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Connected,
Valued &
Rewarded!*

2012

Graduate Registered Nurse Program

ESSENTIAL INFORMATION FOR APPLICANTS & FREQUENTLY ASKED QUESTIONS



Who is The INS Group?

The INS Group is a leading Health Services Company located in the Illawarra. We are locally owned and are dedicated to delivering quality care to support people living at home.

In operation since 1984, The INS Group provides integrated HealthCare and eHealth Services throughout Australia.

Our LifeGuard operation provides innovative medical and personal alarm systems and services helping people to live more independent and active lives.

Registered Nurses who work in LifeGuard use their clinical skills in our medical monitoring and response centre. They are the first point of contact for a client in need, conduct telephone triage assessments of situations and take appropriate actions to ensure our clients receive the response they require to get assistance.

Our Health Care team provides a high level of care and support to clients in their home.

Nurses who work in Health Care deliver a comprehensive range of health related services including wound care, palliative care, community care and hospital substitution services.

We employ over 100 care staff with offices in Wollongong, Bowral and South West Sydney, and we believe that our people are the key to our continued success.

We are a passionate and growing company with a wide range of opportunities for graduate registered nurses to consider.

The INS Group works with all staff to ensure that they have support, opportunities, training, responsibility, reward, a good work/life balance and satisfying and creative roles.

The INS Group 2012 Graduate Nursing Recruitment Program

In 2012, The INS Group will be offering two graduate nurse opportunities.

These opportunities will be on the basis of a 12 month fixed term contract. Both graduates will be based out of our Wollongong office but may be required to work at our other locations as required.

The 12 month program will comprise a supervised placement of six months each in our LifeGuard medical monitoring centre and a Community care placement.

Am I am eligible to apply for the Graduate Program for 2012? What are the selection criteria for employment?

In order to apply, you will need:

- to be in the final year of your nursing degree at an Australian university in 2011;
- Australian citizenship or a visa which permits employment in Australia. (New Zealand citizens residing in Australia who hold a current Special Category Visa are considered to have permanent residency status). There will be no sponsorship available for student visa holders;
- to be eligible for registration as a nurse or midwife with the Nurses and Midwives Board of Australia prior to the agreed date for commencement of employment. Information about registering can be found at <http://www.nursingmidwiferyboard.gov.au/>
- to demonstrate effective interpersonal, verbal and written communication skills;
- An understanding of Equal Employment Opportunity (EEO), Occupational Health, Safety and Rehabilitation (OHS&R),

infection control and continuous quality improvement principles;

- An understanding of the professional, ethical and legal requirements of the Registered Nurse or Midwife;
- A valid NSW Drivers' Licence;

How do I apply?

Complete and submit a written application, including your resume, a covering letter and copies of your academic transcript in support of your application, outlining why you are keen to undertake the Graduate Program at The INS Group and demonstrating your commitment and interest in our areas of care.

E-mail your application to

employment@theinsgroup.com.au between Monday 11th July 2011 and Friday 5th August 2011 for employment in 2012.

What is the recruitment process for the Graduate Program?

- Short-listed applicants will be invited in for an interview at our offices in Wollongong.
- At interview you will be asked questions related to the advertised selection criteria and Australian Nursing and Midwifery Accreditation Council (ANMAC) Competencies. Information on ANMAC can be accessed at www.anmc.org.au
- Questions are open-ended and seek to assess your knowledge of the roles and responsibilities of a novice Registered Nurse or Midwife.
- There will be up to 3 people on each interview panel.
- The purpose of the interview is to provide you with an opportunity to demonstrate how you meet the

selection criteria, and to enable the interview panel to gather further information about you to enhance your application.

- You will be able to ask questions about the position at the interview.

You **must** bring the **original plus one photocopy** of the following supporting documents with you to your interview:

- Immunisation Record;
- Proof of Residency;
- Driver's Licence – A drivers' licence is a mandatory requirement

When will I find out if I my application has been successful?

The INS Group will endeavour to respond to all applicants within two weeks of the closing date for applications. All applicants will receive a written response, whether successful or unsuccessful in their application.

Will I be on a 12-month contract or a permanent contract if I am successful?

If you are offered a position on our Graduate Nurse Program, you will be employed under a fixed term contract for twelve months. Offers of a permanent employment placement at the end of the program will depend upon operational vacancies and candidate suitability.

What does the placement schedule look like?

Sample Rotation Program

Timeline	Months 1-6	Months 6-12
Service Type	INS LifeGuard	INS Health Care
Location	West Street, Wollongong	Wollongong, Bowral, South West Sydney
Mentor	Manager LifeGuard	General Manager Health Care

What is the typical role of a registered nurse at The INS Group?

The INS Philosophy of care is one of promoting independence and working in partnership with families to ensure clients can stay safely at home as long as possible.

Registered Nurses take the lead roles, assessing, planning, and evaluating the care requirements and nursing care delivery for our clients.

The position requires excellent knowledge and written and verbal communication skills and the ability to provide clinical advice and support, so it is important that this role is carried out with a consultative and advisory approach rather than in an authoritarian manner.

The position has a level of professional accountability and responsibility in line with the registration requirements as a Registered Nurse grade A from the Nurse and Midwives Board of NSW.

Primary objectives of the role include:

- Facilitation of care delivery by carers
- Education in clinical areas and processes
- Consultative use of case management and clinical decision making
- Clinical oversight and professional competence as a Registered Nurse
- Support for families and carers
- Communicating effectively with carers, clients, families, Medical Practitioners and Allied Health Professionals.

Examples of day to day responsibilities include:

- Prioritise resident clinical needs and communicate effectively with all parties;
- Attend team meetings and actively participate and discuss team issues, and give as well as receive appropriate feedback.

- Attend case reviews and actively participate in this process with other care team staff and families.
- Ensure that individual plans of care for each client are in place and ensure that these are maintained, reviewed and followed.
- Maintain and review clinical records (e.g. assessments, wound charts, care plans, progress notes etc).
- Liaise with other health professionals for the provision of the services to meet your client's needs e.g. dental, LMOs.
- Provide clinical and specialised nursing support and advice as required.
- Adhere to OH&S policies / procedures, infection control, medication management and continuous improvement program.

Who will be available to support me throughout the Graduate Program?

You will have a supervisor for the full twelve-month program who will be an experienced Registered Nurse. They will guide you professionally and be able to answer any clinical queries you have.

On your first day, your supervisor will spend time with you, as part of your induction to The INS Group. It will then be up to you and your supervisor to decide when and how often you will continue to meet to review progress, although we expect that you would be meeting on no less than a monthly basis.

In addition, you will be assigned a *mentor* who will be available to answer all your practical, day-to-day questions during each 6 month placement. This will generally be an employee in your region who is a qualified RN, and who has expressed interest in taking on the role of mentor.

Mentors will be there to help guide you and answer any queries you might have regarding how the service works, what's expected of you and to help you become effective as quickly as possible in providing care in each service.

Basic operational issues will be solved easily and in a timely manner and you should therefore feel more confident and able to add value more quickly.

What Learning & Development opportunities will I have?

Learning and Development (L&D) is an integral part of The INS Group's quality improvement framework.

Regular workshops and development days are carried out throughout the organisation, covering a range of relevant topics.

The INS Group offers and supports on-the-job and off-the-job learning, professionally-oriented courses and further tertiary study where relevant.

The INS Group also encourages development by moving people to different roles within the organisation, including lateral and promotional moves. Wherever possible, we recruit from within, meaning a nurse can progress and diversify their career without ever having to leave The INS Group!

What hours will I be required to work and will I need to work shifts?

Our standard full-time working week is 38 hours plus reasonable additional hours. You will be employed on the basis of a 7 day rotating roster pattern. The Lifeguard placement requires shift work whereas the majority of the time spent in the community will be Monday to Friday business hours though occasional weekend work will be required.

What conditions will I be employed under?

You will be employed under the same industrial instrument that applies at the time to Registered Nurses in our organisation. This is currently the Nurses Award 2010.

How will my progress be assessed?

Your performance and attitude will be assessed on an on-going basis by your supervisor including feedback from your placement mentors. Your supervisor will meet with you formally at the end of each placement, to review your progress and learning in that area.

Who can I contact for further information?

The Human Resources Manager is responsible for the 2012 Graduate Program. Details about The INS Group can be found on our website: www.theinsgroup.com.au

How do I apply?

Please complete the following application form and return it by email to: employment@theinsgroup.com.au

Please ensure you type "**The INS Group Graduate Program**" in the email subject heading and attach your resume and academic transcript.



2012 Graduate Nurse Program Application

Your Personal Details

Preferred Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other:			
Given Name(s):		Surname:		
Address:				
Contact phone number(s):	<i>Home:</i>			
	<i>Mobile:</i>			
Email address:				

Your Degree Details

Course Name:			
Institution (University) Name:			
Location of Institution:		Distance Education:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Length of Course (years):		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Start date of course:			
Completion date of course:			

Other Information

Where did you hear about The INS Group's Graduate Nurse Program?	
Are you an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If No, please provide your Permanent Residency Visa Number:	

Please attach a copy of one of the following:

- Birth certificate
- Australian Citizenship certificate
- Passport and visa details

Please also attach a copy of some form of photo identification (e.g. driver's license or passport) & list below the item you've attached:

For photo ID I have attached:

Many jobs in our Aged Care and Health businesses require a range of lifting, bending, crouching and kneeling tasks. Have you experienced any medical interventions, injuries or restrictions that may impact negatively on your ability to carry out the full range of functions in these areas in the role you have applied for?

- No (go the next question)
- Yes Please give details:

**Do you consent to a criminal record check being arranged for you by The INS Group?
(This is a requirement of working in Health and Aged care).**

- No (NB applications for employment in health care cannot proceed without consent)
- Yes A criminal record check will be conducted for short-listed applicants prior to any offer of employment being confirmed.

Have you been a citizen or permanent resident of a country other than Australia since turning 16 years of age?

- No (go the next question)
- Yes You are required to sign a statutory declaration before commencement of work with The INS Group, stating that:
- a. you have never been convicted of murder or sexual assault; and
 - b. you have never been convicted of, and sentenced to imprisonment for, any other form of assault in a country other than Australia.
- Your interviewer will ask you to complete a statutory declaration from as part of our Criminal Record Check process.

Please note that The INS Group will keep your application on file for a period of no longer than 3 months. After this time, your application will be destroyed, but you are welcome to apply for any other positions advertised in the future.

Consent to Collection of Information

I certify that the information in this application form is correct in every detail.

I accept that if I am employed by The INS Group and it is discovered that I knowingly provided false information on this application form, or on any attachment to this application, disciplinary action which may result in the termination of employment, will be taken.

I consent to my application being kept on file for no longer than 3 months.

Signature: _____

Print Name: _____

Date: _____

The information collected above forms part of your application for employment at The INS Group. We will not use your personal information for any other purpose without first seeking your consent, unless authorised or required to do so by law.

To complete your application, please type responses to the following points, and attach to your resume:

- Why you are interested in The INS Group's Graduate Nurse Program;
- Why you are interested in employment as a registered nurse at The INS Group specifically;
- Why you are interested in working with older people;
- Where you would like to be in your nursing career in 5 years time;
- Why you believe you would be a good Registered Nurse working at The INS Group.

(This is your opportunity to show us your passion for care and to convince us to shortlist you for an interview!)

Thank you for your interest in employment with The INS Group.