



Applying for a practice nurse position



GENERAL PRACTICE
north west

Introduction to general practice
Module 5: June 2009

Learning objectives

On completion of this module participants will have :

- an understand the importance of maintaining a thorough professional portfolio
- skills in preparing a professional portfolio and resume or curriculum vitae (CV)
- understand the process of job searching, interpretation of advertisements and job descriptions, job application, interview skills and terms of employment negotiation
- developed interview skills
- developed employment negotiation skills.

Professional portfolio

- A professional portfolio can be defined as *a private collection of evidence which demonstrates the continuing acquisition of skills, knowledge, attitudes, understanding and achievement. It is both retrospective and prospective, as well as reflecting the current stage of development of the individual (Hull & Redfern, 1996)*

Professional portfolio (cont'd)

- records of formal qualifications: practicing certificate(s) and academic programs
- any service records
- reports or commendatory statements, prizes, awards, scholarships
- copies of appraisals
- records of professional activities.

Professional portfolio (cont'd)

- records of participation in courses, study days, conferences, seminars
- records of any conference presentations or publications
- records of any participation in research
- evidence of membership of professional organisations
- evidence of subscription to professional journals.

Curriculum vitae (CV)

What is it?

What should be included in one?

Sample curriculum vitae

- full name:
- address:
- contact phone numbers (home, business, mobile):
- email address:
- professional license number:
- driver's license (type and number):
- details of professional registration: including years registered.

Example: Mary Smith Registered Nurse List A, NSW. 1991.

Sample curriculum vitae (cont'd)

- **Educational achievements:** (List highest qualifications first)

Example:

- Bachelor of Nursing, University of the World. 1991.
 - Graduate Diploma in Critical Care, University of the World, Green Garden Hospital. 1993.
- **Details of any awards or prizes:**

Sample curriculum vitae (cont'd)

- **Employment:** (List latest first)

(If you were unemployed for a period then explain, for example, maternity leave, child rearing)

- **Professional Development:**

List membership of any professional organisations, professional presentations, committee memberships, publications and research in which there has been participation.

Sample curriculum vitae (cont'd)

- **Specific attributes:**

(Here you should provide a brief description of any particular attributes and skills that you would bring to the position. For example, in the above example, the discharge planning and liaison would be an advantage)

Sample curriculum vitae (cont'd)

- **References:**

- many position descriptions will provide information on how many referees are required.
- include accurate contact details for your referees.
- always make sure that your referees have agreed to act in this capacity, can make a positive contribution and understand the job description and your attributes for the position, so provide them with the details of the job.

Application letter

An application letter would include:

- your name
- your address
- phone number
- email address
- date
- name of contact person on the job advertisement
- contact person's address
- re: position title, number.

Most common application mistakes

- too long
- disorganised: information scattered
- poorly typed and printed, hard to read (hand written application are not acceptable)
- over written: long sentences poorly structures
- too sparse: not enough detail
- accomplishments and attributes inadequately highlighted
- too many irrelevancies
- poorly proof read
- presentation overdone (coloured paper, icons, photos)
- misdirected application.

How to apply for practice nursing positions

- check advertisements in local newspapers or job agencies on the internet
- check professional journals and websites such as the Australian Practice Nurses website (APNA)
- contact your local division of general practice
- identify positions of interest.

Duties and responsibilities

- duties and responsibilities may be listed in the advertisement but are more likely to be made available in a job description
- it is important to ensure that you are familiar with the expectations of the position.

Preparing for the interview

- prepare application letter and curriculum vitae (resume)
- review job description and selection criteria and then prepare examples of answers to questions to demonstrate your knowledge, skills, experiences, strengths and weaknesses
- contact the practice for further information
- prepare questions you would like answered at the interview.

The interview





Questions for applicant

Prepare a list of questions you may wish to ask

Employment contract

Is there an employment contract ?

What should be included?

Other considerations

- is there an orientation program?
- is there a policy and procedure manual?
- what is the policy on professional development?
- if you are a solo nurse, is there access to a mentor?
- is there access to adequate supervision by a registered nurse for enrolled nurses?
- insurance coverage.