

Dear

Registered Nurse Division 1 – Inter-Professional Graduate Program (Nursing/Paramedicine)

Further to your application and interview for the above mentioned position, I am pleased to offer you Fixed Term Part Time employment with effective from

This position is a joint position for the duration of the Inter-Professional Graduate Program (IPGP) between and Ambulance Victoria.

This offer of employment and commencement date is subject to:

- satisfactory clearance of a current police record check
- satisfactory clearance of a current Working With Children Check
- immunisation clearance from the health service Infection Control Department
- a copy of your provisional AHPRA registration
- satisfactory completion of your university double degree (Nursing/Paramedicine).

The following terms and conditions also apply:

1. Appointment:

The position to which the Employee is appointed is Registered Nurse Division 1 (Inter-Professional Graduate Program – Nursing/Paramedicine)

The period of employment is from

6. New staff induction:

provides a period of new staff induction. Induction is compulsory as you commence at the health service. Details outlining the induction process will be sent to you prior to your commencement date. New staff induction is in paid time.

7. Performance review:

The performance review is a formal means of receiving feedback on your performance and of discussing training, development and career opportunities. In order to assist you in your personal development, clinical progress reports including performance reviews will be completed by yourself and your manager at every 12 week rotation throughout the program.

You agree to allow
and Ambulance Victoria (AV) to share all relevant information regarding your involvement in the Inter-Professional Graduate Program, as deemed appropriate by the health service and AV staff.

8. Annual leave:

During the IPGP you agree to take your annual leave as allocated according to the IPGP clinical rotation template (as attached).

You must take annual leave by agreement with

You may be directed to take excessive accrued annual leave in accordance with applicable legislation or the relevant industrial instruments.

When your employment ceases, you will receive payment in lieu of your accrued but untaken annual leave.

9. Termination:

This Appointment and your employment may be terminated:

- in accordance with any applicable terms of the Agreement (refer Clause Appointment).
- at any time by the Employer dismissing you for serious and wilful misconduct as defined in the *Fair Work Act* 2009.

10. Professional appearance/uniform:

You are required to maintain a professional appearance while in uniform or while acting on behalf of

You agree not to wear items of your uniform outside of working hours except when travelling to and from work.
uniform policy enclosed.

You will serve
diligently exercising all due care during the discharge of your duties and while using
resources. faithfully and

You will refrain from acting or being seen to act in conflict with

best interest, policies or procedures and use your best endeavours to protect and promote
reputation and public image.

11. Confidentiality:

“Confidential Information” means any information about
or its business, which is confidential, and not in the public domain (unless in the public domain because of a breach of confidentiality) that you acquire in the course of your employment, or is generated by you in the course of performing your duties.

You will have access to Confidential Information as part of your normal duties with

You agree not to use any confidential Information except for purposes directly related to furthering the objectives of within the terms of your delegated authority. You also agree to keep Confidential Information safe and securely stored while not in use.

You will not, either during or after your employment ends, disclose Confidential Information to a third party or make personal use of such information, without the written authorisation of

12. Policies and procedures of the employer:

The employee agrees to abide by the policies and procedures of the Health Service, as varied from time to time.

13. Return of property:

Upon the termination of this contract, you undertake to deliver to the Health Service all documents in your possession or control, relating in any way to the business affairs of the Health Service.

14. Salary packaging:

will permit you to take benefits in the form of non-cash benefits up to a maximum tax free threshold for Public Hospitals OR you may take non-cash benefits in excess providing the benefits in excess are in accordance with the excluded or exempt benefits under the FBT legislation. Further information can be obtained by contacting the Salary Packaging Officer at

15. Superannuation:

Superannuation will be provided in accordance with Clause 27 of the *Nurses and Midwives (Victorian Public Health sector) (Single Interest Employer) Enterprise Agreement 2016-2020*.

16. Resolution of disputes:

Resolution of Disputes and Grievance will occur in accordance with Clause 13 of the *Nurses and Midwives (Victorian Public Sector) (Single Interest Employer) Enterprise Agreement 2016-2020*.

17. Continuity of service:

Continuity of service will be recognised for IPGP participants as outlined in [Clause 1 Appointment](#).

Additionally, for the purpose of calculation of Long Service Leave entitlement, the employee's continuity of service shall be deemed continuous where this Appointment is an extension or variation to an existing Appointment with this Health Service OR any service recognised as continuous from another Victorian Public Hospital or Public Health Service.

18. Banking details:

Your salary will be credited to a bank account of your choice on a fortnightly basis.

19. Police Check and reporting of offences:

This Letter of Appointment is subject to a satisfactory clearance of a current Police Record Check, to be provided to the Human Resources Department at the health service.

It is a condition of your employment that you must notify your manager or the human resources department immediately, if you are charged with a criminal offence or found guilty of an offence that would significantly affect your ability to perform your work. Any such conviction or the failure to notify you manager or human resources department of your conviction may result in disciplinary action including the termination of your employment.

20. Working with Children Check:

This letter of Appointment is subject to provision of a current Working with Children Check, if required in line with the phasing-in schedule of the Department of Justice.

21. Amendments to appointment:

Any or all of this Letter of Appointment may be revised and modified only with the agreement of both parties and only if one party gives the other party seven (7) days clear notice that such review will take place. Any amendments shall be in writing and signed and witnessed.

22. Australian Health Practitioner Regulation Agency (AHPRA):

At all times throughout the IPGP, participants must hold registration with AHPRA as a registered nurse.

23. Documentation:

Please ensure the following documents are provided to the Human Resources Department, at your earliest convenience prior to your commencement:

- the original copy of your Letter of Appointment (signed and witnessed)
- the original copy of your Position Description (signed)
- taxation declaration
- banking details
- choice of superannuation fund.

24. Rostering:

You will be rostered in accordance with any departmental roster requirements, which may necessitate working rotating shifts (day/afternoon/night).

25. Graduate Rotations:

The IPGP aims to provide support and guidance to the double degree graduate, in developing confidence, skills and clinical competence related to the roles of a Registered Nurse and Ambulance paramedic. This program involves rotations of 12 weeks in length alternating with the health service and Ambulance Victoria over a 72 week period.

During your employment with you will be provided opportunity to rotate through not less than three clinical areas including an emergency department rotation.

Therefore, it is important that the employee ensures that all placements are completed. In accepting to be part of this program, it is the health service expectation, that you will undertake and complete all your clinical placements within this period.

Specific IPGP rotations will occur in accordance with the attached IPGP clinical rotation template.

Executed unconditionally as a letter of appointment

SIGNED for and on behalf of

Name of officer and title

Date officer signed

SIGNED by the EMPLOYEE

Name of employee

Date employee signed

In the presence of:

Name of witness

Date witness signed

Please confirm your acceptance of the terms and conditions of our offer by signing and returning to the Human Resources Department, the original of this Letter of Appointment within 5 working days in the enclosed self-addressed envelope. An additional copy is attached for your records.

Please sign and return

By post:

Or deliver to:

Documents enclosed:

- IPGP Clinical Rotation Template.
- IPGP Position Description
- Health Service Uniform Policy
- Superannuation Fund Forms
- Taxation Declaration Form
- Health Service Banking Details Form