

# 2021 Mayo and Forster Regional Graduate Program Handbook for Registered and Enrolled Nurses



For further information contact:

Gabrielle Dowling  
Clinical Nurse Educator  
Mayo Private Hospital  
Phone: 02 6539 3600

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## Welcome

Welcome to the 2021 Mayo and Forster Regional Graduate Program Handbook. As you are now in the final year of your study, it's time to think about where your nursing career will begin.

The Mayo and Forster Private Hospitals have combined the Graduate Program allowing nurses to broaden their experience across the two acute Health Care hospitals within the Manning Region.

This association allows for various employment opportunities in clinical specialties such as Acute Surgical and Medical, Perioperative, Coronary Care, Oncology, Rehabilitation, Mental Health and Dialysis. Depending on the area of choice the 12 month program will provide either two 6 month rotations or three 4 month rotations.

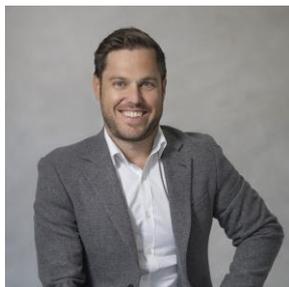
This handbook is designed to assist with the information required for the application process for the 2021 Mayo and Forster Regional Graduate Nursing Program.

I started my career as a nurse and can speak from experience that it is a truly rewarding career. Congratulations on your decision, this is just the beginning and I look forward to receiving your application to join our Nursing Graduate Program.



**Benjamin Uprichard**

Regional Chief Executive Officer  
Mayo & Foster Private Hospitals

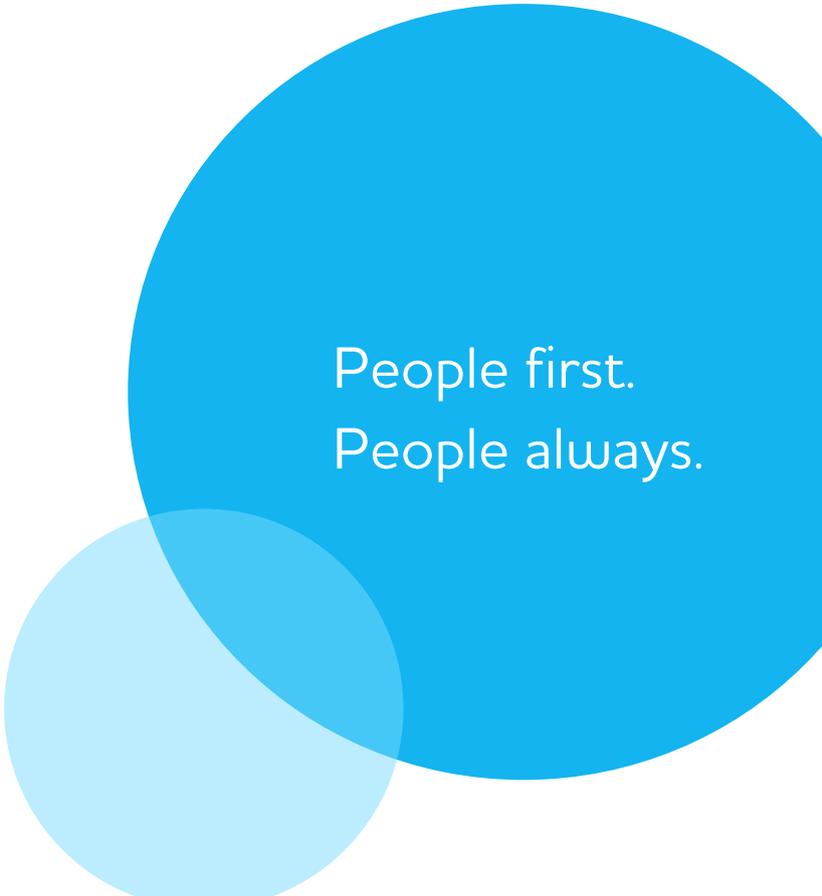


## About Healthe Care

Healthe Care Australia is a subsidiary of Luye Medical Group, the healthcare service division of Luye Group. As a leading pan-Asian healthcare services group, the Healthe Care management team continues to work with other Luye Executives to explore growth opportunities across South East Asia and China.

We are the third largest corporate private hospital operator in Australia and one of the country's largest privately-owned healthcare organisations. Healthe Care employs near 7,000 people and operates a portfolio of 35 medical/surgical, rehabilitation and mental health hospitals and day surgeries located in major cities and key regional areas across Australia and one in New Zealand. These include around 2,500 beds and 70 operating theatres. We also provide a range of outpatient services including workplace rehabilitation and community nursing which offer patients flexibility and continuity of care beyond their hospital stay. Healthe Care is also one of the largest private providers in the mental health sector, offering near 800 beds across Australia.

Our philosophy is simple. We aim to provide people with the right tools, information and services to empower them to take control of their health. Our strong portfolio of businesses work together to deliver premium health services to our valued clients and patients.



People first.  
People always.

## Our Hospitals

Our hospitals are designed with a vision for the future.

Health Care operates 35 hospital sites across Australia and New Zealand and offers a range of supporting services including community nursing. Our expertise in the private hospital sector means that we are well positioned to monitor and adapt to the changing needs of health care.

Our group incorporates a multidisciplinary service approach offering a range of inpatient, outpatient and community based health care services along with workplace rehabilitation programs. Our service model ensures that patients have flexibility and continuity of care beyond their hospital stay.



## Our People

Health Care is focused on people. With almost 7,000 staff, near 2,500 patient beds and 35 hospitals, our business is all about **people**. We understand that success in the health care sector is attributed to quality staff, doctors and allied health professionals - like minded individuals.

On this basis, we aim to attract health care professionals dedicated to delivering quality care and maintaining our reputation.

We are proud of our friendly, open, honest and supportive culture. Our vision, mission and values encourage employees to proactively participate in the running of our organisation and its ongoing success.

Health Care promotes a culture of open and transparent communications where people are recognised as being the key to our success. We work hard to ensure that our people have the support and facilities to build successful practices and careers. Individuals joining our Group will appreciate:

- ◆ A comprehensive orientation to the Group and relevant site
- ◆ Flexible work hours to ensure a healthy work-life balance
- ◆ Career progression across sites
- ◆ Uniforms
- ◆ Ongoing training and development
- ◆ Participative management style - access to key decision makers
- ◆ Fair and equal treatment of all employees
- ◆ Achievements recognised and rewarded



## Mayo/Forster Private Vision and Mission statement

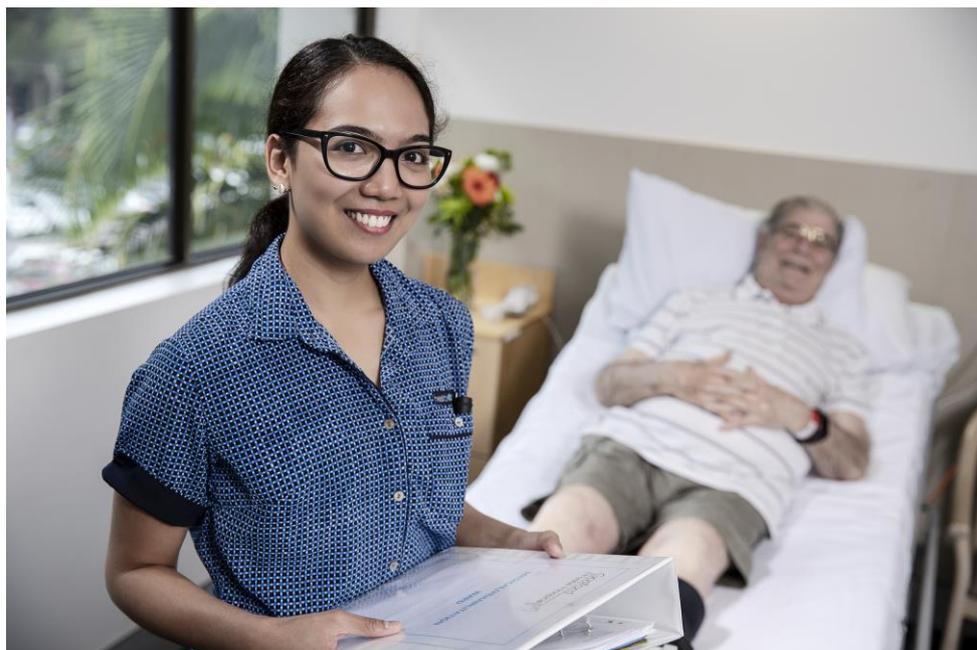
**Vision:** To become a leading provider of health care and related services.

*Our group will be renowned for its duty of care, quality services, sound fiscal management and robust corporate governance. We will become the employer of choice while we continue to support and build strong ties within our communities.*

**Mission:** To improve and sustain people's health.

*Health Care is committed to improving and sustaining people's health through its network of hospitals and related services. Our group will continue to expand its service offerings through acquisition and organic growth to become a leading provider of health care and related services.*

*We will promote preventative care and wellbeing through the delivery of personal health management services and occupational health and safety programs. We will continue to deliver a safe, flexible and supportive working environment across our entire group and engage in activities to support local communities and the environment.*



## Our Values

Health Care is committed to building a supportive working environment.

### People above all else

Provide our employees, clients and stakeholders with leadership that is inspirational and encourages them to be the best they can be.

We listen, recognise and reward our people's achievements.

### Enjoyment through work/life balance

Our philosophy is based on the belief that work/life conflicts impact on employee satisfaction and enjoyment within the workplace.

We focus on providing employees with flexible work arrangements to enable them to participate in the workforce and fulfil their family and lifestyle commitments.

### Professional Integrity

Provide a transparent environment where people are treated with dignity, respect and understanding.

We are open and honest in our dealings with fellow employees, our clients and stakeholders.

### Optimism, creativity and initiative

We encourage vitality, enthusiasm and creativity from our employees, clients and stakeholders. We believe that diversity breeds a creative and optimistic environment.

### Determination to succeed

Provide an environment where people are encouraged to think beyond the traditional boundaries and be the best they can be.

We believe that empowering and supporting our people breeds success.

### Commitment

We are committed to working with our employees, patients and stakeholders to promote and advance the organisation in a professional manner.

- ◆ People above all else
- ◆ Balance work / life
- ◆ Professional integrity
- ◆ Optimism, creativity & initiative
- ◆ Determination to succeed
- ◆ Commitment

## The Regional Nursing Graduate Program

Our program, commencing in March 2021, consists of either two 6 month rotations or three 4 month rotations, depending on the clinical areas that you choose. This commencement date allows for APHRA to complete the registration process for RNs and ENs who have completed their studies in 2020.

The program is highly competitive and it is guaranteed that there will be many more applicants than there are positions available. It is therefore necessary to be fully prepared prior to interview. Use this handbook to ensure that you meet the application requirements and supply the required documentation with your application to ensure that you have the best chance of success.

### Eligibility

To be eligible for application you must:

- ◆ Have completed either a Bachelor of Nursing or Diploma of Nursing during the past 12 months, or are due to complete your degree/diploma prior to the commencement of the program.
- ◆ Be registered to practice as a Registered Nurse or Enrolled Nurse with the Nursing and Midwifery Board of Australia (NMBA) prior to the commencement of the program.
- ◆ Be an Australian Citizen or hold a visa supporting ongoing full time employment in Australia.

### Selection Priority

It is important to note that applicants will be considered on merit with the following priorities considered:

1. Australian Citizens,  
Australian Permanent Residents  
New Zealand Citizens  
Who have undertaken their studies at a NSW University/ College.
2. Australian Citizens,  
Australian Permanent Residents  
New Zealand Citizens  
Who have undertaken their studies at an interstate or overseas University/  
College.
3. International applicants  
Temporary Visa holders

## Rotation Preferences

The following rotations will be on offer for the 2021 program. Please ensure that you include your preference for rotation in your application.

You will notice that some rotations include placement in different hospitals, when choosing these rotations you must take into consideration the need to travel if necessary.

### **Surgical/Medical/Rehabilitation Rotations – MAYO PRIVATE or FORSTER PRIVATE**

A 12 month program ideally suited to those wishing to gain a grounding in Medical, Surgical and Rehabilitation nursing. This program is suitable for both the New Graduate Registered Nurse as well as the New Graduate Enrolled Nurse. The rotations will consist of three 4 month placements in either Medical, Surgical or Rehabilitation units.

### **Perioperative Rotations – MAYO PRIVATE and FORSTER PRIVATE**

If you have a desire to specialise in Perioperative nursing this is the program for you. Suitable for both New Graduate Registered Nurses and New Graduate Enrolled Nurses, this 12 month program will include Post-Acute Care Unit (PACU), Anaesthetics and Scrub/Scout rotations.

### **Rehabilitation Rotations – MAYO PRIVATE L and FORSTER PRIVATE**

Forster Private Hospital and Mayo Private Hospital are offering a 12 month Rehabilitation Nursing program. There may also be an opportunity to combine with a Medical or Surgical Unit Rotation.

### **Dialysis Rotations – MAYO PRIVATE**

If you have a desire to specialise in Dialysis nursing this is the program for you. Suitable for New Graduate Registered Nurses. This a 6 or 12 month Dialysis Nursing Program, which on special consideration can be combined with a medical, surgical, rehab, mental health or oncology rotations.

### **Oncology Rotations – FORSTER PRIVATE**

If you have a desire to specialise in Oncology nursing this is the program for you. Suitable for New Graduate Registered Nurses. This a 6 or 12 month Oncology Nursing Program, which on special consideration can be combined with a medical, surgical, rehab, mental health or dialysis rotations.

## The Application Process

To be considered for the 2021 program, your application **must include** the following:

### A covering letter which clearly outlines:

1. Your rotation preferences.

You may include more than one rotation, in order of preference.

2. Your reasons for application, any relevant experience and what you can bring to the role. Please include:

- Why you should be selected
- What experience have you had in healthcare that will prepare you for a graduate program
- An example of where you have demonstrated empathy to a friend, family member or patient
- A situation where you have demonstrated initiative

3. Contact details.

These details will be used to contact you for interview. Please ensure that you provide a current Phone Number and Email Address.

### A resume outlining:

1. Any recent relevant work experience.
2. Your Educational Qualifications.
3. A minimum of 2 Referees.

Your referees must include a current clinical line manager, supervisor or clinical facilitator.

## Submitting Your Application

Thank you for your interest in the Mayo and Forster Private Hospital Nursing Graduate Program. For applications to the following hospitals:

Mayo Private Hospital  
Forster Private Hospital

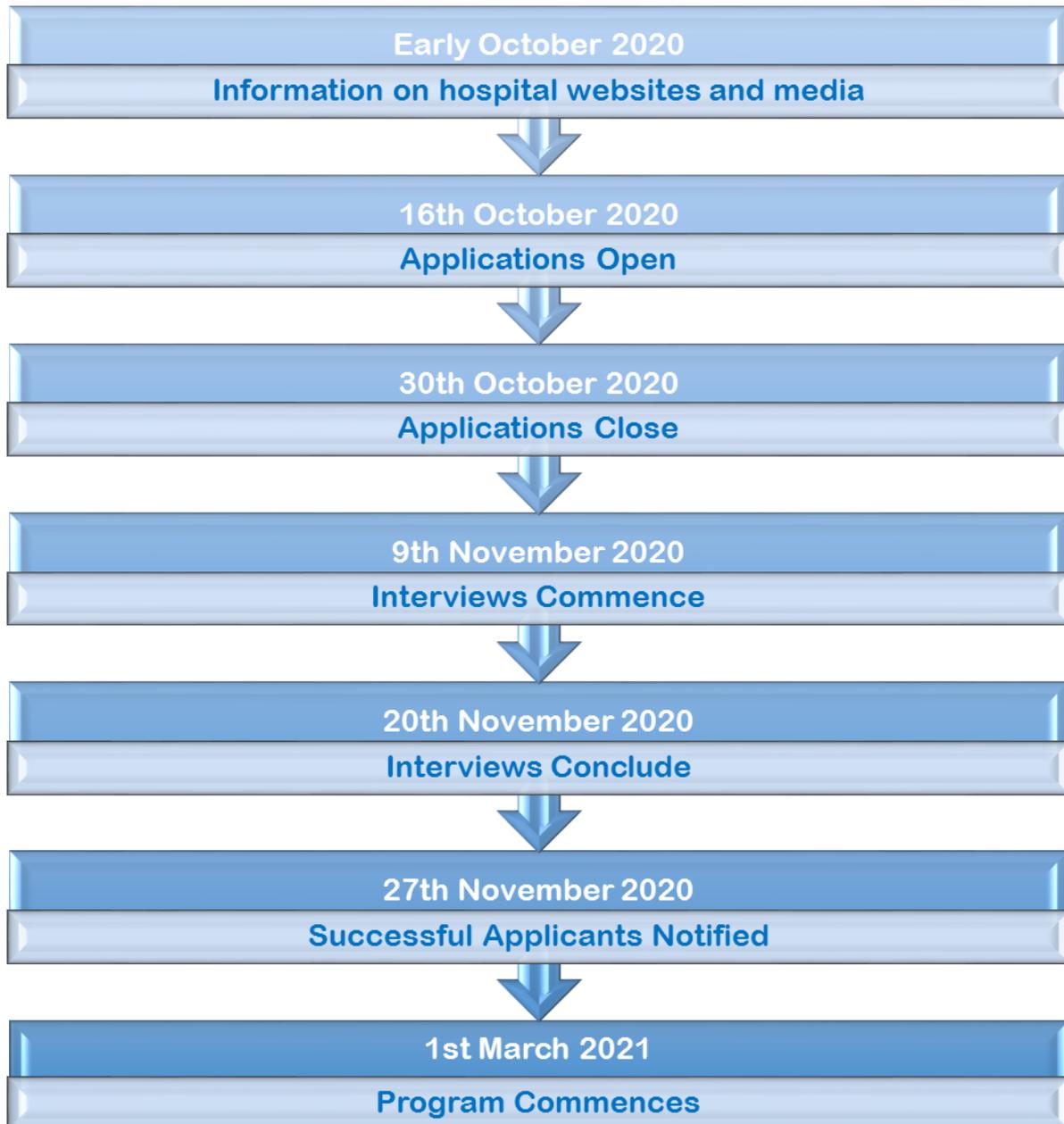
Simply email your completed application and supporting documents to:

**Gabrielle Dowling**  
Clinical Nurse Educator  
Mayo Private Hospital  
Email: [gabrielle.dowling@healthecare.com.au](mailto:gabrielle.dowling@healthecare.com.au)

Applications Close: Friday, 30 October 2020 at 5.00pm

**NO LATE APPLICATIONS WILL BE ACCEPTED**

## Important Dates



## Further Information

If you require clarification or any further information regarding the Nursing Graduate Program, please do not hesitate to contact:

**Gabrielle Dowling**  
Clinical Nurse Educator  
Mayo Private Hospital

**Phone:** 02 6539 3600  
**Email:** [gabrielle.dowling@healthcare.com.au](mailto:gabrielle.dowling@healthcare.com.au)



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