

## Applying for a non-advertised position

The Royal Brisbane and Women's Hospital (RBWH) offers employment to Registered Nurses, Midwives, Enrolled Nurses and Assistants in Nursing across a wide range of clinical areas and in a variety of roles.

RBWH is a Level 6 tertiary referral hospital and a leader in modern health care provision in Australia. It is the largest tertiary referral centre in Queensland, providing inpatient care and an extensive range of outpatient services including day treatment units.

## How to apply for a position

RBWH does not always advertise vacant positions. The hospital receives a large number of unsolicited applications for base grade positions. Applications for base grade positions should be submitted to Nursing and Midwifery Recruitment via email: [nursingrbwh@health.qld.gov.au](mailto:nursingrbwh@health.qld.gov.au). Only [complete applications](#) ([jumps to what is a complete application info below](#)) will be considered for positions.

## What is a base grade position?

Base grade positions require only a base level of experience and qualification. Nursing and Midwifery Services categorises Assistants in Nursing, Enrolled Nurses, Registered Nurses and Midwives as base grade positions.

## What are the minimum requirements for a base grade nursing/midwifery position?

Assistants in Nursing	Enrolled Nurse	Registered Nurse	Registered Midwife
<ul style="list-style-type: none"> <li>Completion of Certificate III in Aged Care</li> </ul> <b>or</b> <ul style="list-style-type: none"> <li>1st year completion of Bachelor of Nursing/Midwifery or Diploma of Nursing</li> </ul>	<ul style="list-style-type: none"> <li>Completion of Diploma In Nursing from a recognised TAFE</li> </ul> <b>and</b> <ul style="list-style-type: none"> <li>Unconditional registration (or eligibility for registration) with NMBA</li> </ul>	<ul style="list-style-type: none"> <li>Completion of Bachelor of Nursing (or equivalent for overseas trained nurses)</li> </ul> <b>and</b> <ul style="list-style-type: none"> <li>Unconditional registration (or eligibility for registration) with NMBA</li> </ul>	<ul style="list-style-type: none"> <li>Completion of Bachelor of Midwifery (or equivalent for overseas trained nurses)</li> </ul> <b>and</b> <ul style="list-style-type: none"> <li>Unconditional registration (or eligibility for registration) with NMBA</li> </ul>

All applicants must be eligible to work in Australia

Some positions may require experience and/or additional post-graduate qualifications to meet eligibility criteria

## Requirements to practice

Registered Nurses, Enrolled Nurses and Midwives must be registered with the [Nursing and Midwifery Board of Australia](#) (NMBA) to practise in Australia. Nurses and midwives seeking information in relation to a break in practice or international qualifications should contact NMBA directly for information related to registration.

## Pre-employment requirements

- Mandatory vaccinations
- Criminal history check
- Professional registration check

Find out more about [pre-employment requirements](#).

## What is a complete application?

Only complete applications will be considered for possible positions.

Complete applications include all of the following:

- Cover letter (detailing the type of position sought – full-time, part-time or casual, your area of interest and when you would be available to commence)
- [Up-to-date CV](#) (jumps to below info)
- Copy of NMBA/AHPRA registration or evidence that it has been submitted (Registered Nurses, Midwives and Enrolled Nurses only)
- Evidence of completion of Certificate III in Aged Care or completion of the 1st year of study for current Bachelor of Nursing/Midwifery or Diploma of Nursing and continuing enrolment (Assistants in Nursing only)
- [Proof of residency/work rights](#) (jumps to below info)

## Up-to-date CV

Your CV should include the following:

- Personal details - name, address, contact details (phone and email)
- Education/qualifications (reverse chronological order - most recent information first)
- All previous nursing/midwifery experience (reverse chronological order - most recent information first)
- Other experience
- 2 referees with role title and work contact details (personal phone numbers and emails will not be accepted)
- 1 referee must be a current line manager if currently employed.

Please note, referees may be contacted prior to you attending an interview. If this is not appropriate, please specify this in your CV.

## Proof of residency/work rights

Proof of residency depends on whether you are an Australian Citizen or in Australia on a visa.

### Australian Citizens

You must provide a copy of a valid Australian passport or a copy of your Australian birth certificate or an Australian Citizenship Certificate.

### Permanent residents and other visa holders

You must provide a copy of your valid passport and a copy of your valid visa. Visa holders will have their work rights checked prior to their application being considered. If you do not wish for this to occur, please indicate this when submitting the documentation. Visa holders are also required to complete a consent form for a Work Rights Check with the Department of Immigration and Border Protection. This consent form will be forwarded to appropriate applicants by Nursing and Midwifery Recruitment on receipt of all other documentation. Applicants without valid work rights will not be considered for employment.

## Frequently Asked Questions

### What if my visa does not allow me to work in Australia?

RBWH is currently not considering applicants who do not have a valid visa to work in Australia. Potential applicants wishing to work in Australia should contact the Department of Immigration and Border Protection for information on visa options.

### Will RBWH assist me in my application for an Australian working visa?

RBWH does not provide assistance with obtaining a visa permitting the applicant to work in Australia. All applicants must have a valid visa with permission to work before applying for a position.

### How long before I wish to commence should I apply?

For applicants within Australia, applications should be submitted no more than 6 weeks prior to date of availability. Applicants who are outside of Australia should apply no more than 3 months prior to availability date.

### What happens after my application has been submitted?

Once your application has been submitted and assessed as complete (Nursing and Midwifery Recruitment will contact you via email if additional information is required), your application will be reviewed for suitability in relation to potential positions. If suitable positions are available, your application will be forwarded to the relevant team for further review. If appropriate, you will be contacted by a member of the team to discuss the position/s available and to organise an interview. If you are deemed suitable for employment but are not offered a position, we will add your application to the RBWH waiting list.

### What if my application is placed on the waiting list for a position?

Applications which are deemed suitable for a position, but for which there are currently no positions, will be placed on the RBWH waiting list for a period of 3 months. Your application may be considered for suitable positions that become available within the following 3 months.

### What if I have not secured a position in 3 months?

If your application has been on the waiting list for a period of 3 months and you have not secured a position, you will need to reapply to Nursing and Midwifery Recruitment with a complete application.

### Is a position guaranteed once you are on the waiting list?

No, positions are not guaranteed. Applicants can remain on the waiting list for a period of 3 months without having to reapply for a position. After this time, an updated complete application must be submitted.

### How do I apply for an advertised position?

Applications for advertised positions are coordinated by Metro North Recruitment. Applicants need to follow the instructions issued in the advertisement and any subsequent information received. Nursing and Midwifery Recruitment is unable to accept applications or assist in the application process.