



2025 Graduate Nurse Program

Information Handbook

Last updated April 2024



The Royal
Melbourne
Hospital

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The Royal Melbourne Hospital – About us

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Healthcare has changed a lot since then, but our desire to serve the people of Victoria with an appropriately skilled and compassionate workforce has not. We're still at the forefront of innovative research and discoveries – working hard to redefine the highest standards of care.

Excellence is something we strive for together. We're committed to working alongside our partners in care, research and education, so we can shape the next generation of leading clinicians, scientists, researchers and educators.

We're for Melbourne's health and have considered how we can best contribute to the health needs of the community, which is reflected in our purpose, values and community promise:

Our purpose

Advancing healthcare for everyone, every day

Our community promise

Always there when it matters most

Our values

People first. Lead with kindness. Excellence together.

Our care extends across the Parkville City campus, Royal Park campus, mental health services across the inner west and western suburbs of Melbourne, and the world-renowned Peter Doherty Institute for Infection and Immunity, which is a joint venture with the University of Melbourne.

Graduate Nurse Program Overview

At the Royal Melbourne Hospital (RMH), people are at the heart of everything we do. We are committed to our graduates' wellbeing and success and each year support over 200 Graduates making the transition from student to registered nurse (RN).

The program embodies the RMH values of 'People first', 'Lead with kindness' and 'Excellence together'.

As a graduate nurse, you are an important part of the nursing workforce at the RMH. We are excited to welcome you to a friendly and stimulating working environment to build your confidence and skills as a new RN.

Program Description

The Registered Nurse Graduate Program is designed to support Graduate Nurses in the clinical area to provide safe, timely, effective and person centred care to patients. The program consists of clinical and theoretical components, which include those areas defined as major practice requirements for beginning practitioners at The Royal Melbourne Hospital.

The specific components of the Graduate Nurse Program are outlined under the *clinical competencies* and *theoretical components* headings in this book.

Program Objectives

- To create a learning environment where nurses value the opportunity to develop their clinical skills through supportive preceptorship
- To guide and coach nurses to accurately assess, plan, implement, evaluate and document nursing care
- To enable nurses to work as an effective and valued member of the multidisciplinary team
- To create an environment for nurses to reflect on nursing practice and apply lifelong learning strategies, thus promoting ongoing personal and professional development of themselves and their colleagues
- To provide adequate exposure across clinical specialities for nurses to forge successful career options and aspirations

Key Contacts



Graduate Nurse Program Coordinator
0408 179 288



Nursing Education Department
Ground Level West
300 Grattan Street
Parkville Victoria



Graduate Nurse Program
GNPRecruitment@mh.org.au

Graduate Nurse Program Overview

2025 Program Key Information

Registered Nurse Graduate Program

Intakes

Our Graduate Nurse Program commences at the beginning of the year, with three intakes:

- 13th January 2025
- 10th February 2025
- 17th March 2025

Graduates are required to have completed their RN qualification and obtained AHPRA registration to commence in the program.

Ongoing contracts

Our program is a 54-week program, with Graduates employed on ongoing contracts.

- This means, that on completion of your Graduate Year, you will remain employed at our organisation.
- Graduate contracts are 0.8EFT to support your work-life balance
 - Perioperative rotations are full time

Program components

The major component of the program is linked to the clinical rotations and consists of:

- 5 days orientation
- 7 days clinical supernumerary time
- 4 Professional Development Days
- Mandatory Training, Clinical Competencies and Theoretical Components
- Clinical Support
- Rotation Discussions

Program Pathways

We offer a range of program pathways and rotation options within the Graduate Nurse Program.

Pathway	Rotations
General Nursing	x2 six-month rotations in a variety of wards and clinical specialities
Care of the Older Person*	x2 six-month rotations: Boyne Russell or Cyril Jewel House and AC1/AC2 at RMH Royal Park Campus
Metropolitan-Regional Program*	Rotations across RMH and Goulburn Valley Health
Mental Health Nursing	Coordinated by RMH Mental Health service – please visit: Graduate Mental Health Nurse Program The RMH

*New stream offered in 2025

2025 Program Overview

Orientation

- The program begins with a structured orientation and induction program.
- These days consist of organisational, program and local area orientation, designed to be both fun and informative.
- Our orientation program provides you the opportunity to get to know other Graduates as well as members of the Nursing Education Team.
- The orientation is comprised of different activities, workshops and lectures to help you feel confident about beginning your role as a nurse.



CNE Fatima with N RTP GNPs at local area orientation



2023 Graduates Ella and Hazel working together on 9W

Clinical Supernumerary Time

- Following the workshops and lectures, you will commence your rotation side by side with your allocated preceptor/s for your supernumerary time.
- If a Graduate Nurse requires additional support, this may be negotiated between the Clinical Nurse Educator, Nurse Unit Manager and Graduate Nurse Program Coordinator.

Preceptorship Program

- Each ward implements a Preceptorship program for Graduates.
- The format of this is dependent upon the nature and requirement of the ward.
- Preceptorship allows for Graduates to be rostered similar shifts with their individual preceptor or member of their preceptorship pod for the first 4-6 weeks.
- We also aim to align Graduates with a preceptor for their first night shift to ease this transition.

Rostering and Annual Leave

- Graduate Nurses will be rostered to work across all shifts, including night duty and weekends.
- Graduate Nurses are encouraged to utilise the ward areas request system for their rostering needs.
- Annual leave provides Graduate Nurses with the opportunity to refresh, revitalise and maintain a positive work/life balance and wellbeing.
- Graduates are entitled to annual leave in accordance with the Nurses EBA.

Clinical Rotations

The Graduate Nurse Program is designed to ensure the development and consolidation of basic nursing skills in the provision of person-centered care. Clinical rotations are allocated based on Graduate Nurse nominations and placement availability.

City Campus	
<ul style="list-style-type: none"> Acute Medical Unit Assessment and Care of the Elderly Cardiology / Cardiology Day Unit Cardiothoracics Day Medical Emergency Department Emergency General Surgery Gastroenterology / Colorectal / Hepatobiliary General Medicine and Respiratory Haematology/ Bone Marrow Transplant 	<ul style="list-style-type: none"> Head and Neck Oncology Infectious Disease Neurosurgery Neurology & Stroke Nursing Pool Outpatients Department Palliative Care Perioperative Services Plastics and Orthopedic Trauma Renal /Endocrinology /Dialysis Vascular / Urology
Royal Park Campus	
<ul style="list-style-type: none"> AC1 AC2 	<ul style="list-style-type: none"> AC4 Rehabilitation
Care of the Older Person*	
<ul style="list-style-type: none"> Boyne Russell House AC1 	<ul style="list-style-type: none"> Cyril Jewel House AC2
Metropolitan-Regional Graduate Program*	
<ul style="list-style-type: none"> RMH – City Campus 	<ul style="list-style-type: none"> Goulburn Valley Health

*New in 2025

Care of the Older Persons Program

A stream dedicated to the Care of the Older Person has been introduced to the 2025 Graduate Program. Graduates have the opportunity to spend 6-months in Boyne Russell House or Cyril Jewel House and join a team of nurses and multidisciplinary team members who are accredited to provide all levels of residential aged care - from low to high care needs - as well as end-of-life (palliative) care.

Graduates will contrast this rotation with 6-months in AC1 or AC2 at the Royal Park Campus to gain a wholistic understanding of the specific care needs to this population.

Metropolitan – Regional Graduate Program

RMH has partnered with Goulburn Valley Health to introduce a Metropolitan – Regional Graduate Program. This pathway aims to provide graduates with a wide range of experiences, including an appreciation for working in a regional health service, as well as the complexity of the metropolitan health services.

Professional Development Days

Throughout the year there are further paid professional development and training days that support the Graduate Nurse Program. These days will provide you with up-to-date knowledge to assist you with your clinical and professional development.

ACTION™ Course

The ACTION™ (Acute, Critical and Threatening Incidents Occurring Needlessly) course is a multi-professional programme to train staff in recognising patient deterioration and acting appropriately to treat the acutely unwell. ACTION™ is a blended learning programme and uses a structured and prioritised system of patient assessment and management to enable pre-emptive approach to critical illness. By attending an ACTION™ course – nurses, doctors and other staff will develop skills to:

- Recognise the “at risk” patient
- Identify organ impairment/failure at an early stage
- Improve communication skills required to facilitate further care

The Royal Melbourne Hospital has been granted the Centre of Excellence status and is the first hospital to facilitate this course within Australia.

Clinical Skills Workshop

This study day aims to provide Graduates with the opportunity to expand their clinical skills including Management of Clinical Aggression (MOCA). MOCA training is an organisation wide training initiative to prevent, minimise and therapeutically manage the impact of Occupational Violence and Aggression on staff.



2023 Graduates at the CVAD skills station at the GNP Clinical Skills Workshop



2023 Graduates at the ACTION simulation session

Preceptorship Workshop

Graduate Nurses will attend the RMH Preceptorship Workshop to develop their competence and confidence as a preceptor for new students, Graduates and staff members. This supports our Graduates to contribute to the life-long learning cycle of their colleagues and the wider organisation, providing the foundational skills to be a positive, supportive and inspirational preceptor and colleague.

Graduate Professional Development Day

This professional development day aims to provide Graduate Nurses with an introduction to organisational priorities and to support professional growth as they transition to the next phase of their nursing career. Together Graduates will explore the practical application of the Melbourne Way values- People First, Lead with Kindness and Excellence Together.

Ongoing Professional Development

Graduate Tutorials

- Monthly Graduate Tutorials are run throughout the year to enhance your clinical and non-clinical skills.
- Previous sessions have included;
 - Transition shock
 - ECG interpretation
 - Time management
 - Sexual Safety
 - Family Safety

Graduate Nurse Network

- Each year we invite expressions of interest for the Graduate Nurse Network.
- Graduates meet regularly to provide feedback on the program, participate in organisational events, improvement programs and organise social events for the group.
- It provides a great opportunity to network with other graduates and develop leadership skills.

Learning Resources

- The Graduate Nurse Program Learning Hub page contains theoretical and clinical learning resources to support the Graduates transition into the workforce.
- Mandatory and recommended training is predominately completed online (via RMH Learning Hub)
- Graduate Nurses are required to complete a number of program specific competencies for credentialing safe, confident and accountable professionals
- Additional ward-based competencies and learning packages specific to the clinical speciality are also available for Graduates to complete

Clinical Support

Program Support

Dedicated Assistant Director of Nursing and Early Career Nurse Educator prioritise the needs of our graduate nurses and offer additional expertise and assistance.

Clinical Nurse Educators

The Clinical Nurse Educator (CNE) role is pivotal to the ongoing professional development of nursing staff within The Royal Melbourne Hospital where the emphasis of educational programs is to support nurses in the clinical area.

Nurse Unit Manager

The Nurse Unit Manager (NUM) is responsible for the nursing and related resources available to their unit/department and for the provision of high-quality clinical care.

Preceptors

The Royal Melbourne Hospital preceptor is nurse who teaches and role models best clinical practice and critical thinking skills through a combination of socialisation, competence and confidence building. Preceptorship models vary throughout the organisation; some clinical areas may allocate one preceptor, where as some areas adopt a team-based approach.

Support from Colleagues

Clinical support does not only come from those listed above – all staff at The Royal Melbourne Hospital are here to support your growth and development. As a Graduate Nurse you should feel comfortable to Speak Up for Safety and approach any employee for assistance if you require it.

Completion of the Graduate Nurse Program

GNP Certification

A certificate will be awarded when the following criteria have been met:

- Completion of the requirements of clinical practice (including annual leave)
- An independent level of performance is achieved against the NMBA Standards for Practice (RN) at both rotation final discussion
- Successful completion of Mandatory and Graduate Nurse Program clinical competencies and theoretical components
- Attendance at all professional development days

Graduation Event

A Graduation Event is held at the conclusion of the Graduate Nurse Program and is an important part of recognising professional and personal development throughout the program. As a public acknowledgement of the achievement, Graduates are invited to celebrate surrounded and supported by fellow Graduates, friends, family and The Royal Melbourne Hospital community.

Beyond your Graduate Year

The Royal Melbourne Hospital prides itself on supporting the development of future nursing leaders by taking a home-first approach and growing our own.

Royal Melbourne Hospital Graduates are highly sought after within the healthcare industry, with up to 98% of our Graduates electing to continue employment with the Royal Melbourne Hospital. Following the Graduate Nurse Program, Graduates are encouraged and supported to gain future employment within the nursing workforce that aligns with their career aspirations.

The Royal Melbourne Hospital provides a range of programs to support the further education and development of our nurses, including our:

- **RISE Programs**
Designed to advance clinical practice by providing theoretical and clinical education within a number of our highly specialised areas. [RISE Program | The RMH](#)
- **University-affiliated postgraduate programs**
Supporting nurses in postgraduate programs in a variety of clinical areas, through the guidance and support of skilled Clinical Educators and our multi-professional team.

RMH is affiliated with the following tertiary institutions for provision of our postgraduate nursing program.

- The University of Melbourne (UoM)
- Deakin University
- Australian Catholic University (ACU)
- La Trobe University
- University of Tasmania (UTAS)

Please see the Royal Melbourne Hospital [Postgraduate Program webpage](#) for further information regarding the program on offer and the application process

Application Process

How to submit your application

Step 1 – Register with PMCV
Check your eligibility for a 2025 program, then register with PMCV Allocation and Placements Service . Once registered, list the RMH as a preference.
Step 2 – Apply to the RMH
Apply to the RMH and complete the online application. You will need your PMCV number for this process. The Royal Melbourne Hospital follows the PMCV APS eligibility criteria for the 2025 Match. We welcome applications from Australian and New Zealand citizens and temporary residents who hold a visa that gives them the right to work in Australia.

Applications for the 2025 Graduate Nurse Program open
Monday 27 May and close **Friday 21 June 2024**.

Application documents

Letter of application

- Outline why you would like to join the RMH Graduate Program
- Address your letter to Katelyn Stevens, Transition to Practice ADON, The Royal Melbourne Hospital, 300 Grattan Street, Parkville 3052
- Your letter should be maximum one page

Curriculum vitae

- Include a table outlining the details of all of your completed and upcoming clinical placements (dates, year level, organisation, clinical area)
- Include details of two clinical referees (the same references that you provided to PMCV). We recommend you check with your referees whether they are happy to provide you with a reference
- Maximum two pages

Academic transcript

- Official academic transcripts only accepted (including My eEquals)
- Provide all results received to date
- Include the grading key or we cannot accept your document
- Your transcript does not need to be certified

Clinical appraisal tools

- Include your two most recent clinical placement appraisals (both formative and summative grading and comments)
- These must include the organisation and ward or speciality where you completed your placement
- If you have not yet had the opportunity to complete two acute clinical placements, we will accept your most recent aged care appraisal tool

All components of your application are reviewed and considered when shortlisting for interview.

Diversity, Equity and Inclusion



Staff dressed up to celebrate diversity for Wear It Purple Day

We are proud to be a workplace that champions diversity, equity and inclusion for our staff, volunteers, patients, visitors and community.

We know that having a diverse group of people working with us across the RMH enables us to be more effective, innovative and creative, and to better understand and reflect the community we serve.

Our goal is for our people to feel safe, included and supported so they can be at their best every day.

First Nations Candidates

At the RMH, we are committed to the journey of reconciliation, of working towards self-determination in our healthcare practice, and removing barriers to employment.

We provide opportunities for First Nations staff to connect with each other and build an internal community. For example, there is a monthly 'Mob Gathering' with staff from across the Parkville precinct.

The RMH Graduate Program works with the First Nations Health Unit to provide culturally respectful support when applying for the GNP.

For support with applications, please reach out to GNPRecruitment@mh.org.au.



First Nations Liaison Officers Lani and Adrian with Steve and Elder in-Residence Aunty Marl in front of the First Nation Health Unit

Frequently Asked Questions

Eligibility criteria

I'm an interstate/NZ applicant – can I apply for the RMH Graduate Program?

Yes! We accept applicants who meet PMCV eligibility criteria. If you are an Interstate/New Zealand resident looking to relocate to Victoria in 2025, you are required to complete a Statutory declaration as a mandatory requirement.

I'm an international student – can I apply for the RMH Graduate Program?

Yes! PMCV is now accepting international applicants who have a temporary resident visa that gives the "Right to Work" in Australia.

In addition to this the applicant must also meet one of the following criteria:

- Victorian resident studying at an approved Victorian education provider
- Victorian resident studying on-line at an Interstate University (via Distance Education)
- Interstate residents living in a Victorian border community on the approved list (see GNMP website for full list of towns)
- Interstate/New Zealand residents relocating to Victoria in 2025. A Statutory declaration is mandatory requirement.

I'm an Enrolled Nurse (EN) – can I join the program?

At current, The Royal Melbourne Hospital (RMH) does not offer an EN Graduate Nurse Program. If you are looking to work at RMH as an EN and have appropriate experience, please visit our careers page.

Application documents

Do I need to have had a clinical placement at RMH to apply for the Graduate Program?

No, while having a clinical placement at RMH will provide you insight in to the organisation and culture, it is not a requirement for you to have completed a placement. We'd love to know what has drawn to you apply for RMH in your cover letter!

I am unable to provide acute placement clinical appraisal tools, what should I do?

We ask that you submit your 2 most recent acute health care placement clinical appraisal tools in full. Please include both formative and summative scores and comments (where available).

In the event you are unable to provide two acute clinical appraisal tools or referees are not available, the following will be accepted:

- Most recent sub-acute placement
- A second year placement (Bachelor students)
- A first year placement (entry to practice Masters (2 year degree) students only)

Mental health and community placement appraisals and referees will only be accepted in exceptional circumstances. Please provide an explanation of why you haven't submitted two acute clinical placements in your cover letter.

Who should I include as my referee?

Referees must be from working in a clinical supervisor role from a student placement, examples include a Nurse Unit Manager, Clinical Nurse Consultant, Clinical Nurse Educator, Clinical facilitator, Clinical Support Nurse, Clinical Preceptor. Referees should be the same as nominated in PMCV.

My academic transcript does not include my final results, what should I do?

Please provide your most recent academic transcript with results to date. This can be downloaded from eEquals or obtained from student services. We understand some 2024 semester one results may be pending at time of application.

My clinical appraisal tool is many pages long. Would you like me to provide the comments only?

We are happy to scroll through your documents! Please provide all pages of your clinical appraisal tool including your interim/formative and final/summative ANSAT scoring and all comments. We do not require copies of any competencies achieved on that placement.

Intakes and Clinical Rotations

Can I choose which intake I would like to commence in?

If you successfully matched with RMH, we ask you to complete a survey preferencing which intake you would like to commence in. This may depend on when you complete your clinical placements and your final results are released. You are required to obtain your AHPRA registration prior to orientation commencing.

Will I get to choose which rotations I complete?

The Graduate year aims to provide you with a wide variety of experience to build your foundational nursing skills. We offer two 6-month clinical rotations and you will be given the opportunity to preference the wards you would like to work in. You will also be given the opportunity to re-preference your allocations before second rotation as we acknowledge you may change your mind.

Some areas (such as perioperative and emergency) are very popular. We aim to provide graduates with at least **one** of their top 4 preferences across their 12-month program.

Advancing health for everyone, every day

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