

# Graduate Program FAQs

Question	Answer
<b>General application queries</b>	
Does Mulgrave Private use Computer Match (PMCV) for applications?	No - Mulgrave Private does not take part in Computer Match. We ask that all applicants apply via our advertisements on SEEK.
What makes a good curriculum vitae and cover letter?	Attention to detail - correct spelling, grammar and punctuation and following the application instructions outlined. It is also important to demonstrate a thorough understanding of Mulgrave Private Hospital.
How many graduate positions will be offered?	The number of positions varies depending on organisation requirements and EFT availability. In the past, the February intake number has been between 15-25 and the July intake 10-20.
How many referees are required and do they need to be nursing specific only or can they be from employment/personal?	We require 2 referees, preferably from your clinical placements. We will not accept personal referees.
<b>Supporting documentation</b>	
How do I certify my supporting documents?	You can find a list of professions authorised to certify documents on the AHPRA website.
I am having difficulty getting my supporting documents certified before applications close. What should I do?	You can submit uncertified documents via email for your initial application, however if successful in progressing to an interview, you will be asked to bring in original copies to be sighted.
What needs to be included in the clinical appraisals?	We require the comments section only of your formative and summative clinical appraisal of your two most recent acute clinical placements.
My final results are not yet available so I don't have access to my complete transcript. What should I do?	Please send through your academic transcript to date and if successful in obtaining a graduate position, you will be asked to submit a completed transcript with all results.
<b>Interview process</b>	
How are interviews conducted?	At Mulgrave Private, we conduct individual interviews which are completed with a two personal panel, most frequently the Director of Clinical Services and Graduate Coordinator. These are held on site however if you are an interstate applicant, we have the capacity to offer these interviews via phone or Skype.

# Graduate Program FAQs Cont'd

Question	Answer
<b>The Graduate Nurse Program</b>	
Do I have the ability to select my ward allocation?	Prior to the commencement of the Graduate Program, you will be given the opportunity to list your order of preferences for your first rotation. Although we cannot always guarantee that you will get your first preference, it is expected that you will get one of your top three. This process is then repeated prior to your second rotation.
How do I apply for a specialty rotation?	Specialty placements are offered in the second rotation. You will again be given the opportunity to list your order of preferences for your second rotation which can include a specialty area. The applicants will be required to attend an interview with the NUM and educator of the clinical area and the specialty rotations will be based on the interview answers and performance during your first rotation.
What content is covered in the Graduate Study Days?	The Graduate Study Days cover a range of different topics. We start with the fundamentals of nursing and topics relating to the NSQHS standards then move onto more complex skills such as CVAD care, IV cannulation and recognising and responding to clinical deterioration.
<b>Ongoing employment and opportunities</b>	
What is the chance of continuing employment at the conclusion of the Graduate Program?	At the end of each Graduate Program we consistently offer positions to over 95% of those seeking ongoing employment
What opportunities are offered after the completion of the Graduate Program to complete further studies?	We are fortunate to have a wide range of opportunities for professional and clinical development, including the Introduction to Specialty Program and a partnership with Deakin for post graduate studies.