

DISCIPLINE INFORMATION GRADPHYSIO



Queensland
Government

◀ CENTRALISED PROCESS

A centralised recruitment is a more efficient and cost effective process where students are required to complete only one application for all Queensland Health facilities, which is distributed to their preferred locations for consideration.

◀ WEBSITE & RSST CONTACT DETAILS

Information has been placed on the Work for Us – Allied Health or Smart jobs and careers website where you can apply to the position

www.health.qld.gov.au/allied/graduate/physio.asp

or

www.smartjobs.qld.gov.au

The Recruitment Support Services Team – RSST, provide recruitment and application submission advice;

Contact:	Tony Massey, Project Officer
Email:	gradphysio@health.qld.gov.au
Telephone:	+61 07 3636 6199
Fax:	+61 07 3636 9158
Webpage:	www.health.qld.gov.au/allied/graduate/physio.asp

◀ WHO CAN APPLY

Applications are open to Physiotherapy students expecting to complete their studies by the end of this year, who will then be eligible to obtain Registration issued by the Physiotherapists Board of Australia.

Note: Graduates, who have overseas qualifications or have completed a degree program in a country other than Australia or New Zealand, will be required to have their qualifications assessed for equivalency and undertake a written examination with the Australian Physiotherapy Council (APC) before applying for registration with Physiotherapists Board of Australia. For further information please visit www.physiocouncil.com.au

REGISTRATION

Provisional registration with the Physiotherapists Board of Australia must be obtained **prior to** commencing employment.

Board	Physiotherapist Board of Australia
Postal Address	AHPRA G.P.O. Box 9958 Brisbane QLD 4001
Telephone	1300 419 495
Website:	www.physiotherapyboard.gov.au

◀ **REQUIRED DOCUMENTATION**

There are a number of documents required to be reviewed by all applicants applying for graduate positions. These forms can be downloaded from the discipline's Work for Us – Allied Health web page and/or the Smart jobs and careers website.

Forms in the Work for Us webpage include:

- Role Description
- Referee Report Form
- Discipline Information - GradPhysio
- How to Apply

Forms on the *Smart jobs and careers* website include:

- Role Description
- Facility Nomination & Short Response Form
- Queensland Health Information Package for Applicants

Before applying for this role you should:

- review the role description to gain a broad understanding of the role
- decide whether your experience and skills will enable you to achieve the Key Responsibilities of the role
- decide if you meet the Key Attributes for the role

Please Note: You will need to hold any mandatory qualifications and/or professional registration that are indicated in the role description.

◀ **CLOSING DATE**

The closing date for the program can be obtained in the Role Description or discipline webpage. Applications and referee reports received after this closing date **WILL NOT** be accepted.

◀ **KEY RESPONSIBILITIES AND KEY ATTRIBUTES**

Key Attributes and Key Responsibilities identify the skills, abilities, experience and mandatory qualifications required for the position/s. This information can be accessed within the Role Description under the headings, '*Your key responsibilities*' and '*Are you the right person for the job?*'

◀ **FACILITY NOMINATION & SHORT RESPONSE FORM**

The Facility Nomination & Short Response Form has two purposes, to preference your facilities as to where you are interested in applying for a position and to answer the key attribute questions

in a manner that will distinguish you from other applicants. This form can be obtained from the Smart jobs and careers website after the opening date.

Key Attributes are designed to assess your skills and knowledge and are formulated to reflect the workplace behaviours and clinical expertise outlined in the role description.

Workplace behaviours and skills are the core component of the entire selection process, identifying the qualifications, knowledge, skills and abilities required in the role.

Short Responses must:

- Relate to the 'key attributes' and 'key responsibilities' of the position outlined in the Role Description
- Provide a short response which draws on your work or non-work and personal experience, abilities and knowledge. You can also draw examples from non-work activities that may demonstrate relevant skills and knowledge
- Be submitted as an attachment to your online application

◀ **REFEREE REPORT FORMS**

Referee reports are required from two (2) nominated referees. It is suggested that at least one (1) of these be from a supervisor for a recent clinical placement. Ask your referees to complete, sign and return the referee report to RSST via email (preferred) or fax prior to the closing date. Reports received after the closing date will **NOT** be included with your application.

Prior to the closing date, please contact the Project Officer RSST to verify that both referee reports have been received from your nominated referees.

Please Note: DO NOT ask your referees to give the reports to you, as these are confidential. If there are any adverse or unfavourable comments on the reports you will be given the opportunity to respond.

◀ **ACADEMIC RESULTS/TRANSCRIPT**

An unofficial copy of your Academic Results/Transcript can be downloaded from your University website and attached to your online application as a separate attachment. Originals must be brought to the interview.

◀ **LODGING APPLICATION**

Visit the Work for Us Graduate Physiotherapy web page, and click on the '**Apply Now**' button. This button will be activated on the opening day of applications and will take you to the position advertisement on the Smart jobs and careers website, were applications are to be submitted.

For your application to be considered you must submit in full:

- An online application;
- A comprehensive Curriculum Vitae;
- Your completed Facility Nomination & Short Response Form;
- An unofficial copy of your Academic Transcript; and
- Two (2) referee reports submitted by your nominated referee.

Please note:

- Ensure you have the entire required documentation ready at the time of submission as incomplete applications will not be considered.
- Make sure your application is submitted as early as possible and do not wait until the closing date to apply. An influx of applications on the final closing date could result in high level system demands and there is a risk of your application not being received.
- Keep copies of all documents you have submitted as these cannot be returned to you.
- Keep copies of all emails received acknowledging receipt of your application.

ONLINE APPLICATION REQUIREMENTS

- Only three (3) files can be attached or submitted with the online application, if you have more than 3 files, please combine two files.
- All documents attached can be saved as either a Word (doc) (Queensland Health will only accept Word versions up to 2003), a rich text format (rtf), JPEG Image (jpg), Adobe Acrobat PDF or Bitmap Image (bmp), Text format (txt), Graphic Interchange Format (gif) or a .doc file as an attachment to your online application.
- ‘Track Changes’ feature must be turned off on a Word document prior to uploading the documents. Failing to turn this feature off even after accepting all changes, may result in an error when processing your documentation.
- Photographs or other large graphics must not be attached to your application.
- Each file attached for online applications should not exceed 1MB.

◀ **MODIFYING YOUR ONLINE APPLICATION**

Once an online application has been submitted, it is not possible to make any changes or add any additional information. You may need to DELETE your application and start the process again. If you require changes to be made to your online application, contact the RSST Project Officer. For more information on modifying or deleting your application, please read the ‘How to Apply’ booklet on the Work for Us discipline webpage.

◀ **ALLOCATION MEETING**

This meeting will be held on Wednesday 2 November 2011. Each of the facilities will select their successful applicant/s from the candidates they have interviewed.

◀ **ADDITIONAL INFORMATION**

Applications will remain current for 12 months from the application close date.

◀ **NOTIFICATION TO UNSUCCESSFUL APPLICANTS**

Applicants not shortlisted initially will receive an interim unsuccessful email, should any vacancies be available after initial interviews these applicants will be contacted to express their interest for positions within facilities that they may not have preferred.

Unsuccessful applicants will receive an email after all available positions have been filled.

◀ FEEDBACK TO APPLICANTS

Applicants are advised in the unsuccessful notification email that they can request feedback from panel members after interviews are conducted. Factual, constructive and sensitive feedback will be given in a timely manner to the applicant.

◀ HOW TO APPLY

If you are unsure about the online application submission process, please refer to the “How to Apply” information on the discipline webpage.

◀ AFTER SUBMITTING YOUR APPLICATION

Once you have submitted your application on the Smart jobs & careers website, you will receive an automated email acknowledgement of your application.

If you do not receive this notification within 24 hours, contact the Project Officer via email or phone to confirm if your application has been received.

If you are shortlisted for an interview, you will be contacted by the discipline coordinator via email or phone with the date and time for interview this may take up to 4 weeks after the closing date.

If you are NOT short listed for an interview, you will be notified via email of the outcome.

◀ RECRUITMENT PROCESS SUMMARY

- 1. Marketing and advertising.** Graduate positions will be advertised in a range of formats.
- 2. Submit your application online.** Once advertised, you will be able to submit your application online. Applications will require the submission of a covering letter (optional), resume, response to assessment criteria and a copy of your most recent academic transcript.
- 3. Applications close.** Note: late applications will not be accepted.
- 4. Shortlist for Interviews.** The selection panel will shortlist graduates for interviews. Applicants are short-listed based on Grade Point Average (GPA), resume, previous experience and ability to meet the assessment criteria.
- 5. Hold Interviews.** Applicants, who are successful for an interview, will be notified via email or telephone.
- 6. Graduate appointment.** Graduates who are offered a position within Queensland Health will be notified of their appointment by telephone (unsuccessful applicants will be notified by email). Confirmation of appointment is dependant on the outcome of a Criminal History Check.
- 7. Criminal History Check.** Checks will be conducted for all persons who are not existing permanent employees of Queensland Health who are recommended for permanent appointment or temporary appointment expected to continue for longer than 3 months. Graduates will be provided forms to give Queensland Health permission to continue with this check.

8. Graduate paperwork. Graduates will need to complete various forms on commencement with Queensland Health for payroll purposes, identification badges, etc. Graduates will need to supply a certified copy of their birth certificate or 100 points of ID (i.e. driver's license), proof of Physiotherapy Registration with AHPRA and proof of vaccination against Hepatitis B.

9. Starting the program. The program will commence with an Orientation Program. Like other employees, graduates will be on probation for the first three months of employment.

Queensland Health Priority Criteria for Selection – Allied Health Graduates Commencement: March 2011

All allied health graduate applicants eligible for consideration as a graduate employee or students eligible for consideration in a professional supervised practice program in Queensland Health, will be considered for available positions in the following order of priority before merit selection is applied:

Priority Category	Definition of Priority Category
1	Clinical graduates of Queensland universities who are: <ul style="list-style-type: none"> • Australian citizens, or • Australian permanent residents, or • New Zealand citizens
2	Clinical graduates of interstate or New Zealand universities who completed year 12 in Queensland and are: <ul style="list-style-type: none"> • Australian citizens, or • Australian permanent residents, or • New Zealand citizens
3	Clinical graduates of interstate or New Zealand universities who are: <ul style="list-style-type: none"> • Australian citizens, or • Australian permanent residents, or • New Zealand citizens
4	Clinical graduates of Queensland universities currently on a student visa and eligible to be employed in a graduate program in Australia who are: <ul style="list-style-type: none"> • Overseas citizens other than New Zealand citizens, or • Overseas permanent residents
5	Clinical graduates of interstate or New Zealand universities currently on a student visa and eligible to be employed in a graduate program in Australia who are: <ul style="list-style-type: none"> • Overseas citizens other than New Zealand citizens, or • Overseas permanent residents
6	Clinical graduates of international universities who are: <ul style="list-style-type: none"> • Australian citizens, or • Australian permanent residents, or • New Zealand citizens
7	Clinical graduates of international universities currently on a student visa and eligible to be employed in a graduate program in Australia who are: <ul style="list-style-type: none"> • Overseas citizens other than New Zealand citizens, or • Overseas permanent residents

An allied health graduate is an allied health practitioner who has completed a qualification required to:

1. Enter practice within their relevant profession (and if appropriate, required for general registration) within the previous 12 months.
2. Enter a post-graduate year of study, or a year of supervised practical experience, which will lead to practice within their relevant profession (and if appropriate, required for general registration).
3. Meet mandatory qualifications and is eligible for membership of their professional association.

For the purposes of this memorandum, this includes the following allied health professions/disciplines:

Audiology, Clinical Measurement Scientists, Dietetics & Nutrition, Exercise Physiology, Leisure Therapy, Medical Radiation professions (Radiation Therapy, Medical Imaging, Nuclear Medicine Technology.), Music Therapy, Occupational Therapy, Orthoptics, Pharmacy, Physiotherapy, Podiatry, Prosthetics and Orthotics, Psychology, Social Work, Sonography, Speech Pathology.