



# Frequently Asked Questions

Graduate Nurse, Midwife and Nursing/Midwifery  
Graduate programs 2021

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## My Application

### Where do I find information about what should be included in my application?

As the first step please carefully review the information provided on The Royal Women's Hospital (the Women's) website on these web pages under

*Nursing & Midwifery education & training:*

- Graduate Nurse program
- Graduate Midwife program
- Graduate Nurse and Graduate Midwife Combined Program
- Postgraduate Midwifery Program

Choose the 'more information about the application process' link at the bottom of the page for a step by step guide to submitting your application. All the information needed for your application (including who your cover letter should be addressed to) is on these pages.

It is essential that all required documents are in the same name. If you abbreviate your name or use a different name you must use that consistently in all of your submitted application documents (e.g. clinical appraisal, clinical reference, e-recruit application).

Please take care to ensure that your application is carefully checked for accuracy prior to submitting.

### I am applying for more than one position at the Women's do I need to submit a separate application for each?

Yes. A separate application is required for each program that you are applying for. Please clearly outline the program, preferred start date (Month) and site (Parkville and or Sandringham) on your cover letter.

### Where does my photo need to be placed in the application?

The passport sized photo of yourself (the applicant) should be attached (scanned onto) the front (first) page of your Curriculum Vitae (CV)/Resume. You are not required to be in uniform for your photo. Any photo in professional attire is acceptable.

### Am I able to contact anyone at the Women's for assistance with my application?

The Women's is an advocate for the health and wellbeing of Aboriginal and Torres Strait Islander people. Applicants who identify as being of Aboriginal and Torres Strait Islander can contact [HR.Enquiries@thewomens.org.au](mailto:HR.Enquiries@thewomens.org.au) for assistance with any part of their application process.

General inquiries about Graduate program applications can be directed to [Clinical.education@thewomens.org.au](mailto:Clinical.education@thewomens.org.au). Before making an inquiry carefully review all of the information provided on our website. Please note the application process is one of the first important steps in your transition from student to professional practice. The Clinical Education team cannot provide specific assistance to individuals (other than our Aboriginal or Torres Strait Islander applicants) with development of your application (including CV/resume contents or cover letter). Many universities provide students with information and support services when developing an application for employment, and we recommend you make use of these services.

### **I am having trouble uploading my documents. Who should I contact for assistance?**

Please contact [HR.Enquiries@thewomens.org.au](mailto:HR.Enquiries@thewomens.org.au) for assistance with any technical difficulties you encounter when uploading your application. The Clinical Education team is unable to provide technical assistance.

### **The information on the *PMCV/Victorian Allocation and Placement System (APS) – formerly Computer Match* web site is different to the information on the Women's web site. What should I do?**

Please use the information on the Women's web site as the primary source of information when completing your application for the Women's as this web site is regularly updated. This FAQ document is also regularly updated in response to common questions.

### **Will extra documentation such as certificates of achievement or recommendation letters or information about additional professional development strengthen my application?**

Please do not provide any other documents other than those outlined in the application process. Additional achievements can be noted on your CV/Resume. Please keep information brief and succinct.

## **Clinical Appraisals**

### **Which clinical appraisals do I provide?**

Clinical appraisals requested are completed when you attend clinical placements. Only the interim and final assessment components of these clinical appraisals are required.

Applicants for our Graduate Midwifery, Graduate Nursing or Graduate Nursing/Midwifery (Combined) programs are asked to provide copies (even if your clinical appraisals are from “Pebble Pad”) of your two most recent clinical appraisals. These can be nursing or midwifery for those applying for the Graduate Nursing/Midwifery (Combined program) - however they should be your most recent appraisals.

Certification of clinical appraisals is **not required**. Certification remains a requirement for your academic transcript only.

Students using Pebble Pad or Sonia (UoM) should download their appraisals from Pebble Pad or Sonia to PDF. Please do not copy and paste from Pebble Pad as this will not be accepted.

For those registrants applying directly to the Women’s Postgraduate Midwifery Program only one Clinical Appraisal is required. Clinical appraisals can be from any clinical placement as long as they are the most recent. The Clinical Education team will make contact with you if we need further information about the Clinical Appraisals that you have submitted.

**What clinical appraisal should I submit if my most recent placements are not acute placements?**

Our preference is that one of the clinical appraisals you submit is an acute care placement. If this is not possible please provide your two most recent clinical appraisals. For those completing double degree (nursing/midwifery) programs of study either a nursing or a midwifery placement appraisal. Please ensure it is the most recent appraisal you have available.

**I am applying for the nursing and midwifery (Combined) Graduate program. Do I need to provide a nursing and a midwifery clinical appraisal?**

Please simply provide copies of your two most recent clinical appraisals (nursing or midwifery). Please upload these with your application via e-recruit. The Clinical Education team will contact you if further detail is required.

**Should I include competency documentation (e.g. intravenous medication administration) with my clinical appraisal?**

No. Competency documents or completed clinical hurdle documents do not need to be submitted with your clinical appraisals. Please do not include these in your application.

**I am applying for the Nursing Graduate program and my most recent clinical appraisal was from mental health. Can I submit this clinical appraisal?**

Yes, so long as it is a copy of your most recent clinical appraisal.

**Academic Transcript of Results**

## **I have not yet received my academic transcript of results. Will this impact my application?**

No. Please submit interim results if you have received them, otherwise please upload a word document stating that you will email your results once you receive them.

## **Referees**

You need to nominate two referees via the Victorian Allocation and Placement System (APS) website. You do not need to submit a Clinical Reference Check form directly to the Women's. Post Graduate midwifery applicants from an employed mode ONLY will need to include the contact details of two referees on their CV.

## **Eligibility**

### **I am an applicant from outside Victoria. Can I apply for a graduate program at the Women's?**

The Royal Women's Hospital recruits all graduate places (other than our Postgraduate Midwifery Program) through the Postgraduate Medical Council of Victoria (PMCV) / **Victorian Allocation and Placement System (APS)**. First round applicants must be current residents of Victoria. It is exceptionally rare that The Royal Women's Hospital proceeds beyond a first round application process. Please review the PMCV Computer match requirements, see:

<http://computermatching.pmcv.com.au/public/matches/gnmp.cfm>

### **I am an international applicant. Can I apply for a Graduate Program at the Women's?**

The Royal Women's Hospital recruits all graduate places (other than our Postgraduate Midwifery Program) through the Postgraduate Medical Council of Victoria (PMCV) Computer match framework. Temporary residents/international full fee paying students are not eligible for participation in Computer match. For further information please review the PMCV website

<http://computermatching.pmcv.com.au/public/matches/gnmp.cfm>

### **I am a Registered Nurse and will be completing a postgraduate midwifery qualification (e.g. Graduate Diploma of Midwifery Program). Do I need to register with PMCV (formerly Computer Match)?**

If you are a Registered Nurse who has completed a Graduate Diploma of Midwifery Program via an employment model you will apply directly to the Women's. You do not need to apply through Postgraduate Medical Council of Victoria (PMCV) / **Victorian Allocation and Placement System (APS)**. In your application you will need to provide the names of two clinical referees. If you are a Registered Nurse who has completed a Graduate Diploma of Midwifery Program via a clinical placement model you must register with the Postgraduate Medical Council of Victoria (PMCV) / **Victorian Allocation and Placement System (APS)** as part of your application process. In your

cover letter please identify your pathway of qualification as a midwife (employment or clinical placement model).

For further information about your eligibility for this program please see the information on the Women's website. If after review of the information on The Women's website you remain unsure about your eligibility please email clinical education and we will assist your inquiry.

**I have not completed a clinical placement at the Women's. Will this impact my application?**

Our graduates at the women's come from all universities and differing placements across Victoria. Completion of a placement at the Women's has no impact on the outcome of your application.

## The Program

**Are nursing rotations available at Sandringham if I apply for a Combined Graduate Program?** No – Nursing rotations are only available at the Women's Parkville.

**Do graduates rotate to special care nursery as part of the graduate midwifery program?**

Midwifery graduates at Sandringham rotate into special care nursery. Midwifery graduates at Parkville do not rotate into the Neonatal Intensive and Special Care Nursery (NICU) at Parkville during their graduate year. A rotational program to NICU at Parkville is available from team (midwifery) after completion of a graduate year. Due to the complexity of babies cared for in NICU at Parkville completion of ongoing studies in NICU is required for ongoing employment NICU employment at Parkville. The Women's are engaging with their University partners to provide pathways for the single registrant midwife to complete post graduate NICU qualifications in order to work in NICU.

**Is Midwifery Caseload a rotation option for graduates?**

Midwifery Caseload is not currently a rotation option in the Women's graduate programs. Midwifery caseload is available as one of the TSP options for registered midwives following graduate program completion.

## Working at the Women's

**Is car parking available to graduates?**

Yes. Secure car parking is available at both Parkville and Sandringham.

**What opportunities are available to me after completing my graduate program?**

The Women's has an exceptionally high retention rate of completing graduates. The Women's has a proud history of retaining our graduates. Supporting and inspiring our workforce over the long term is important to us. Many of our previous graduates have moved into opportunities in management/leadership, research, education, electronic medical records (EMR) and advanced specialty practice roles over an extended career at the Women's. Our graduates are engaged on a twelve month contract and after completion are invited to apply for programs such as our transition to specialty practice programs (TSP), ongoing positions in team or specialty wards or complete post graduate studies, (for example the caring for women with complex needs program, post graduate emergency, post graduate neonatal intensive and special care or midwifery studies). Other programs such as the midwifery rotation to special care nursery (Parkville) program are also on offer.