



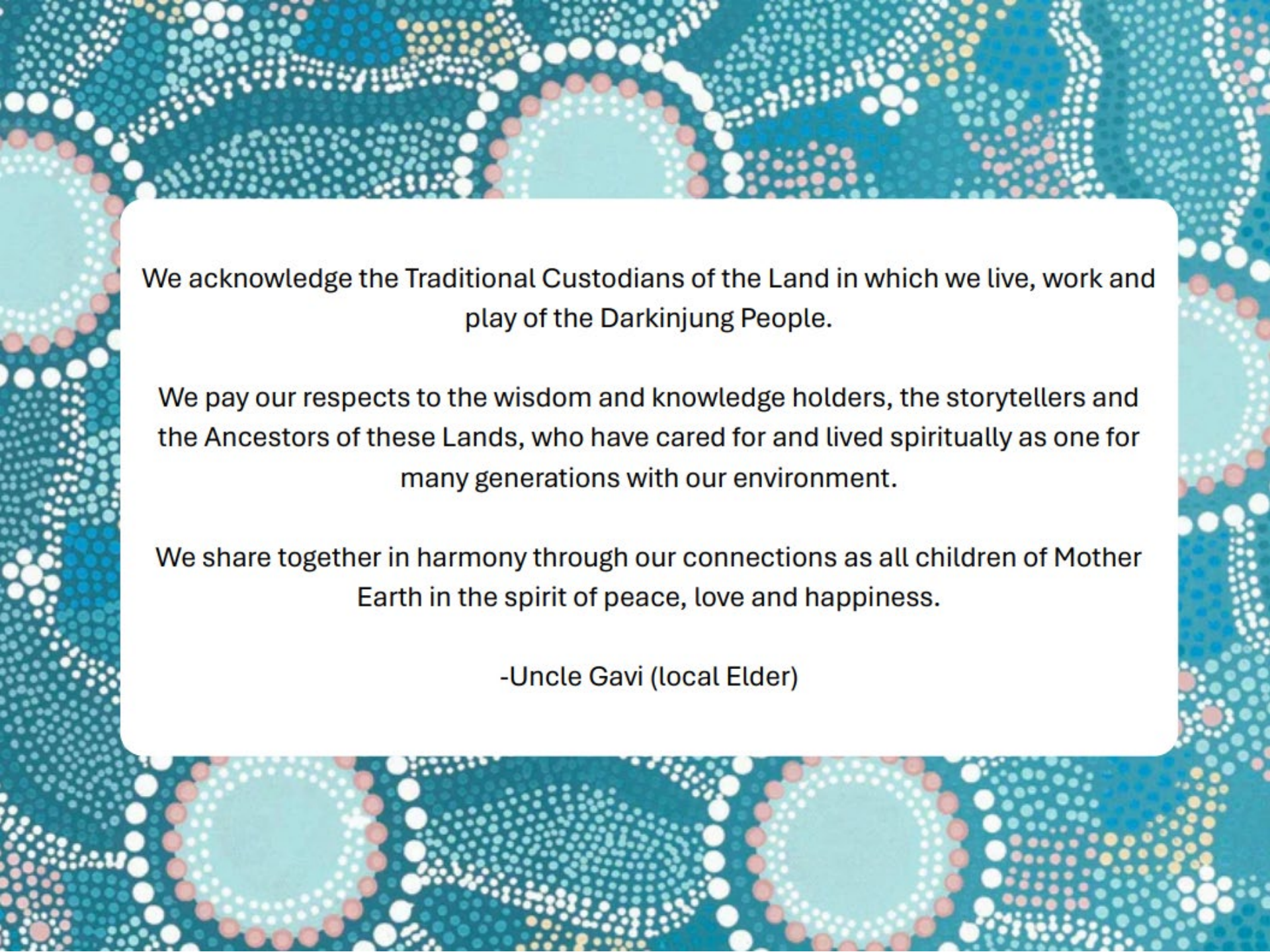
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New Graduate Information Night

28th July 2025

Brisbane Waters
Private Hospital

Gosford
Private Hospital



We acknowledge the Traditional Custodians of the Land in which we live, work and play of the Darkinjung People.

We pay our respects to the wisdom and knowledge holders, the storytellers and the Ancestors of these Lands, who have cared for and lived spiritually as one for many generations with our environment.

We share together in harmony through our connections as all children of Mother Earth in the spirit of peace, love and happiness.

-Uncle Gavi (local Elder)

Time:	Activity:
5:30pm	Welcome and introduction with Natasha and Kristy
5:45pm	Hospital Tour
6:10pm	Preparing your application and interview with Barb
6:30pm	Overview of the program with Jade and Mandy
6:50pm	New Graduates – past and present
7:20pm	Refreshments

Hospital Tour





HOW DO I APPLY FOR A NEW GRAD POSITION ?

Barbara Smith
Regional Undergraduate Coordinator
2025

healthcare™

Registrations

You can apply for a New Grad with APHRA Registration pending but you cannot work as an RN/EEN until you have your APHRA number.

If you are already an EEN state this on your application with your EEN APHRA number so a clearance check can be performed.



If you are an Overseas Student studying on a student visa you must ensure that you are able to obtain a working visa which allows you to work at least 0.8 FTE

IT IS THE STUDENTS RESPONSIBILITY TO ENSURE THEY ARE ELIGIBLE FOR A WORKING VISA PRIOR TO APPLYING FOR THE POSITION.



Tackling the Application

What do I need to provide?

- **Personal details (name, address, DOB, email, residential status)**

Your email address will be used to contact you. Be aware that your university email address may expire at the end of your study

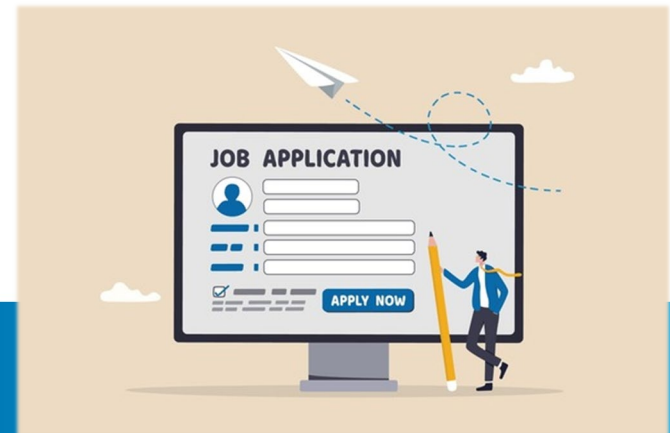
- **Education and Qualifications**

University/Tafe, qualification, expected date of completion and GPA

- **Curriculum Vitae/Resume**

Current/Past employment, work experience, placement history

- **Address Selection Criteria**



Resume Writing

Front page: “a professional shop window”

Make it easy for the employer
6 seconds to get the employer's attention!

Common Resume Sections:

- Name and contact details
- Career objective
- Education (potentially including achievements/projects/relevant electives, GPA)
- Relevant employment
- Clinical placements (include dates/weeks/time frame)
- Additional employment
- Key competencies/professional skills – including specific examples to support your claims
- Extracurricular activities/volunteering
- Professional affiliations/memberships/awards
- Referees

Cover Letters

The simple purpose of a cover letter is to introduce yourself, intrigue the employer and encourage them to learn more about you through your resume. *Always include a one-page cover letter with your application.*

- Make sure it is grammatically correct and free from spelling errors
- Make it positive and targeted to each job advertisement
- Use professional language with no acronyms (UTS, BN, BM)
- Do not use texting abbreviations (2moro)
- Do not use emoji's

Example Letter

Your full name
Your phone number
Your email address

Date you send the letter

Contact name (title)
Job position
Company name
Address of employer

Dear (name of Hiring Manager), (avoid Dear Sir/Madam or To Whom it may concern wherever you can)

Re: Position name and job reference number if applicable.

Paragraph 1: Your **standout paragraph** – concisely explain why you **are the right person** for the job and **what you can offer** to that organisation. Do you possess relevant qualification and/or work experience?

Do you have a particular interest in that area of work? What are your 3 key points of differentiation for this role?

Paragraph 2: You want to **express your motivation for applying** to this organization and demonstrate that you have done your research. This is your chance to relate your interests and experience to what the organization does and **values**.

Paragraph 3 & 4: **What can you offer the company? Match your skills and experience to their key assessment criteria or apparent needs. Mention where you used the skills and how – draw on examples from education/training, work experience, industry placement and extracurricular activities. Explain the value you can offer the employer**

Final: Express again your enthusiasm and fit, thank them for their consideration and say that you hope to be able to discuss your application with them in more detail at an interview.

Yours sincerely,
Sign name
Print name

Address all selection criteria

write about 150 words for each



What is Selection Criteria?

- Statements that describe your clinical knowledge, skills, abilities and experience required for the role
- Describe how you meet the requirements for the job
- Addressing selection criteria is hugely important and needs to be tailored to the individual roles
- This is your opportunity to convince the employer that you are the right candidate for the role
- A well written response will inform the selection panel of your relevant skills. Clinical knowledge and experience will persuade them to offer you an interview
- Before you start addressing the selection criteria, spend some time thinking about yourself and what you have to offer

I cannot stress enough to research the role and the hospital/health service provider



**If you do not
address the
selection criteria
your application
will go no further!**

In your Selection Criteria address the following:

Demonstrate the ability to work within a team

A demonstrated understanding of employer's core values

Demonstrate clinical knowledge and clinical problem-solving abilities

Demonstrate high level interpersonal, verbal and written communication skills

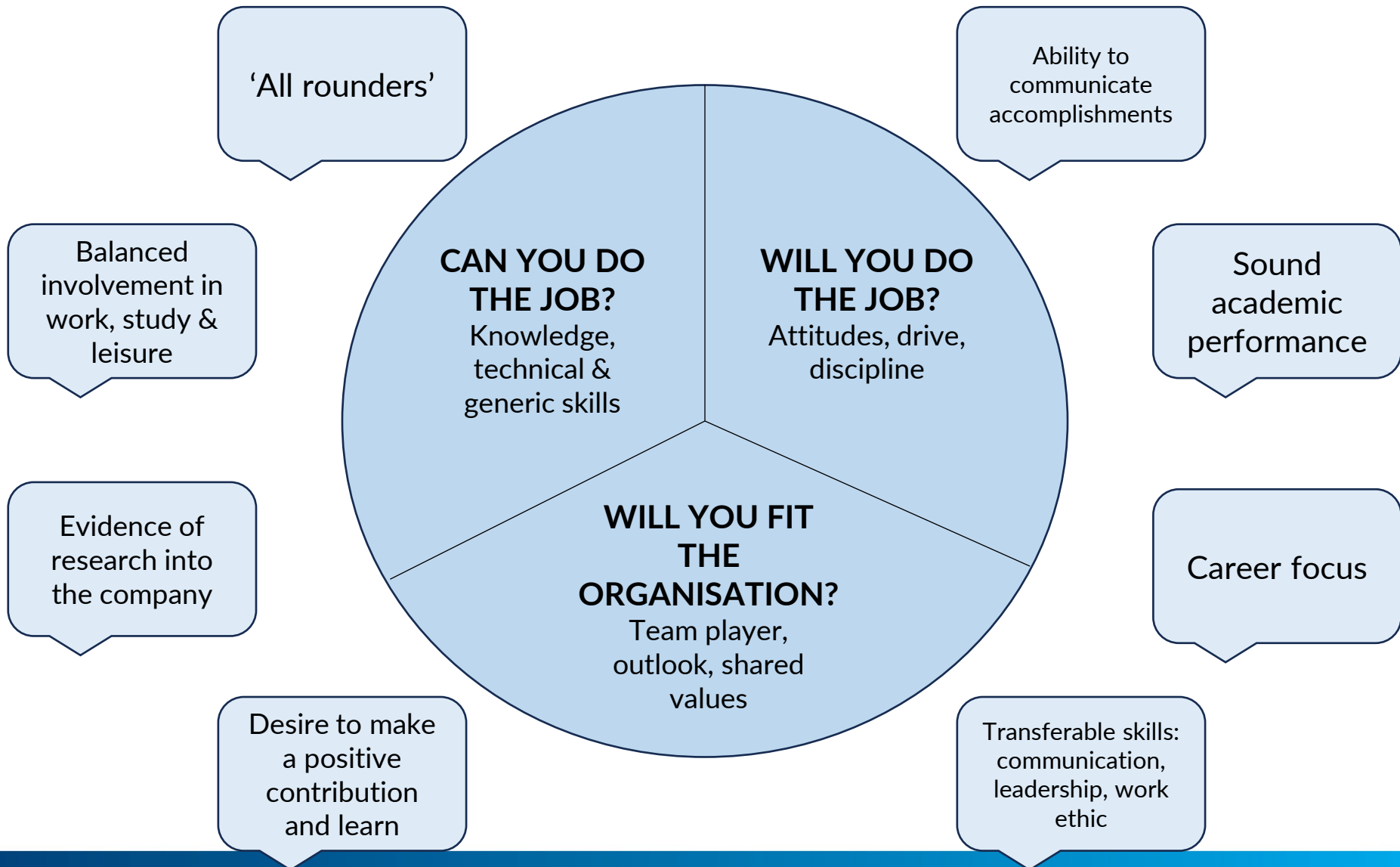
An understanding of the professional, ethical and legal requirements of the RN/EEN

Demonstrate understanding of the role of the RN or EEN in applying continuous improvement to quality and safety

De-Mystify WHAT WE MEAN:

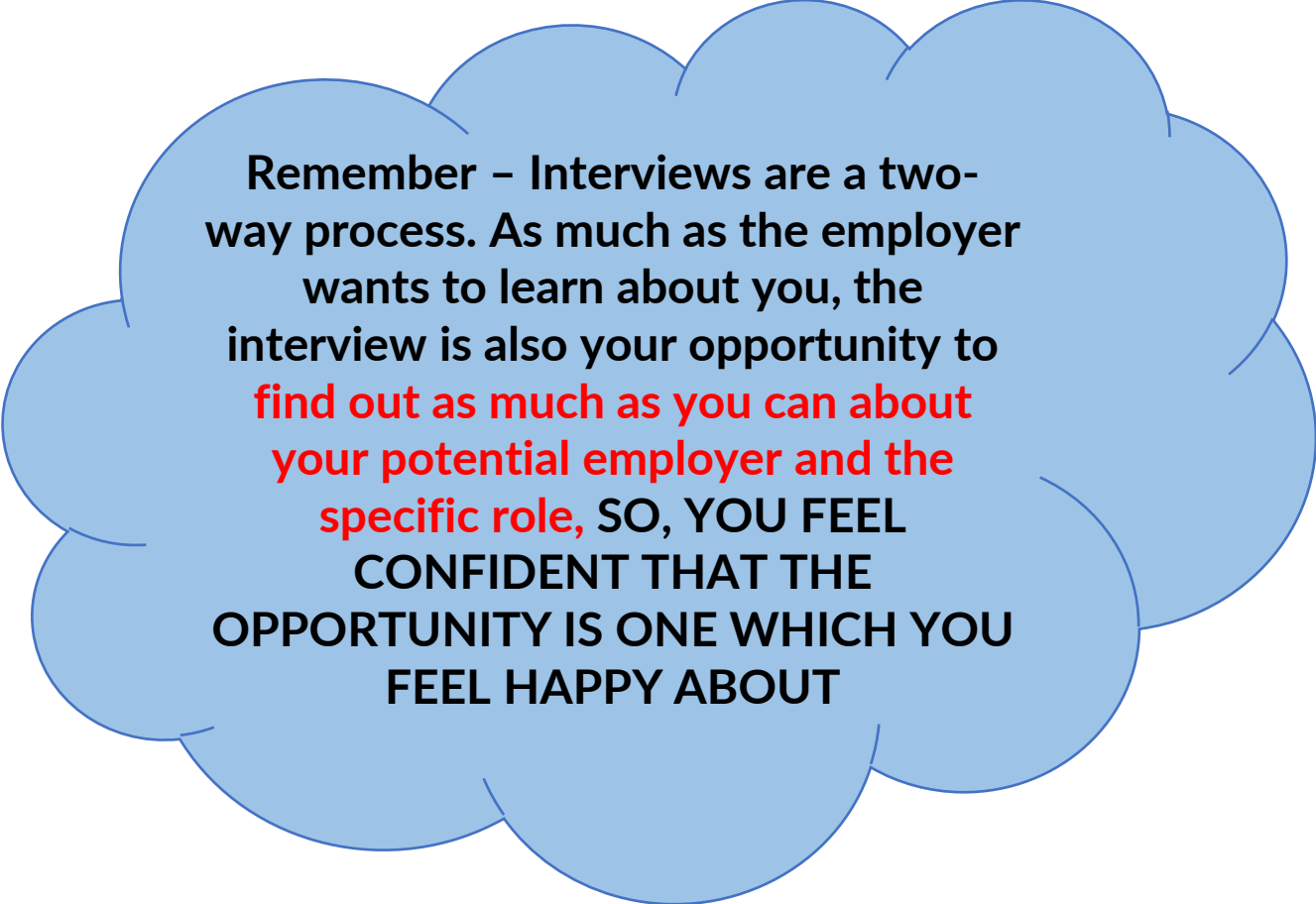
Ability	Display your potential. Using your skills, knowledge and competency to do the task required. Prove you are competent in this capacity or function
Understanding	Means more than knowledge. It requires you to comprehend the matter and show understanding of its significance
Proven ability to demonstrate	Practical experience is essential. Provide specific examples that 'Prove' or 'demonstrate' that you have performed the task or skill. Relevant evidence is required
Knowledge	Refers to familiarity gained from actual experience or from learning
Demonstrated understanding	More than knowledge! Requires comprehension

What do employers look for when hiring?



YAY you have an interview!





Remember – Interviews are a two-way process. As much as the employer wants to learn about you, the interview is also your opportunity to **find out as much as you can about your potential employer and the specific role, SO, YOU FEEL CONFIDENT THAT THE OPPORTUNITY IS ONE WHICH YOU FEEL HAPPY ABOUT**

First Impressions



REMEMBER YOUR INTERVIEWER WILL FORM AN OPINION BASED ON YOUR APPEARANCE, BODY LANGUAGE, Demeanour, MANNERISMS AND HOW YOU ARE DRESSED!

Appearance – Appropriate for the situation? Are you well-groomed and clean? Is your hair combed? Is your clothing clean and neat? Do you “stand out” from the crowd or blend in?

Body Movement and Position – Do you move with confidence and have an upright body position with shoulders back? Is your head hanging down or held up right? Is your walk steady, not too fast or too slow? Are your hand/arm gestures appropriate, purposeful and deliberate?

Facial Expression – Do you have a pleasant facial expression, appropriate for the situation? Do your eyes appear bright and interested or dull and bored? Is your face expressive or locked into a single look?

Eye Contact – Do you make steady eye contact with a smiling face? Do your eyes dart back and forth or do you stay focused? Are you staring inappropriately? Does your eye contact match your overall facial expressions?



Dress to impress

General Hygiene:

Deodorant

Clean hands and fingernails

Fresh breath

Make-up, not too much, professional

Hair:

Simple hairstyle

Clean well-brushed and dry

Tie back long hair

Avoid excessive hair products

Men, think about shaving or tidying up facial hair

Jewelry:

Keep to a minimum

Avoid bright and chunky pieces that take attention away from you

Active Listening – Key Elements:

- **Pay Attention** – (...*your undivided attention!*) Remember to maintain good eye contact with the speaker. Don't be distracted by other things happening in the environment around you. Tune into the speaker's body language.
- **Show that you are listening** – (through your body language and non-verbal communication!) Think about nods, smiles, open posture and encouraging comments like “uh huh” and “yes”.
- **Provide feedback** – (by reflecting or paraphrasing back). Think of using “it sounds like you're saying...” or “What I think you are saying is..... is that right?”. Ask open questions when needing to clarify a point (think when, where, what and how....). Periodically summarise the speaker.
- **Defer Judgement** – (and do not interrupt!). Allow the speaker to finish before asking questions and never interrupt with a counter argument. It will get you nowhere.....
- **Respond appropriately** – (... do not attack or put down the speaker!). Be open and honest and, most importantly, assert your opinions respectfully. Think – would you like someone to speak to you the way you are speaking to them?



Interview Questions

Introductory:

- Tell us a little about yourself
- Why would you like to work for this organisation?
- What skills and experience do you bring to this role?



Your answers to these questions provide the interviewers with their first impression of you. **It is very important to “sell oneself”.** Develop an “elevator pitch” about your good points. **20-30 seconds each**

Examples

Professional, Ethical, Legal

If you were checking out an S8 Drug with another nurse and they said they were too busy to go with you to the patient, what would you do?

Examples

Professional, Ethical, Legal

You are dealing with a mother and father who refuse to give permission for you to give a drug to their child

What action would you take?

Examples

Professional, Ethical, Legal

What role will social media have in your day-to-day role as a nurse?

What considerations will you make?

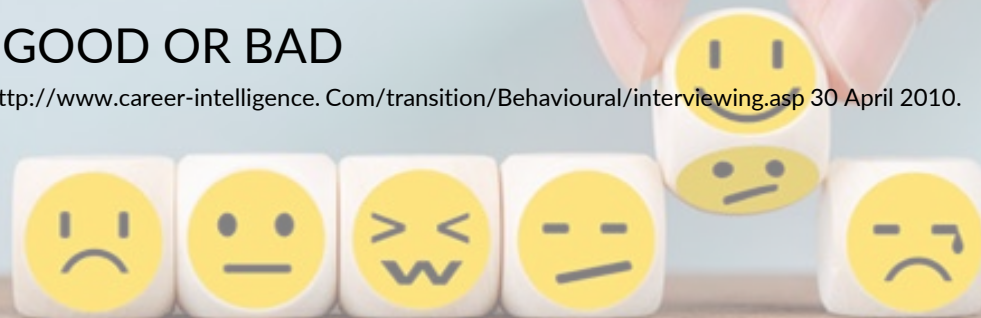
Behavioural Interview Questions

The information gained through this technique is used as an indicator for your future success.

The answers you give about your past experiences will predict your future performance – if you did it before you could do it again.

THIS IS GOOD OR BAD

Ref: <http://www.career-intelligence.Com/transition/Behavioural/interviewing.asp> 30 April 2010.



STAR Examples

QUESTION: "Please tell us about a time when you demonstrated your organizational and prioritization skills"

Situation	An example of my ability to organize and prioritize was demonstrated on a recent clinical placement
Task	While on a high dependency surgical ward containing an intensive treatment unit, my task was to manage my own 100% patient load.
Action	On a particularly busy shift I had to deal with three emergency admissions, arrange two discharges and initiate life support for a patient suffering a cardiac arrest. I was required to monitor and evaluate individual patients, delegate tasks and prioritize care.
Result	By the end of this placement, I was given the responsibility to care for patients on a one-to-one basis in the intensive treatment unit. This was exciting and a real challenge; however, I always had support from the Registered Nurses and sought advice when needed. In addition, I learnt the importance of effective delegation, communication, teamwork and referring to other health care professionals and senior staff when appropriate.

Select your Examples based on:

RECENCY – try to pick an example within the past 3-5 years

REGULARITY – something you had to do more than once, rather than only having done it once, to make it a stronger example

SPECIFICITY – choose something that related to the requirement of the role and showcases your suitability

RELEVANCE – if you have an example that is at all relevant to the organization or role you are applying for, this could be a good one to choose

COMPLEXITY – something relatively complex is better. i.e., you needed to think about the choice you made or analyzed something, rather than there being only one obvious option



Examples

- Describe a time when you were faced with a problem or stresses at work that tested your coping skills. *What did you do?*
- Give me an example of an important goal you set in the past and tell me about the steps you took to reach that goal
- Describe a time when you demonstrated excellent written communication skills
- Tell me about a situation in the past year in which you had to deal with a very upset patient or co-worker
- Give me an example of when you had to show good leadership
- By providing an example, tell me about a situation where you had to use your negotiation skills



Scenario-based Questions

Hypothetical or Situational questions

These types of questions are used to measure your ability to think on the spot, and assess how you use your critical thinking and reasoning skills

How to answer scenario-based questions:

- Describe WHAT you would do and WHY
- Describe steps
- Show your logic and reasoning
- Demonstrate critical thinking
- State any assumptions
- State any additional information you would need
- Explain how you would delegate or collaborate effectively



Examples

Prioritization of Care

You have 3 patients:

- 1) One has medications due
- 2) One has a cannula that has tissued
- 3) Another one is becoming verbally aggressive

How would you prioritize the care of these patients and why?

Hand Hygiene Protocols



Standard precautions and infection control



AUSTRALIAN COMMISSION ON SAFETY AND QUALITY IN HEALTH CARE

Workplace Safety

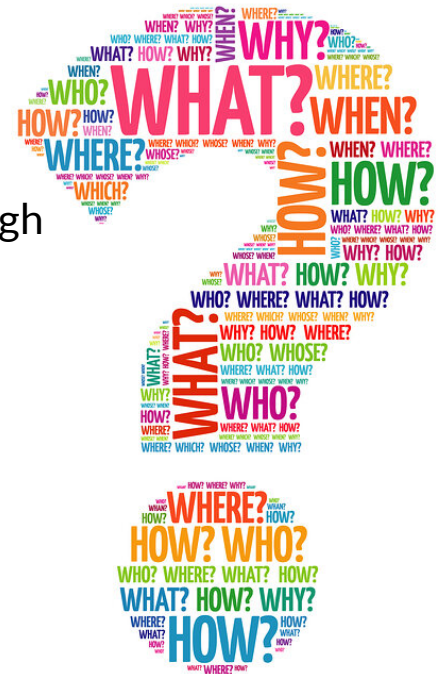


Do you have any questions?

The answer is always **YES**

Questions that show confidence and interest? For example;

- What educational support do you offer your New Graduates? E.g., student days or learning packages
- What sort of mentoring is available for NG's?
- Is there a formal mentorship program? Have these people gone through any formal training?
- What is your attrition/retention rate of NG's
- How many rotations do I get through different clinical environments during my graduate program, and do I get a say in what they will be?
- What is your personal experience of working for this organization?



TIP:
Avoid topics
such as salary,
holidays, staff
parties, lunch
breaks, etc.

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Awards can be found online or through the union website

DO:



Dress appropriately

Your research

Take a few moments to gather
your thoughts before rushing
into an answer

Be aware of any nervous habits
you have

Turn off your mobile phone

DON'T:



Be late

Speak negatively about previous
employers

Lie

Ask about salary in the first
interview

Forget about the power of body
language



References

UTS nursing and midwifery job application workbook 2020

Careerhub Resources "Cover Letter"

http://www.professions.com.au/files/Professionalism_beaton.pdf

<http://theundercoverrecruiter.com/how-create-your-memorable-elevator-pitch-four-simple-steps/>

<http://www.bodylanguageexpert.co.uk>

<http://www.mindtools.com>

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An Overview of the Program



General Stream

Gosford:

1st rotations in Surgical, Medical/Rehabilitation, Orthopaedics

2nd rotation options to Intensive Care, Day Oncology and the above areas

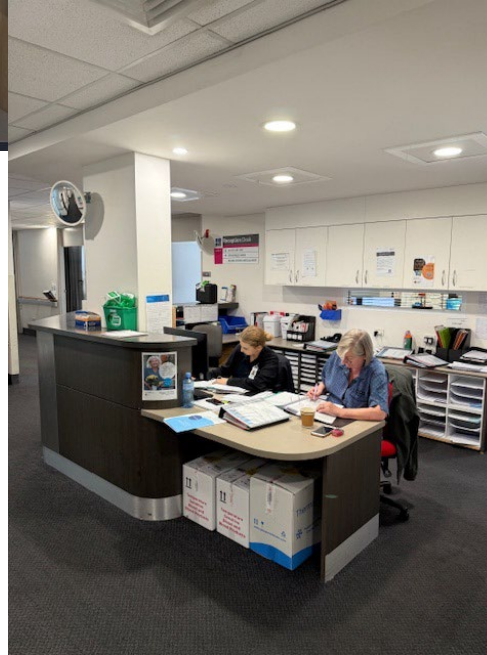
Brisbane Waters:

Medical/Surgical and Rehabilitation

What you will receive:

- A specific New Graduate Orientation as a group
- x2 6-month rotations
- x2 8-hour study days as a group
- x3 supernumerary days each rotation
- A workbook with a monthly topic to complete to help you transition into practice
- A designated preceptor for each rotation
- Regular catchups
- Access to the Clinical Support team and all educators
- A flexible roster for a good work/life balance
- 32hr working week – rotating roster, AM, PM, ND
- The 2-week Christmas/New Years period off!

General Stream



Mental Health

Brisbane Waters:

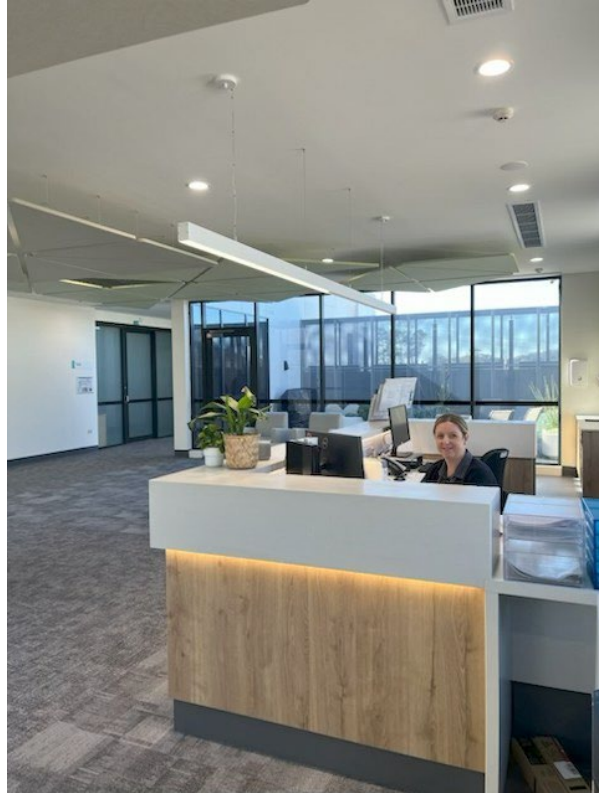
Mood Disorders

Drug/Alcohol Addiction Disorders

What you will receive:

- A specific New Graduate Orientation as a group
- x1 12-month rotation
- After 6-months opportunity to increase skills e.g. TMS
- x3-5 supernumerary days
- x2 8-hour study days as a group
- Mental Health workbook
- A designated preceptor
- 32hr working week – rotating roster, AM, PM, ND
- The 2-week Christmas/New Years period off!

Mental Health



Peri-Operative Stream

Gosford:

3 months Anaesthetics

3 months Recovery

6 months Scrub/Scout

Brisbane Waters:

6 months Recovery

6 months Scrub/Scout

*Opportunity to go into Anaesthetics after the 12 months

What you will receive:

- A specific New Graduate Orientation as a group
- x2 8-hour study days as a group
- An additional 2 orientation days specific to the perioperative area
- Access to Periop Educator/NUM
- A workbook with activities and readings pertaining to each rotation
- Regular catchups
- Access to the Clinical Support team and all educators
- A flexible roster for a good work/life balance
- 32hr working week – rotating roster, AM, PM
- The 2-week Christmas/New Years period off!

Peri-Operative Stream



Recruitment Requirements

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

Curriculum Vitae	Outlining your educational qualifications and work experience.
Cover letter addressing criteria	Provide a document titled: <i>Summary Addressing Key Selection Criteria</i>
Location/Rotation preference	Identify in order of preference: <ol style="list-style-type: none"> 1. Either Brisbane Waters, Gosford Private or no preference 2. General (areas from most preferred to least preferred 1-4), Perioperative or Mental Health rotation <p>e.g. Brisbane Waters - Mental Health</p> <p>or</p> <p>Gosford Private – Surgical, medical/rehab, ortho, ICU</p>
Identification	Evidence of identification and permanent residency, such as Passport, Australian Birth Certificate, and Citizenship Certificate or Visa information.
Working With Children Check	NSW Working with Children Check (WWCC) clearance number for paid work by visiting: General information How to apply for a WWCC Office of the Children's Guardian You must bring a WWCC clearance number to interview for verification.
Immunisation	Evidence of current immunisations in line with Category A (high risk) role and COVID-19 vaccination (highly recommended).
Referees: Identify two referees in your application:	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 of your two referees are to be entered with pre-employment check information prior to interview.

Ensure you address all recruitment requirements – applications that have not addressed what is required will be **invalid**

If your preferred site does not have a space available, you may be offered the other site

Thank you

**We look forward to
reviewing your
application**

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