all Tasmanians. The DoH delivers and manages high quality health services and undertakes service planning, strategic direction setting and procuring of services and systems. The DoH engages with Ambulance Tasmania and Public Health Services (PHS) to improve and protect the health and wellbeing of all Tasmanians by working in partnership with individuals, groups and communities.

The DoH works collaboratively with the Tasmanian Health Service as well as other government and non-government agencies to steer, deliver and manage high quality health services. This is achieved through undertaking system service planning, guiding strategic direction setting and procuring of both services and systems. Through the provision of professional advisory support across several departmental Groups, the DoH delivers:

- portfolio advice to the Minister for Health
- public services to clients and the community of Tasmania
- strategic leadership, corporate support services and direction to public health services
- a framework of policies, processes, procedures and controls to assure the Government and the Tasmanian community that the objectives of the health service system are being met
**Tasmanian Health Service**

The Tasmania Health Service (THS) is the single Public Health Service within Tasmania providing and coordinating public health services and health support services across Tasmania. With a network of four (4) major hospitals situated in the North, North West and the South of the state – each offering a range of services to the population within metropolitan areas along with a number of primary health and community facilities servicing rural, remote and our island communities. These services are provided in a range of inpatient, outpatient, community, residential aged care and in-home settings and district hospitals.

**Tasmania Health Service – North**

THS – North provides health services to a core population of approximately 140,000 with a number of services available to a greater population of 250,000 people. The Launceston General Hospital (LGH) is an accredited teaching hospital and the major referral centre for northern Tasmania. The LGH is a 350-bed facility providing acute care, outpatient, community, mental health services, aged care, emergency care, and intensive care, maternity, neonatal and paediatric services, and specialty medical and surgical services.

Sub-acute inpatient care is provided across a network of 8 District Hospitals. Several provide emergency care as well as a wide range of community health services. Some rural facilities also provide residential aged care.

Primary Health provides comprehensive allied health care services and community nursing to clients in the surrounding areas. Available services include health promotion, disease prevention strategies, specialist palliative care, dementia care, rehabilitation, podiatry, physiotherapy, domestic assistance and home maintenance.

Mental Health services are provided at Northside, a 20 bed acute inpatient facility located within the grounds of the LGH.

**Tasmania Health Service – North West**

THS North West provides comprehensive health services to a core population of approximately 114,000 through the integration of Acute Care Service, Primary Health Service, Mental Health Service and Community Networks. There are four hospitals in this network:

The North West Regional Hospital (NWRH) is a 160-bed facility providing acute care, outpatient, community, palliative care, rehabilitation, mental health services, aged care, emergency care, intensive care, maternity services, and specialty medical and surgical services. The Mental Health Services (MHS) inpatient unit Spencer Clinic is located on-site.

The Mersey Community Hospital (MCH) at Latrobe is a fully accredited 100-bed facility providing services inclusive of an emergency department, close observations unit, in-patient medical and surgical services. The West Coast District Hospital (WCDH) in Queenstown provides services in a remote health practice, including 10 acute beds, an accident and emergency service, aged care residential facility and community health nursing services. The Smithton District Hospital (SDH) includes a 12-bed acute care facility, a twenty-four hour 3-bed emergency department, a midwifery clinic, and community health nursing services.
Tasmania Health Service – South

THS – South has responsibility for providing health services to a core population of approximately 250,000 with a number of services available to a greater population of 500,000 people.

The Royal Hobart Hospital (RHH) is Tasmania’s largest hospital and the principal referral centre for Tasmania, is a fully accredited teaching hospital affiliated with the University of Tasmania. The RHH is a 490-bed hospital and provides acute, sub-acute, mental health and aged care inpatient and ambulatory services. Greater statewide services include cardiac surgery, neurosurgery, extensive burns treatment, hyperbaric medicine, mental health, neonatal and paediatric intensive care, high-risk obstetrics, intensive care, maternity services, specialty acute medical, surgical and perioperative services.

Sub-acute inpatient care is provided in District Hospitals and community health centres. Services provided at community level include community-allied health, community health nursing, home care services, specialist palliative care, and dementia support services.

Statewide Mental Health Services are focused on improving the health outcomes of Tasmanians with complex needs through three core areas; Mental Health Services; Alcohol and Drug Services and Forensic Health Services.

Nursing and Midwifery

The Chief Nurse and Midwife (CNM) through the Office of the Chief Nurse and Midwife provides strong, strategic leadership and advice to the Tasmanian Minister for Health, the Secretary, the Department of Health and the Tasmanian Health Service. The CNM provides senior leadership and advice on a diverse range of issues including, but not limited to, strategic planning, policy, workforce, research, and education locally, nationally and internationally.

The Statewide Executive Director of Nursing works in partnership with the Executive Directors of Nursing and Midwifery (North, North West and South) setting the future vision for the nursing and midwifery workforce by providing high-level operational direction, leadership and specialist advice on professional issues within the THS. Our Executive team are committed to achieving the best possible outcomes for the community of Tasmania through the delivery of safe, effective and high quality integrated patient / client care.

Transition to Practice – Clinical Positions

Transition to Practice positions are offered across the State with support provided by Transition to Practice Clinical Nurse Educators who are located in the North, North-West and South. Key to the ongoing success of Transition to Practice is the team of committed, enthusiastic and experienced clinical nurse educator’s and unit / ward based preceptors who are responsible for facilitating and supporting your educational and professional development as you transition to professional practice. This team will provide you with hands on clinical support, education, competency assessments and feedback, using a supportive framework of evidence-based knowledge and research, as you journey through your personal and professional development.

The aim of Transition is to provide a safe and positive environment with a range of supporting resources to assist you as a newly qualified nurse to consolidate your skills and confidence in your professional role, as part of a high-quality team oriented workforce. As a Transition to Practice nurse, you will be able to network with others and receive support and encouragement from a motivated professional team.
Transition to Practice positions are open to nurses and midwives with appropriate registration, who have less than six months full-time experience. The positions provide additional support, tailored to transitioning to your new professional role. Positions are available in a wide range of practice settings, including metropolitan and District Hospitals, community and mental health settings.

We are committed to providing you with a rewarding Transition to Practice experience as you build upon your knowledge and skills and launch your professional careers.

**Transition to Practice – North**

Transition to Practice positions are offered through the LGH, Primary Health (PH), Mental Health (MH), District Hospitals and Community Health. Transition to Practice supported positions are available in a variety of practice settings, including:

- Operating Room Suite, Intensive Care Unit and Emergency Department (12 months)
- Medical, Surgical, Paediatric and Neonatal, Oncology, Cardiology and Rehabilitation wards
- District Hospitals, Community Health Centres – Renal Units, Community Nursing, Primary Health
- Day Procedure Unit
- Mental Health Acute Inpatient – Northside

Northern Transition to Practice promotes:

- either 2x6 month OR 1x12 month fixed term - clinical position
- rotational shift-work
- some day-work positions
- full-time and part-time contracts available

To find out more about the Northern Transition to Practice positions contact the Transition to Practice - Clinical Nurse Educators:

- via email at: thsntransitiontopractice@ths.tas.gov.au
- ph: (03) 6777 6418
- visit: [Tasmanian Health Service – North](www.dhhs.tas.gov.au/ths/north)

**Transition to Practice – North West**

Transition to Practice positions are offered at the NWRH; MCH; MHS – Spencer Clinic; WCDH (Queenstown) and SDH.

Transition to Practice supported positions are available in a variety of practice settings, including:

- peri-Operative Unit, Medical and Surgical Wards, Primary Health, Emergency Department, Mental Health Acute inpatient and District Hospitals

North West Transition to Practice promotes:

- positions up to 12-months fixed-term
- part time contract hours at 0.84 FTE
- inclusive of fully rotational shift work

To find out more contact the North West -Transition to Practice – Clinical Nurse Educators via:

- email: transitiontopractice.nw@ths.tas.gov.au
- ph: (03) 6493 6165 – North West Regional Hospital
- ph: (03) 6478 5334 – Mersey Community Hospital

Visit: [Tasmanian Health Service – North West](www.dhhs.tas.gov.au/tho/nw)
Transition to Practice – South

Transition to Practice supported positions are offered across a wide variety of practice settings, including:

- Acute care, sub-acute care, complex, chronic, community services, primary health, mental health, forensic health and alcohol and drug services

Southern Transition to Practice promotes:

- positions up to 12-months fixed term
- part time contract hours at 0.84 FTE
- predominantly rotational shift work
- some day-work positions offered - Monday – Friday within specific wards/units

To find out more contact the Southern - Transition to Practice - Clinical Nurse Educators at:

Acute Positions and/or Complex, Chronic and Community Services

- phone (03) 6166 8294
- email: transitiontopracticesouth@ths.tas.gov.au

Mental Health Services, Forensic Health Services, and Alcohol and Drug Services

- phone: (03) 6166 6848
- email: transitiontopracticesouth@ths.tas.gov.au

Visit: Tasmanian Health Service - South (www.dhhs.tas.gov.au/tho/south)
Transition to Practice – Position Options

Options

<table>
<thead>
<tr>
<th>Tasmanian Health Service</th>
<th>North</th>
<th>North West</th>
<th>South</th>
</tr>
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<tbody>
<tr>
<td>Acute Care</td>
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<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Mental Health</td>
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<td>✓</td>
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</tr>
<tr>
<td>Forensic Health</td>
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</tr>
<tr>
<td>Alcohol &amp; Drug Services</td>
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<tr>
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</tr>
<tr>
<td>Primary Health</td>
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Contract

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<tr>
<th>Contract</th>
<th>North</th>
<th>North West</th>
<th>South</th>
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<td>Part-time hours @ 0.84 FTE</td>
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<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Full-time hours 1.0 FTE</td>
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<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>fully rotational shift work</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>some day-work positions</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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Key Recruitment Dates

The DoH and the THS invites applications for Transition to Practice from within Tasmania and across Australia.

Recruitment information sessions will be held prior to the opening of the application period. The sessions will include a short presentation and the opportunity to meet members of the Transition to Practice team who will happily answer any of your questions.

Please monitor the website for up-to-date information on transition to practice positions, future recruitment campaigns and information sessions.
Transition to Practice - Core Components

Transition support includes the following core components that form the foundation on which to build practice in your new professional role.

1. **Orientation Period**  
A structured orientation period for Transition to Practice (TtP) inclusive of:

- organisational site/area orientation  
- introduction to the *Transition to Practice Framework*  
- unit/Workplace supernumerary supported days in your practice setting  
- meeting with Nurse Unit Managers (NUM), Clinical Nurse Educators (CNE) and preceptors  
- clinical skills review

2. **Professional Portfolio Development**  
You will have the opportunity to maintain and build a *Professional Portfolio* consisting of:

- information gathered during your scheduled clinical feedback meetings  
- evidence confirming your professional responsibility to maintain competence to practice  
- reflections of the continuing consolidation of skills and knowledge within your professional role  
- you will undertake ongoing performance planning and review  
- you will complete two development plans and receive two clinical feedback reports, across the first six months of practice (nominally at two and five months of practice)

Further cycles of development planning, review and feedback can be scheduled in accordance with your individual learning needs and clinical setting requirements

3. **Clinical Support**  
You will be offered:

- regular meetings with your nominated peer or manager  
- ongoing review of your personal / professional goals and clinical performance  
- ongoing, support of your nurse unit manager, clinical staff in the unit, the TtP CNE and other education staff

4. **Professional Development Activities**  
Ongoing education and professional development is key to the success of Transition to Practice. As such paid study days are incorporated to support comprehensive learning and professional development opportunities. Professional development activities may include:

- specific transition to practice in-service sessions  
- area/unit based in-service sessions  
- specific transition to practice study days  
- area/unit specific study days as supported by the Nurse Unit Manager

5. **Outcomes of Transition to Practice**  
At the conclusion of the transition process, you will:

- have experienced 6-12 months of clinical practice consolidation  
- receive two satisfactory written clinical feedback reports from your clinical ward/unit  
- hold a *Professional Portfolio* that records your development and achievements detailing your clinical positions, activities undertaken, professional development attendance and clinical feedback
Online Application

It is important that you understand that selection to a Transition to Practice position is a competitive process and not every applicant will be able to secure a position.

- Electronic applications are submitted through the Tasmanian jobs website: www.jobs.tas.gov.au on the date advertised
- Registered Nurse - applicants wishing to apply for a Transition to Practice position need to submit only one online application to the Tasmanian Health Service.
- Enrolled Nurse - applicants wishing to apply for a Transition to Practice position in more than one region of the THS must submit separate applications to each of the regions.
- Applications submitted during the application period, will be held and considered, for Transition to Practice positions that become available over the following six months. The online application process is available to you from interstate or overseas.
- Please progress through the online application methodically and answer those questions that pertain to your individual situation.
- Please Note: Late applications will not be accepted.

Registered Nurse - Online Application Requirements

1. Applicant Personal Details. Please ensure you enter the following correctly:
   - your personal details – including full name and date of birth (DOB)
   - your details relevant to education, work experience and expected date for registration
   - your contact details – email and telephone number
     - only enter an email address that you will have access to once your studies have ceased. If you are unable to be contacted due to an incorrect email address or telephone number, you may be withdrawn from the recruitment process

2. Geographical Preferences
   - the online application form requires you to nominate your geographical location within the THS in order of preference. (ie North, South or North West)
   - you must then indicate your clinical preference for a position in your nominated region of the state. (i.e., acute care, community health, mental health services, rural and remote, palliative, alcohol & drug services, forensic health, primary health)
   - please answer all options to questions concerning preference of position
   - please answer this question clearly - this is an important step as it assists with the planning of the positions across the whole of the THS

3. Selection of Applicants
   The selection process for positions is undertaken in accordance with the principles of merit as outlined in the State Service Act 2000 (www.legislation.tas.gov.au/view/html/inforce/current/act-2000-085). A statewide consistent approach will be used in the assessment of registered nurse applicants and is inclusive of the following:
   - grade point average (GPA)
   - e-Reference
   - e-assessment
4. Essential Educational Documentation Required (supplied as a named PDF document)
You will be required to submit certified evidence of your educational qualifications including course studied, grade point average, institution and completion dates. Please supply the requested information in the following format:

- Certified copy of your Academic Transcript
  - Surname.first name_doc1_Academic Transcript.PDF
- Certified copy of your Grade Point Average (GPA)
  - Surname.first name_doc2_GPA.PDF
- Certified copy of Ledger of Results
  - Surname.first name_doc3_Ledger of Results.PDF

Please note you are not required to submit a resume or curriculum vitae

5. Referees - two referees are required to support your application

During the online application process, you will be required to send an electronic request to your referees. Please ensure that your referees have agreed to provide you a reference. Each referee must complete the online report form within the specified timeframe:

- **Referee One** – from your most recent clinical placement as a student authored by a Clinical Nurse Educator, Nurse Unit Manager or other senior nurse with 6 or more years’ experience
- **Referee Two** – from your education provider authored by a Clinical Lecturer or Clinical Facilitator

6. On-line e-Assessment

As part of the application process, each registered nurse applicant is required to complete an e-Assessment. The formal e-Assessment is only available on the date/time specified. You will receive an email providing information on how to access / login to the online e-Assessment system. The following criteria apply:

- multiple choice assessment inclusive of clinical scenarios and drug calculations
- time-limited to 20-minutes
- you must answer each question as you go – you cannot return to an unanswered question or change an answer once submitted
- all completed questions will automatically be submitted at the end of the time limit regardless of whether or not you finish the assessment
- please record your user ID and password in a safe place, you will need it on the date the e-Assessment becomes live

7. Post Submission of Application and e-Assessment

- your application is assessed against predetermined criteria, and ranked according to merit against other applications in your preferred geographical region
- all applicants will be notified of the outcome of their application via email. The notification will tell you whether your application has been successful or unsuccessful or if you are wait-listed for a subsequent position

8. Interviews

- There will not be any interviews held for Registered Nurse positions.
Enrolled Nurse - Online Application Requirements

The selection process for positions is undertaken in accordance with the principles of merit as outlined in the Tasmanian State Service Act 2000. A statewide consistent approach is used in the assessment of applicants and the following details are required:

1. **Applicant Personal Details - Please ensure you enter the following correctly:**
   - your personal details – including full name and date of birth (DOB)
   - your details relevant to education, work experience and expected date for registration
   - your contact details – email and telephone number
   - only enter an email address that you will have access to once your studies have ceased
   - if you are unable to be contacted due to an incorrect email address or telephone number, you may be withdrawn from the recruitment process

2. **Geographical Preferences**
   - enrolled nurse applicants wishing to apply for a position in more than one region of the state must submit separate applications to each of the regions
   - you can also include your clinical preferences: i.e. acute care hospital(s), rural hospitals, community-based practice and mental health services in each region of the state
   - please answer all options to questions concerning preference of position
   - please read through the section related to clinical positions, this is an important step as it assists with the planning of the positions across the whole of the THS (http://www.dhhs.tas.gov.au/career/home/nurses2/transition_to_practice/nurses)

3. **Essential Educational Documentation Required (supplied as a named PDF document)**
   You will be required to submit certified evidence of your educational qualifications including course studied, institution and completion dates. Please supply the requested information in the following format:
   - certified copy of your Statement of Results
     - Surname.First name_docl_statement_of_results.PDF

4. **Referees - two referees are required to support your application.**
   During the online application process, you will be required to send an electronic request to your referees. Please ensure that your referees have agreed to provide you a reference. Your referees must be
   - **Referee 1** – from your most recent clinical placement as a student authored by a Clinical Nurse Educator, Nurse Unit Manager or other senior nurse with 6 or more years’ experience
   - **Referee 2** – from your Education provider authored by a Clinical Teacher or Clinical Facilitator

5. **Address to the selection criteria**
   The selection criteria are provided within the Statement of Duties. Applicants are required to provide a maximum of 200 words per criteria to state their claim for the position. Include work/life examples to help support your claims. It is recommended that you develop this in an independent document and then cut and paste it into the application.

6. **Interviews**
   You may be required to attend an interview, you will be notified of the date, time, and location of your interview.

7. **Email Confirmation**
   All future communication will be via email. Please monitor your email regularly. You will receive email communication to verify that your application was lodged successfully.
Information for all Applicants

In regards your application the following information pertains to both registered nurses and enrolled nurses. It is important that you fully understand the application process, so please read all information carefully and use the contacts provided should you have any questions.

- It is very important that you choose your placement preferences carefully and are as flexible as possible, view it as a competitive process and take a professional approach to all aspects of your application.
- Information sessions related to registered nurse Transition to Practice positions are scheduled across the year to coincide with the opening of online applications.
- Enrolled nurses and midwives are encouraged contact the regional Transition to Practice key personnel directly as listed in the 2019 Transition to Practice Handbook.
- **NB:** Application is through a centralised online portal which is only accessible during the advertised recruitment period.

Eligibility criteria

The following eligibility criteria must be met prior to commencement of a Transition to Practice position. You must:
- have completed your undergraduate nursing or midwifery course within the last 24 months
- have less than six-months full-time experience as a Registered Nurse/Midwife/Enrolled Nurse at the commencement of the position (contract start date)
- hold the relevant registration with the Nursing and Midwifery Board of Australia (NMBA) for more information, go to the NMBA website (www.nursingmidwiferyboard.gov.au)
- provide documentation that supports your Australian citizenship or permanent residency or hold a visa that permits employment in Australia
- comply with the Tasmanian Department of Health and Tasmanian Health Service requirements for immunisation and conviction checks

Some positions (e.g. rural and community) may have additional requirements:
- a valid car driver's licence – please indicate when asked what type of drivers licence you hold:
  - (i.e., Car – full, learners, provisional)
- further information is available at Working With Vulnerable People (WWVP) – (www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people)

**NB:** If you do not meet all eligibility requirements prior to employment, you cannot commence employment and the position will be offered to another applicant

Confirmation of Australian citizenship or permanent residency status

Successful applicants must be legally able to work in Australia. You will be required to provide evidence of Australian citizenship, permanent residency status or eligible work visa prior to employment. The following documentation is acceptable as confirmation of residency or citizenship:
- Australian birth certificate
- Australian passport
- Australian photo ID (i.e. licence, government identity card)
- Australian citizenship certificate
- Permanent Australian Residency - visa approval letter and/or passport.

If the name on any of your documents is different from your application form, you must also provide evidence of name change, e.g. marriage, divorce or change of name certificate. All requested evidence must be provided prior to commencement of a position.
Visa and immigration requirements

If you are not an Australian citizen or permanent resident you must hold the appropriate work visa prior to the contract date to allow employment as a Transition to Practice nurse.

By detailing your visa type/residency status in this application, you are giving your consent for these details to be verified by the Australian Government’s Department of Home Affairs (www.homeaffairs.gov.au).

If you are successful in being offered a position, you will be provided with the contact details of a person to discuss your visa status and requirements

Those applicants who hold a current visa may be requested to provide a certified copy of your Passport details and/or Proof of Residency:

- Please supply the requested information in the following format:
  - Surname.first name_doc5_Passport/Proof of Residency.PDF

Pre-employment immunisation and conviction checks

By applying for this position, you agree that the following checks can be conducted:

- conviction check
- identification check
- disciplinary action in previous employment check
- immunisation check

International students

International students are able to apply, however prior to commencement you must meet the all eligibility requirements inclusive of holding a visa that allows employment in Australia

How do you get your transcripts and other documents certified

Please do the following:

- request a reproduction of your official academic transcript/statement of results
- request a reproduction of your grade point average (if applicable)
- make a photocopy of all documents
- have the photocopy verified by a Commissioner of Declarations or Justice of the Peace
  - Visit the Commissioner for Declarations site to find out who can certify your documents. (www.justice.tas.gov.au/commissionersfordeclarations)

The Commissioner for Declarations should make a notation on the photocopy of the document i.e. "I certify this is a true and accurate copy of the <insert name of document>" and then sign and print their name; date and indicate their profession.
Digital Documents: (i.e. Transcripts / Results / Visa’s)

Please note applicants are able to upload digital copies of their academic transcript or Visa. To ensure that these are certified correctly you will need to:

- print a copy of the digital document
- present both the digital and paper copy to a Commissioner for Declarations or Justice of the Peace along with photograph identification and have the paper copy certified as above
- scan the certified copy and upload the document

Please note:

- any uncertified documentation will not be accepted
- an online record of results will not be accepted

Other documentation potentially required (PDF document)

For current registered or enrolled nurses a Statement of Service is required. Where an applicant has more than three months experience as a nurse at the time of application a Statement of Service from each employer is required. The following applies:

- the Statement of Service must be on letterhead, clearly state the name, classification period of employment, hours worked and be signed and dated by a person of authority (including their name and title)
- where you have more than one employer, you will need a Statement of Service from each employer, you will need to save all the statements as one multi-page document. Please supply the requested information in the following format:
  - Surname.first name_doc4_Statement of Service.PDF

Editing application

You have the opportunity to edit your online application as many times as you like until you click the final submission button. Once you have lodged your final submission you will no longer have access to your application. You will receive an email communication to confirm your application has been submitted successfully

Withdrawal of application

You can withdraw your application prior to the closing date by logging into your online application, entering your password and following the links to withdraw. If you want to withdraw your application after the closing date, please email the Transition to Practice Clinical Nurse Educator in the regional area that you have nominated.

Withdrawing from an offer will not affect any future employment application within the DoH or THS

Offer of Transition Position

If you are offered a position, you will have five working days to accept the position. Details of your clinical position, start date and hours of employment will be emailed to you. If you do not respond by date indicated your offer will be considered declined and withdrawn

If you do not want to accept the position, you must notify the Transition to Practice Clinical Nurse Educator in the regional area that you have nominated as soon as practicable. You cannot defer the position on offer. If you are unable to commence the position on the set date that is offered to you, you must decline the offer. Please note:
if you decline the offer of employment, you will not be offered an alternative position within this recruitment campaign

- declining an offer will not affect any future employment application within the DoH or THS
- there will be no acceptance of late responses

**Unsuccessful applicants**

You will be notified by email if your application was unsuccessful. Unsuccessful applicants may be considered on merit for vacant positions should they become available later. If you indicated on the application form that you would consider an offer in an alternative location, a second round offer may be for an alternative location that you nominated. All subsequent offers will made via email, so please continue to monitor your emails.

You can submit a new application to any future recruitment campaign if you still meet the eligibility criteria. You may like to consider Transition to Practice employment opportunities outside the DoH and THS, within private sector including hospitals, other facilities and the aged care sector.

**Employment contract – Transition to Practice position**

Following successful employment screening, you will be sent an employment contract. The commencement date for your Transition position is included in the employment contract. It is important that you commence employment on the date indicated in your contract, alternative start dates cannot be accommodated. Most positions are designated shift-work in a roster across 7 days including weekends and may include night duty shifts, there are a limited number of positions that are designated as day-work.

**Details about your salary**

Details of current salaries are at Department of Health (www.dhhs.tas.gov.au/) under Salary Rates – Nursing. The Nurses and Midwives (Tasmanian State Service) Award is available at the Tasmanian Industrial Commission website.

**Ongoing employment – post Transition**

Your Transition to Practice contract is for a fixed term only and does not guarantee ongoing employment with the THS. You are encouraged to apply for permanent, fixed-term and casual positions within the THS and DoH prior to the completion of your Transition contract. Your Transition to Practice Clinical Nurse Educator or Nurse Unit Manager will be able to assist you with information regarding ongoing employment opportunities.
Enrolled Nurses permanently employed by the THS or DoH – applying for a RN position

The aim of the Transition to Practice position is to provide you with additional support as you make the transition to your new professional role as a Registered Nurse. Your previous experience with nursing and the health care system is important background to your practice however; the Registered Nurse role is new to you with a different set of responsibilities. As such:

- an Enrolled Nurse who holds a permanent position with the DoH or THS will be required to submit an on-line application for a Registered Nurse Transition to Practice position.

Midwives interested in Transition to Practice

Transition to Practice midwife recruitment is managed at the local facility level by the relevant Nurse Unit Manager and/or Clinical Midwifery Educator. For further information, please contact each regional area via email or phone:

Tasmanian Health Service – North
- Launceston General Hospital
- Email: lghwacsadmin@ths.tas.gov.au
- Phone: +61 3 6777 8972

Tasmanian Health Service - North West
- North West Integrated Maternity Services
- Phone: +61 3 6478 5178

Tasmanian Health Service - South
- Royal Hobart Hospital
- Phone: +61 3 6166 8299