

Hi there!

Thank you for considering St Vincent's for your Graduate Nurse Program (GNP). We hope this information booklet answers all the questions you have about applying for our 2012 Program. For further information please be sure to check out our website at www.svhm.org.au and follow to links to Education, Nurse Education, Graduate Nurse.

St Vincent's has established a reputation for delivering compassionate care to the people of Victoria. Under the leadership of the Sisters of Charity and now the Mary Aikenhead Ministries, our high standard of care is driven by concern for others. This focus permeates every aspect of our work, guided by the values of compassion, justice, human dignity, excellence and unity.

St Vincent's has four major campuses:

- St Vincent's Hospital
- Caritas Christi Hospice
- St George's Health Service
- Prague House

St Vincent's is a major teaching, research and tertiary referral centre, committed to providing the best possible patient care, servicing both our local and regional communities. Situated on the fringe of Melbourne's central business district, this state of the art facility has over 550 beds and provides a wide range of adult health services. These include specialist acute medical and surgical services, mental health, aged care, diagnostics, sub acute, community based services, correctional health, palliative care and residential care.

Caritas Christi Hospice (CCH) provides palliative care across two campuses. There are 26 beds at the Kew campus, along with a day hospice and community day care centre. There are eight beds co-located with the acute services at St Vincent's in Fitzroy.

St George's Health Service (SGHS) in Kew has over 240 beds, providing a comprehensive rehabilitation and aged care service including inpatient care evaluation and management, transition care, day respite, residential aged care, acute aged psychiatry and a range of community assessment and treatment services.

Prague House is a 45-bed residential aged care facility, providing services for people who have health care needs, are socially and financially disadvantaged and have experienced homelessness.

Our GNP is seeking enthusiastic Graduates who are committed to providing the highest quality of care to our patients, who strive to increase their knowledge and skills, are a motivated team member and demonstrate creative thinking whilst embracing the values of our Health Service. We aim to recruit applicants who will be self-directed with a keenness to pursue and experience all opportunities available to them in our busy clinical areas.

We will provide you with extensive support as well as comprehensive professional development opportunities. You will also receive supported succession planning that will allow you to build upon an excellent foundation for future career advancement. We hope that you are not only looking for a GNP position, but somewhere to launch your nursing career!

We are confident that you will find nursing at St Vincent's both enjoyable and rewarding, and look forward to receiving and reviewing your application.

Good luck completing the rest of your studies.

Sincerely,

Graduate Nurse Team
St Vincent's

CONTENTS

Overview of GNP	4
Further Information	7
Rotations	9
Support	24
Education	28
Graduate Mental Health Nursing Program	30
Recruitment & Selection Process	30
Facilities & Services	34
Calendar of Important Dates	36



OVERVIEW OF GNP

Our GNP offers you the opportunity to practice in a supportive environment that will facilitate your transition to the role of Registered Nurse, and allow you to build upon your knowledge and skills in the delivery of quality patient care and personal development.

Within our busy clinical areas you will be encouraged to make the most of the extensive opportunities, and care for patients with a range of clinical conditions. We will assist you to identify individual strengths and develop strategies for further growth, and provide professional development opportunities.

There will be **110 + positions** available in the 2012 GNP, with Graduates commencing in two intakes.

Start dates are:

Monday 30th January 2012

and

Monday 13th February 2012

You will be allocated an intake based on your clinical rotations. Individual start date requests may be considered when individual circumstances warrant.

The GNP is offered on a full time basis only and following successful completion of the graduate year a wide range of career opportunities are offered for Grade 2 Registered Nurses. These opportunities are advertised towards the end of your GNP and include full time and part-time ward positions, Casual Nurse Bank positions and the Grade 2 Practice Development Year. Our aim is to match you to an area and position that you wish to advance your nursing career.

Honours Programs are considered and applicants are asked to contact the Graduate Nurse Coordinators to register their interest (see p.7).

Key components of our GNP include:

- Two x 6 month rotations
- Preceptorship support on both rotations
- Practice Development Nurse
- 25 Nurse Educators health service wide
- Graduate nurse survival guide
- Practice development folder
- Continuing professional development (CPD) booklet
- Supernumery days
- Graduate rostering guidelines
- Self rostering system in many clinical areas
- Extensive support network
- Comprehensive orientation program to the health service and clinical areas
- Orientation manuals/learning packages/worksheets
- Four paid graduate study days
- Extensive in-service program
- Regular nursing forums
- High fidelity human patient simulator sessions
- Generic and ward based competency programs
- Training including Move Smart, Emergency Codes, Aggression Prevention and Workplace Culture and Equity
- Regular performance development discussions to provide feedback
- 6 weeks annual leave
- Paid ADO (accrued day off) once a month
- Salary packaging
- Personal email account
- Certificate upon completion
- Exciting ongoing career opportunities and supported succession planning

Throughout the year we encourage you to make the most of additional opportunities which will contribute to the nursing teams and organisation, and which can enhance your personal and professional development. Such opportunities involve assisting with the recruitment process for the following year's GNP, by providing third year students with an 'insiders view' and answering all those questions! For example: manning the booths at the Royal College of Nursing Australia (RCNA) Nursing Expo and the St Vincent's Open Evening, or chatting with candidates during the interview process. As a Graduate nurse at St Vincent's, you will also be asked to give feedback and provide ideas regarding the recruitment and selection process for our GNP.

There is also the opportunity to join the Professional Nurse Practice Council (PNPC), a committee that discusses issues relating to clinical nursing practice, professional development and quality patient health care outcomes, and disseminates information to clinical nurses across St Vincent's.

We are confident that after only a short period of time working at St Vincent's you will feel, and think of yourselves as not 'just an employee' but as part of our family.



2010 Graduate nurses

FURTHER INFORMATION

We hope that this booklet answers most of your questions, however if you require further information you can visit our internet site – **www.svhm.org.au**, or call the **Graduate Nurse Hotline on (03) 9288 2244**, or email the Graduate Nurse Coordinator at gnp@svhm.org.au

Royal College of Nursing Australia ‘Nursing & Health Expo’

Come and say hello to us (and bring your list of questions) at the Royal College of Nursing Expo on **Sunday 15 May 2011**, Royal Exhibition Building. The Expo is open between 10 am and 3 pm and admission is a gold coin donation. Our booth numbers are **100 & 101**. It is an excellent opportunity to meet and speak with some of our 2011 graduate nurses. Furthermore, as our main campus is only a short stroll away you can take this opportunity to have a tour.

St Vincent’s Open Evening

We also hope to see you at our annual **Open Evening on Tuesday 21 June 2011, St Vincent’s, Aikenhead Building, Ground Floor** anytime between **4 pm and 6.30 pm**.
(No RSVP required).

During the evening you will have the opportunity to hear from and meet our Chief Nursing Officer, and attend presentations about our GNP. Overviews of the program will be at **4 pm and 5 pm**. You are more than welcome to bring friends or family along.

Our nursing teams will showcase each of the clinical areas available as rotations for you. The staff go to enormous effort to display their unique work environments.

During the night you will have opportunities to speak to the Graduate Nurse Coordinators and Graduate Nurses about our GNP and rotations available. Clinical Nurse Educators will be available to discuss postgraduate opportunities. After visiting the displays, you can tour the modern inpatient building. Of course as always there will be a great array of free food and giveaways, but most importantly visitors are always impressed by the overall GNP and enthusiasm of the nursing staff!



Graduate Nurses at RCNA Expo 2010

ROTATIONS

We offer rotations to most departments and specialty areas. During the year you will spend at least one rotation in a busy acute medical or surgical ward. Rotations are for **6 months** each to maximise consolidation of your confidence and competence of knowledge and clinical skills, and to facilitate your growth as a valued member of our nursing team.

“I would highly recommend the GNP to any student nurse. Thank you to all of the staff at St Vincent’s for making the year so enjoyable and educational.”

Comment from 2010 GNP Evaluation Survey

Most rotations will have an element of night duty. Graduates often rotate onto night duty for 2 weeks (8 shifts) every 6 – 8 weeks. Where possible this is a good time to spend with your Preceptor, reviewing clinical skills and knowledge, and working through learning packages/worksheets that you may not have time to do during day shifts. (Some clinical areas don’t have any, or have minimal night duty requirements, such as the Operating Suite, Medical Imaging Department, Day Procedure Unit, Dialysis Unit, Outpatients Clinics and Palliative Care.)

You will need to submit your clinical rotation preferences as part of your online application form. Please see our website or the following pages for a full list of rotations available. We will try to match your preferences as closely as possible. This year all Graduates who were matched to us received at least one of their top three preferences. Please be aware that some areas are highly sought after e.g. Emergency.

Clinical Areas

Cardiothoracics	Medical Imaging Department
Cardiology & Coronary Care	Musculoskeletal
Colorectal, Gastroenterology & Urology	Neurosciences
Day Procedure Unit	Oncology, Haematology & Palliative Care
Dialysis Unit	Operating Suite
Emergency Department	Outpatients Clinics
ENT, Plastics & Vascular	Palliative Care (Kew)
GEM Unit (Fitzroy & Kew)	Rehabilitation Unit (Fitzroy & Kew)
Medical Assessment & Planning Unit (MAPU)	Specialty Medicine (Stroke, Renal, Neurology, Dermatology & Gen Med)
General Medicine	Upper GI, Hepatobiliary & Dept of Surgery
Transition Care (Kew)	

All clinical areas are located at the St Vincent's Hospital (Fitzroy campus) unless otherwise specified.

The following is a summary of each of the clinical areas available as rotations:

10 West–Neurosciences (Surgical Unit)

10 West is a 24-bed, acute surgical ward, with facilities for monitoring epilepsy and high dependency patients. Common surgical procedures include craniotomies, tumour resections, spinal surgery, drainage of haemorrhages, and clipping of aneurysms. The nursing is challenging, requires a multidisciplinary approach and learning is supported by ward based education sessions. The neurosciences team are committed to the professional development of nursing staff and Graduates. “Neurosciences is a busy and highly stimulating ward. Having had no previous exposure in neurosurgery, I was apprehensive. However, I have felt so well supported by the nursing team who have always been there to answer any questions, no matter how silly, and lend a helping hand. They have demonstrated a genuine willingness to invest in my learning and development. 10 West has been a great place to start my Graduate year”. (MS, 2011 Graduate Nurse)

10 East–Specialty Medicine (Stroke, Renal, Neurology, Dermatology & General Medicine) (Medical Unit)

10 East is a 24-bed ward with a co-located 4 bed inpatient dialysis treatment area. Nursing staff care for patients with a variety of medical conditions, ranging from acute stroke, multiple sclerosis, and epilepsy to acute renal failure. There is an opportunity to care for renal transplant patients pre and post operatively also. There is a strong multidisciplinary team approach to patient care. “There are so many speciality areas on this ward. Every day you are faced with something different, a new challenge. A great place to build on your skill and knowledge.” (JG, 2011 Graduate Nurse)

--

9 East–Orthopaedics (Surgical Unit)

A 24-bed surgical ward, 9 East cares for patients requiring total joint replacements or elective orthopaedic surgery and includes rheumatology beds. It’s a very supportive team environment, fun and fast paced. There are regular local education sessions held on the unit, and local competencies to complete. “9 East is a very supportive ward with really knowledgeable and helpful staff. The ward allows you to really get your surgical nursing skills up, but also has patients with a variety of orthopaedic and non-orthopaedic conditions that gives you a variety of new knowledge and skills outside what you may first think when you start on the ward.” (ES, 2011 Graduate Nurse)

9 West–Orthopaedics (Surgical Unit)

Specialising in orthopaedic oncology, 9 East is a 20-bed unit which cares for patients requiring surgical intervention for tumours of the musculoskeletal system and orthopaedic trauma, and has endocrinology beds. The nursing team are dynamic with a focus on providing Graduate support and education to ensure best patient outcomes. “9 West is a great ward to begin your Graduate year on. It has allowed me to develop essential day to day nursing skills as well as learn something new everyday as the patient mix includes orthopaedic trauma, tumour and endocrinology cases. The staff are so friendly and supportive, you will instantly feel at home.” (EP, 2011 Graduate Nurse)



(Isobel – 2011 Graduate Nurse)

8 West–Medical Assessment & Planning Unit (MAPU) (High Dependency Unit)

The Medical Assessment and Planning Unit (MAPU–8 West) is a 25 bed short stay ward which provides rapid multidisciplinary assessment of General Medical patients admitted via the emergency department. The MAPU unit includes 4 cardiac monitored beds and 4 GEM and sub-acute beds. MAPU is a dynamic environment with a high patient turnover and a patient population with diverse and complex medical conditions. “8 West is a very diverse ward. The nursing staff are very supportive, and work seamlessly with the doctors, nurses, physiotherapist and other allied health teams to provide holistic care to all patients. You will learn skills for many conditions including cardiac, renal and respiratory. You will also learn skills for discharge planning, admissions, referrals, and particularly time management. 8 West is a great ward to start your nursing career. The diversity makes you learn something new every day.” (RB, 2011 Graduate Nurse)

8 East–General Medicine (Medical Unit)

8 East is a 24 bed unit consisting of four medical units, General Medicine A, B, C & D. Our patients have varied and complex medical conditions providing a great introduction into other speciality areas such as neurology, neurosurgery, cardiology, respiratory, endocrinology, oncology, palliative care and infectious diseases. We are the primary discharge destination for ICU medical patients and we embrace a multidisciplinary team approach to patient assessment, evaluation and discharge planning to provide optimal patient outcomes. “Being such a busy ward environment, 8 East will provide you with a firm grounding in general medical nursing and will provide you with the opportunity to master your time management skills. There is always plenty to learn and the staff are exceptionally supportive of their grads.” (BK, 2011 Graduate Nurse)

7 East–Upper Gastrointestinal Surgery/Hepatobiliary Surgery/Department Of Surgery (Breast & Endocrine)(Surgical Unit)

7 East is a busy, fast paced 28-bed ward with 2 main surgical units. The patient mix varies between short stay/high turnover and high dependency. The team is focused on excellent standards of care and work hard to achieve the right patient outcome. 7 East nurses are hard working, friendly, supportive and encouraging. There is a strong commitment to staff development, ongoing education and teamwork. "7 East is a challenging environment to work in. It requires hard work, however this pays off when you see how much you have learnt in such a short time. The staff are always there for support and expect your best, there are great nurses in the making on 7E!!" (SS, 2011 Graduate Nurse)

7 West–Colorectal/Gastroenterology/Urology (Surgical Unit)

7 West is a 25 bed busy acute ward with a variety of complex patients requiring procedures such as TURP's and prostatectomy's, the medical and/or surgical management of bowel diseases and conditions such as pancreatitis, and ascites. "7 west has successfully created both a friendly and challenging working environment. The staff are amongst the best I have encountered – bringing a good mixture of support, education and encouragement to a very busy discipline. The fast pace of the ward takes some adjusting to but for those who are looking to hit the ground running, improve their practice and have a few laughs in the process I would highly recommend 7 west." (SM, 2011 Graduate Nurse)

6 Floor–Haematology, Oncology & Palliative Care (Medical Unit)

A 28 bed ward located across the floor, patients are admitted for a variety of conditions, including acute leukaemia, lymphoma, myeloma, primary and metastatic tumour disease, autologous stem cell transplantation, palliation and islet cell transplantation. The nursing team is committed to quality patient care and each other and pride ourselves on our team approach and friendly work ethic. "6 Floor is such a rewarding, challenging environment. The special relationships you develop with the patients makes coming to work a pleasure." (LS, 2011 Graduate Nurse)

5 West–Ear Nose Throat (ENT), Plastics & Vascular (Surgical Unit)

5 West is a 29 bed ward and a microsurgery unit renowned for being world leaders. The ward specialises in surgery of head and neck cancers requiring reconstruction, AAA repairs using endoluminal grafts, vascular bypass surgery, skin grafts, reconstruction following mastectomies, free flaps, amputations, and replants of digits and limbs. "5 West is a fast paced, dynamic ward offering infinite learning opportunities. The patients often present with complex surgical procedures however all staff members are supported no matter what the issue. Every shift offers a new challenge and a different surgery or procedure to learn and gain new skills in. A fantastic place to start your grad year!" (SF, 2011 Graduate Nurse)

4 West–Coronary Care Unit (CCU) / Cardiology (High Dependency Unit)

4 West is an 18 bed ward that comprises 6 CCU beds and 12 Cardiology/Respiratory beds. The ward specialises in cardiology patients who have undergone coronary angioplasty, post acute myocardial infarction, unstable angina, endocarditis, heart failure, pacemaker insertion and respiratory patients with exacerbation of chronic conditions including asthma and COPD. “My time on 4 west has been such a great experience. The staff are all very welcoming and keen to help out a new face, while the clinical knowledge I am gaining is extensive and widely applicable to my nursing career wherever I may end up in the future. If you are interested in cardiac nursing this is a great ward to work on.” (TM, 2011 Graduate Nurse)

4 East–Cardiothoracics (High Dependency Unit)

4 East is a 20-bed ward, which accepts all cardiac patients from the Intensive Care Unit and admits patients for procedures such as CAGs, valve replacement, PPM insertions and thoracic surgery (eg: VATs pleurodesis, lobectomies, pneumonectomies). All the beds on this unit have monitoring, as patient conditions can change quickly, so assessment skills will become refined. “4 East is busy, fast paced ward. Whilst on the ward I am constantly learning new nursing skills and increasing my knowledge level. The staff are very supportive and always happy to help out or answer questions. 4 east is a challenging, yet rewarding environment. I enjoy coming to work everyday.” (ZB, 2011 Graduate Nurse)

Operating Suite–Anaesthetics

Rotation within anaesthetics will reinforce your anatomy and physiology knowledge whilst you gain experience with all surgical specialities. You will become familiar with acute care skills such as invasive monitoring of patients, respiratory assessment, pain management, and care of epidural/IV infusions. Your organisational skills improve very quickly and there is plenty of support with optional learning packages available. "I have thoroughly enjoyed working with the varying patient demographic that St Vincent's offers. I feel I have developed my clinical skill and I am gaining confidence in myself as a Division One nurse. Working in the anaesthetics department has exposed me to a multitude of exciting medical procedures that have provided me with many learning opportunities and experiences beyond my expectations as a Graduate nurse." (NM, 2011 Graduate Nurse)

Operating Suite–Peri-operative

The operating suite consists of 12 theatres and performs more than 9000 operations per year. During this rotation you will rotate through each specialty theatre and learn what an instrument and circulating nurse role involves. You will learn how to set up instruments and what they are used for, assist the surgeon with procedures and gain great knowledge of both aseptic and sterile techniques. Dexterity, good organisational skills and teamwork are crucial in this environment. You will develop an increased understanding of patient conditions/procedures including complications which will be of great benefit when working in other clinical areas. "I have found that the peri-op rotation is a great way to consolidate your knowledge from university about the before and after's of surgery. There is so much to learn that has really helped me become more confident in my nursing abilities. The team are supportive and approachable and the hours are a great way to help you ease into your nursing career. I have found this rotation rewarding and packed full of valuable experiences that will help me decide where I want to specialise in the future." (SB, 2011 Graduate Nurse)

Palliative Care–Caritas Christi Hospice, Kew

Caritas Christi provides care to patients and their families who have progressive diseases that are not responsive to curative treatment. Diagnoses include cancer and end stage organ failure. It can be a very rewarding rotation for Graduate nurses, where they can gain skills in assessing and managing pain and other symptoms, using syringe drivers, and communicating with patients and their families while assisting them with their psychological, emotional and spiritual concerns. The model of care encourages holistic assessment by the multidisciplinary team. Graduates are encouraged to attend regular staff support sessions and a Palliative Care education program. The program assists in consolidating knowledge on topics such as pain and symptom management, caregiver needs, and spiritual, pastoral and ethical principles. “The opportunity to work at Caritas Christi has certainly provided an extremely rewarding experience. It is a great privilege to have been given the opportunity to provide care to terminally ill patients, whilst at the same time surrounded by a wonderful team of supportive staff. Each day certainly brings new challenges, and I now feel more confident in my ability to provide effective symptom management in the areas of pain relief, nausea and vomiting.” (CD, 2011 Graduate Nurse)



Daleeda & Meagan – 2011 Graduate Nurses

Day Procedure Unit (DPU)

This is a busy unit which has a throughput of approximately 60 patients a day. The DPU comprises (admissions, recovery room, endoscopy suite, and minor procedures room) where you will see procedures such as gastroscopies, colonoscopies, lithotripsy, angiograms, day surgery cases and ECT. It is a great place to consolidate your time management, patient assessment skills and organisational skills. You will learn about managing sedated patients, acute pain and post-op care. "DPU has been the perfect first rotation, with a friendly, supportive team who really do work as a team. Every day is different, challenging, and invaluable for developing an all-rounded skill base. I couldn't be happier." (RA, 2010 Graduate Nurse)

Emergency Department

The Emergency Department has 39 cubicles and rooms for procedures, plastering, suturing, behavioural assessment and resuscitation. It is a challenging and exciting rotation where you will continually improve both your clinical and assessment skills. "St Vincent's has given me an extremely warm and welcoming start to my nursing career. My first rotation in Emergency has been incredible so far. It is an extremely busy and fast paced department, however the support and knowledge that has been both readily and eagerly shared and passed on to me from all of the staff within the department has provided me with a very smooth and nurturing transition into emergency nursing." (CG, 2011 Graduate Nurse)

Medical Imaging Department

This weekday only rotation involves the areas of Medical Imaging, CMMI, MRI and Angiography. Nursing experience and education incorporates department competencies, and patient care from pre-assessment through to procedure and recovery care. Graduates will work alongside radiographers and doctors to perform procedures such as biopsies, drainages, cardiac stress tests and lumbar punctures. Learning is well supported in this multi-disciplinary team, with opportunities to develop clinical and organisational skills in patient-focused nursing.

Dialysis Unit

St Vincent's Nephrology Service provides a full range of dialysis services for patients experiencing acute and chronic renal failure. It caters for a wide range of patient needs including satellite and home services, as well as pre-dialysis assessment and education. On-site dialysis is provided at St Vincent's, Fitzroy and St George's, Kew. The service also offers supportive care for St Vincent's & Mercy Private and Peter McCallum Cancer Centre (PMCC) and supports satellite dialysis services in Sale, Werribee, Warrnambool, Swan Hill, and Shepparton. The main Dialysis Unit is a 15-chair community facility where you will appreciate the role and importance kidneys play as a major body system. The Dialysis Unit also has a Home Therapies Unit –the teaching for both home haemodialysis and peritoneal dialysis is undertaken in the community unit and at home. You will have the opportunity to spend time in the acute Dialysis Unit in the inpatient building, and gain experience with dialysis access, education, sterile techniques and state-of-the-art dialysis technology. "A rotation in the Dialysis Unit has been a great experience. It has given me insight into other areas of clinical nursing and to discover the diversity of the profession. I have found the work fascinating, interesting and enjoyable." (SB, 2011 Graduate Nurse)



Simon – 2011 Graduate Nurse

Specialists Clinics Department

This rotation offers Graduates an opportunity to experience all St Vincent's medical and surgical clinical specialties. The environment is diverse, varied and assists in the learning and practice of specialist skills including plastering, assessment techniques, complex dressings and wound care. The clinics are a Monday to Friday service. "Outpatient Clinics is an environment which has allowed me to balance work and life, as clinics operate Monday to Friday. The Clinic team consists of very supportive staff, who are always happy to allocate time to answer questions or support me to complete clinical skills. Working in the clinics has given me both clinical and administrative skills, and insight into the variety of health concerns people within the community live with, and the ongoing treatments they may require." (KT, 2011 Graduate Nurse)

Rehabilitation Unit-Fitzroy

The 26 bed Rehabilitation Unit at ST VINCENT'S admits patients recovering from a variety of illnesses and post surgical conditions. We admit patients from all inpatient units, with the exception of ICU and Emergency. This enables the nursing team to develop a wide knowledge of both surgical and medical conditions, consolidate time management skills and develop excellent discharge planning skills. We take many of our patients within days of surgery or within the first week post stroke. This helps the patient achieve maximum functional return in daily activities. Many of the patients still require acute care such as IV hydration/antibiotics, tracheostomy care, catheterisation, peritoneal dialysis, suture removal, and nasogastric care. We are a large multidisciplinary team with a strong teaching focus. "I am absolutely loving the Rehab unit. I have gained so much confidence in engaging with patients their families, doctors, physiotherapists and others involved in the multidisciplinary team. Staff are so warm and inviting and are willing to help in every aspect of learning. Everyone in the Rehab unit has a very happy and positive attitude as it is all about helping the patients and their families get fit and ready for home. I was afraid that I would not have the chance to be involved with many skills such as wound management and IV fluids and medications, however this is something I come across daily, and my skills are forever improving. It is a fantastic and fun rotation and I would highly recommend it to anyone!" (MR, 2011 Graduate Nurse)

Rehabilitation Unit–Kew

The 30-bed Rehabilitation Unit at St George’s Health Service (Kew) admits patients recovering from a variety of illnesses including stroke and total hip joint replacements as well as a wide variety of medical or post surgical illnesses. You will develop broad medication knowledge, consolidate time management and develop excellent discharge planning skills in liaison with the multi-disciplinary team. Other experiences will include blood transfusions, bladder ultrasounds, ECGs, catheterisation, wound care, suture removal, IV hydration/antibiotics and nasogastric care. Bonuses of this rotation are free car parking and minimal night duty. “Rehab Kew was the perfect place to start my nursing career. The sub acute area gave me a chance to find my feet and better equipped me for future clinical areas. Also, patient needs can vary greatly and each day holds a different story.” (CS, 2010 Graduate Nurse)

Geriatric Evaluation and Management (GEM) Unit–Fitzroy

This sub-acute unit in Fitzroy has 22 beds and provides an excellent opportunity to consolidate your skills as a clinician in a friendly and positive environment. It is a busy ward, admitting patients with medical and post-surgical conditions/ co-morbidities, e.g. orthopaedic, cardiac surgery, respiratory disease, unstable diabetes, delirium, renal impairment and neurological conditions. “I had extensive anxieties associated with the transition from a student to a Division 1 Registered Nurse prior to starting at St Vincent’s (GEM unit). These fears have been quickly erased however, as the friendly and supportive environment I have been provided within the GEM unit has enabled me to increase my dexterity and confidence in a number of nursing skills.” (AR, 2011 Graduate Nurse)

Geriatric Evaluation and Management (GEM) Unit–Kew

GEM Unit Kew is a 34 bed Geriatric Evaluation and Management unit for patients with complex health issues including respiratory, endocrine, cardiac and chronic illnesses common in the older population. The multidisciplinary approach to patient care focuses on optimising health and function prior to discharge. Bonuses of this rotation include working in a well established multidisciplinary team, attendance at team and family meetings, opportunities to develop skills and knowledge specific to elder care; extension of pharmacology knowledge; as well as the advantage of free car parking. “GEM at St George’s is the ideal environment for a Graduate rotation. The staff are incredible and promote a supportive and understanding work environment which is ideal for new Graduates. The variety of patients who are admitted to GEM have equipped us with a wide range of knowledge of medications and medical conditions as well as perfecting basic nursing skills. The subacute environment has prepared us for an acute rotation. The mix of patients has created many challenging situations which has helped to develop excellent time management skills.” (LS & AV, 2011 Graduate Nurses)



Pharmacist Donald with 2011 Graduate Nurse Liana

Ellerslie Unit

Ellerslie is a 34 bed transition care and restorative care unit whose patients have an average length of stay of 2-4 weeks. The unit cares for elderly patients who have completed their acute and/or sub-acute episodes of care and are more medically stable. We also care for patients who have sustained a fracture and require a non weight bearing period before rehabilitation is considered. The aim of care is to optimise health and functional status while longer term plans are being finalised. Ellerslie also supports a day respite program. Graduate nurses working on the Ellerslie Unit will have a genuine interest in the care of the elderly person. They will have an opportunity to consolidate clinical skills in a mentored, supported environment. Opportunities to explore the integration of hospital and community services are provided. The team in the unit are renowned for their caring and dedicated approach to best practice.

“Ellerslie gives Graduates the opportunity to consolidate learning and enhance skills such as venepuncture, medication administration and wound management/treatment. The staff on Ellerslie are supportive and are always willing to give the Graduate first priority when it comes to experiencing new and exciting cases and opportunities. Initially I was unsure of what Ellerslie would offer a Graduate, however I have thoroughly enjoyed my experiences so far and have found Ellerslie to be a very interesting and challenging rotation.” (ES, 2009 Graduate nurse)

SUPPORT

Orientation Program

We provide a comprehensive orientation program when you start with us, including supernumerary time on your unit. The program includes an overview of St Vincent's, the GNP, personnel and departments, as well as tutorials and practical sessions on: medication administration, documentation, move smart training, basic life support, venepuncture and how to use our pumps and equipment.

Orientation Manuals/Worksheets & Learning Packages

Prior to the commencement of the GNP you will receive a comprehensive orientation manual specific to your first rotation incorporating information such as common patient conditions and procedures, ward routines, local protocols, admission checklists, common abbreviations, 10 most frequent medications, and handover guidelines. Many areas also provide additional worksheets or learning packages to further assist new Graduates orientate to the unit, on topics such as the nursing management of patient conditions and procedures.

Preceptor

Each Graduate is assigned a Preceptor for both rotations. Many Preceptors are junior Grade 2 nurses whose experience of being a Graduate is still fresh in their memories and who have attended training to consolidate their learning in the roles and responsibilities of preceptorship. Your Preceptor will assist in your orientation to the health service and clinical area, support your development as a nurse, and provide feedback on your progress. We encourage you to roster yourself with your Preceptor as often as possible.

Graduate Rostering Guidelines

These guidelines were implemented to facilitate the transition of newly graduated nurses into the role of practicing Registered Nurse. It is recognised that for most Graduates this will be the first time they have worked full time with rotating shifts. The guidelines aim to reduce the potential for stress and associated sick leave, and ensure that Graduates along with their nursing colleagues receive fair and equitable rosters. There are 17 recommended guidelines, which cover issues such as minimum number of shifts to work with a Preceptor, maximum number of days to work in a row and maximum number of weeks of night duty per rotation.

Graduate Nurse Coordinator (GNC)

The GNC is responsible for the overall running of the GNP, including recruitment and selection for the GNP, allocation of rotations, facilitation of study days, ensuring completion of competencies and performance development discussions tools, providing support and being a resource for all Graduates.

Practice Development Nurse (PDN)–Graduates

The PDN is 100% Graduate oriented and provides clinical support to Graduates located on the Fitzroy campus. There are few undergraduate nurses who would have had the opportunity to complete EVERY clinical task. Consequently, our PDN is available to assist you with skills such as ECGs, venepuncture, wound dressings, admission and discharge planning. No need to worry if you are receiving a patient from ICU or post operatively, the PDN is there to support you. Ever needed to talk about your day with someone who isn't involved? Just contact the PDN who will keep your discussions confidential. The PDN is never far away. All you need to do is call.

Nursing Teams

The nursing teams are made up of Graduate Nurses, junior and senior Grade 2 Registered Nurses, Clinical Nurse Specialists (CNS), Associate Nurse Unit Managers (ANUM) and a Nurse Unit Manager (NUM). Due to the culture and nature of St Vincent's all members of the nursing team are expected to provide support to one another and work interdependently. On days when you are not working with your Preceptor, many other members of staff are available if you require assistance.

Other Graduates

Graduates prove to be one of the most valuable support networks for other Graduates and with over 100 Graduates across St Vincent's, one is never very far away! Most clinical areas have more than one Graduate and we also provide opportunities for you to catch up with one another both professionally and socially.

Practice Development Nurse/Clinical Nurse Educators

There are a number of Practice Development Nurses (PDN) and Clinical Nurse Educators working within the many clinical environments across the Health Service. They are available to assist with professional development, provide support and act as a local resource for all levels of nursing staff.



Kelly, PDN-Graduates with Melissa & Daleeda 2011 Graduate Nurses

Graduate Support Meetings

These regular, confidential meetings provide Graduates with the opportunity to catch up, debrief and support one another. They are also useful to disseminate information and are facilitated by the Practice Development Nurse, GNC or PDN-Graduates who can assist to resolve any issues if they arise. “I thoroughly enjoyed the graduate support meetings, especially the STAR meetings. These were great for finding out how other Graduates were coping within a supportive forum.” (2010 GNP Evaluation)

STAR – Support Team Action Response

STAR is our critical incident stress management peer support program where trained colleagues can help staff deal with reactions to stressful events. They are available 24 hours a day to assist staff to deal with stress in the workplace. STAR can provide information and referrals, support on a one-to-one basis and facilitate team debriefing sessions e.g. post the death of a patient. The STAR Coordinator facilitates sessions for the GNP throughout the year in which Graduates can attend together to participate in debriefing.

Employee Assistance Program

The EAP (Access Counselling) is a confidential service free to all staff and their immediate families who may require assistance dealing with personal, family or work issues. Qualified counsellors can assist staff and family members to identify problems and find ways to resolve them.

EDUCATION

Graduate Study Days

There are four graduate study days during the year which you are paid to attend. The topics have a strong clinical focus and are based on feedback from Graduates. We try to incorporate as many practical elements as possible to assist with transfer and application of learning back to the clinical settings. This year, presentations will include: wound management, ECG interpretation, IV fluids, tracheostomy care, access devices, blood transfusion and many more. Also during the year we incorporate time in our Human Simulator Centre.

A bonus of these days is the chance to catch up and debrief with fellow Graduates. Under the Victorian Nurses Award you are entitled to a fifth paid study day and are welcome to join any of our other study days, courses or programs, or enrol in a professional development activity offered externally.

Human Simulator Centre

The Human Simulator Centre provides access to a high fidelity and sophisticated integration of software and hardware built around a human manikin. The manikin breathes, has pulses and can respond to intravenous drugs, CPR, defibrillation, intubation, ventilation, catheterisation and many other procedures. It mirrors, as close as is currently possible, the physiological and pharmacological reactions of a human being. “The sim was a great experience to work together.” (2010 GNP Evaluation)

Local Education

There are regular education sessions occurring in all clinical areas, usually in double staffing time. All wards have an education calendar so you can see what is coming up of interest, and you can attend sessions in other units. Examples of topics include: oxygen therapy, PICC lines, patient conditions/case studies, medication updates and clinical trials/research. We encourage you to notify us of additional sessions that you think would be of interest and we will organise these.

Health Service Wide Education

As a major teaching organisation, we have an extensive range of programs available during the year for nursing staff to further their professional development. St Vincents can offer you numerous education opportunities after your graduate year. These range from workshops to postgraduate studies. Further details can be found at our website www.svhm.org.au

Continuing Professional Development (CPD)

To assist you with maintaining records of your professional development, we will provide you with a Practice Development Folder to store all material relating to your study days and a CPD booklet to record all of your CPD activities. These are now essential in order to renew your nursing registration each year.



Samantha - 2011 Graduate Nurse

St Vincents Bachelor of Nursing (Honours) – ACU

St Vincent's Hospital in partnership with the St Vincents Centre for Nursing Research (SVCNR) offers nursing staff the opportunity to complete their Honours following their Graduate Nurse year. The Program allows Division 1 Registered Nurses to undertake research in an area in which they are practising and is conducted under supervision from academic staff at Australian Catholic University and SVCNR. If you would like further information about our Honours Program visit our website at www.svcnr.edu.au or contact: Dr Karen Page (03) 9288 3689 or Professor Linda Worrell-Carter (03) 9288 3690

GRADUATE MENTAL HEALTH NURSING PROGRAM

St Vincent's Mental Health Unit has created a unique and highly specialised Graduate Program to address the needs of new practitioners in Mental Health. During the 52-week Program is offered in where clinical placements will be provided predominantly in the adult acute in-patient service and community mental health services. Intake commences in February each year.

For further information or an informal visit, please contact:
Lina Wilson, Clinical Nurse Educator, (03) 9288 2194 or email lina.wilson@svhm.org.au

RECRUITMENT AND SELECTION PROCESS

ELIGIBILITY CRITERIA and PMCV PROCESS

All Victorian and interstate third year Nursing students who have Australian citizenship or 'permanent residency status, and New Zealand third year nursing students who wish to apply for a position in a Victorian GNP, are eligible to do so through the Postgraduate Medical Council of Victoria (PMCV) computer match process. PMCV can be contacted on (03) 9419 1217 or via email at pmcv@pmcv.com.au to discuss this process.

International students cannot apply to PMCV if they do not hold permanent residency status, but **may** apply directly to St Vincent's, submitting the exact same requirements by our closing date.

The computer match process allows students to apply to **only four Victorian hospitals**. Prospective Graduates must also apply directly to each of the four individual hospitals they have nominated. You will need to go to the PMCV website (www.pmcv.com.au) Hospital Directory Section and lodge a 'Candidates Priority List'. You must separately apply to your four preferred hospitals, sending in the required information outlined in their summaries in the Hospital Directory. Closing dates will vary.

ONLINE APPLICATION PROCESS

Candidates will use an online application process to submit their application to St Vincent's. This will be available from **Tuesday 14 June 2011**. We have implemented this process to ensure that your application reaches us quickly. You will receive email confirmation within 48 hrs that we have received your application.

Application closing date is **Thursday 28 July**

STAGE 1

In your application we will require you to attach a **Word document** comprising:

1. **Letter of application** outlining why you wish to be a Graduate at St Vincent's (maximum of one page). This is your only opportunity before interview to convince us that you want a position with us at St Vincents. Make the most of the opportunity as not all applicants will get to our interview stage.
2. **Curriculum vitae** (maximum of three pages).
You will also be offered the option of attaching or mailing the following:
3. **Academic transcript** to date, **with results legend**.
4. **Complete** copies of your two most recent third year **clinical placement reports**. Reports must be sent in there **entirety** not selected parts or pages. (If you have not completed a third year medical or surgical placement at the time of application, please also send your most recent second year medical/surgical placement report.) We will not accept Maternal Child & Health Placements or Mental Health placement reports.

If you choose to post your academic transcript or clinical placement reports, please ensure they are certified copies, and that they reach us by our closing date. We understand that many of your reports are very lengthy and as such it is acceptable to have the front cover of these documents certified and request that the certifier write how many pages are contained within the document they are certifying. If we have any questions or concerns surrounding the authentication of your documents we will contact you and request originals to be provided.

During the online application we will ask you to submit your Clinical Rotation Preferences. Please take some time to consider your preferred rotational areas.

As part of the online application process you will be asked to provide the name and details of one **professional referee**. The referee must be a clinical teacher, Preceptor, or other senior nursing staff member to whom you have reported, during a recent clinical placement. Please ensure to inform this person of your intention to list them as

a referee and that you will be passing on their contact details to us. We do not routinely reference check all successful applicants, so please do not be concerned if we have not contacted your referee.

For further information please visit our website at www.svhm.org.au.

Please contact People & Organisational Development on (03) 9288 4398 if you are experiencing any difficulties submitting your application online.

We have designed our selection process to be fair and thorough. Our initial stage assesses candidates on four components and then a total overall score is given. From this assessment we shortlist for interviews. We aim to interview all candidates who meet our selection criteria.

☺ We appreciate the effort you put into your application and will ensure that each application we receive is given the time and attention you deserve. We welcome Graduates from a diversity of backgrounds and universities and assure you that where you have undertaken clinical placements will not impact on your application. Each year we have Graduates from many different national and international universities and campuses.☺

STAGE 2

If you reach Stage 2 of our selection process you will be sent an email invite to attend an interview. The interview process involves both a team activity and individual interview and will be conducted the week beginning **Monday 29 August 2011**. (Interstate or regional candidates may be offered a phone interview the week before.)

The interview process will take approximately two hours. The selection criteria includes teamwork, communication, problem solving and prioritising skills. All interview questions and team activities have been developed against these criteria to ensure you have the best opportunity to show us how your professional and personal attributes match our organisational goals and values. Last year our applicants participated in a Commonwealth Games themed activity which was great fun and assisted everyone to relax and have an enjoyable experience. Individual interview questions will include clinical scenarios to assess your understanding of the requirements of a Grade 2, Year 1 Registered Nurse and as a Graduate nurse at St Vincent's.

STAGE 3

Computer match results will be released on Monday 17 October . If you are successfully matched to St Vincent's you will be contacted by phone within 24 hours.

You will also receive a reminder regarding obtaining National Nursing Registration, which you will be required to do. Registration enquiries can be made to the Nursing and Midwifery Board Of Australia : 1300 419 495 or www.ahpra.gov.au.

International applicants need to organise a Tax File Number with the Australian Taxation Office, located at 2 Lonsdale Street, Melbourne. They can be contacted on: (03) 13 28 61 or via their web site at www.ato.gov.au. (There is a 28-day grace period upon commencement of employment to arrange this, however during this time you will be taxed at a higher rate.)

FACILITIES AND SERVICES

Car Parking/Public Transport

Car parking at St Georges Health Service (Kew) and Caraitas Christi Health Service (Kew) is free. Most campuses are easily accessible by public transport with close proximity to bus & tram stops, and a train station near the Fitzroy campus.

Library

The library at St Vincents is open seven days a week. It has an extensive range of books, journals, audiovisual materials and CD ROMs available for loan. All staff can use the library to access the Internet, fee-paying photocopiers and bibliographic databases.

Salary Packaging

Salary packaging is a way of restructuring your income to make the most of your pre-tax salary. You are able to nominate that pre-tax income is taken out of your salary to pay for items such as mortgage, rental or personal loan repayments, private health insurance, utility bills, car parking, private restaurant meals and many other options. You then pay tax on the remainder of your earnings only. It is easy to set up with our on-site consultant who speaks to the Graduates during orientation.

Specialty Shops

Our Fitzroy campus has onsite a Pharmacy, Commonwealth Bank, Cafés, Travel Agent, Newsagent (with dry cleaning facilities) and Florist.

St Vincent's Early Learning Centre

This Centre is located at Fitzroy and provides a range of childcare services. They are open from 6.45 am – 6.00 pm.

St Vincent's Lifestyle Centre

Located at the Fitzroy campus, this fully equipped gym is competitively priced, with reduced membership available if salary packaged. It is open 24 hours a day, and offers health assessments, personalised fitness programs/training, aerobics, circuit classes and massage.

May 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15 RCNA Nursing & Health EXPO	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 PMCV match opens	2	3	4
5	6	7	8	9	10	11
12	13 Queen's Birthday	14 Apply now online for STV GNP	15	16	17	18
19	20	21 STV open evening	22	23	24	25
26	27	28	29	30		

July 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28 PMCV match closes	29	30

August 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
	PHONE INTERVIEWS FOR STV GNP					
28	29	30	31			
	INTERVIEWS FOR STV GNP					

September 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
				INTERVIEWS FOR STV GNP		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 PMCV match results released	18	19	20	21	22
23	24	25	26	27	28	29

November 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Melbourne Cup	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 Australia Day	27	28
29	30 1st Intake STV GNP commence	31				

February 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13 2 nd Intake STV GNP commence	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			