



## Frequently Asked Questions – Graduate Nurse, Midwife and Nursing/Midwifery Graduate Programs 2020

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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.

#### 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.

#### 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/Computer match web site is different than that of the to 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 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.

## **Clinical Appraisals**

**Which clinical appraisals do I provide?**

Clinical appraisals requested are also known as the Nursing, Competency Assessment Tool (NCAS) or Victorian Standardised Clinical Assessment Tool (Midwifery) and 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 should download their appraisals from Pebble Pad 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. [Clinical.education@thewomens.org.au](mailto:Clinical.education@thewomens.org.au) 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) to [Clinical.education@thewomens](mailto:Clinical.education@thewomens). Clinical Education 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**

### **Can I list the same referees in my CV/Resume that I provided for my Clinical Reference Check Form**

Yes absolutely. Ideally (if they are still available) the same referees that you provided for your Clinical Reference Check Form would be listed as referees in your CV/Resume. Your referees must be from your clinical placements; they cannot be from other paid or volunteer work.

### **Is a nursing and midwifery reference required (for double degree pathways)?**

A reference from a nursing and midwifery placement is ideal however if this is not possible please simply you provide a reference from any two placements **EITHER** nursing **OR** midwifery.

### **When can my referee email my Clinical Reference Check form to [clinical.education@thewomens.org.au](mailto:clinical.education@thewomens.org.au)?**

Your referee can email your Clinical Reference Check form at any time (before or after you submit your application) as long as it is received before the application closing date. Please be reassured that Clinical Education will follow up with you if any further information or documentation is required. You will not receive automatic notification that your referees have forwarded your Clinical Reference Check form. Please note we cannot accept Clinical Reference Check forms from individual applicants; they must be emailed directly from your referee.

## **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) Computer



Match framework. 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.

<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 Computer Match?**

No. If you are a Registered Nurse who has completed a Graduate Diploma of Midwifery Program you will apply directly to the Women's. You do not apply through Computer Match. For further information about your eligibility for this program please see the information on The Women's website.

**I did not attend the graduate information night. Will this affect my application?**

Attendance at the graduate information night is not compulsory and will not affect your application in any way. Each year we have a large number of 'no shows' for our information nights and this causes inconvenience to others. We ask as a professional courtesy that if you have booked and can no longer attend that you email

[Clinical.education@thewomens.org.au](mailto:Clinical.education@thewomens.org.au) well in advance so that we can offer your spot to the next person on the waiting list.

**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.