



Nursing and Midwifery International Recruitment Guide for Unit Manager & NMWU Team

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Introduction

Recruitment of international nurses is an important component of our Nursing & Midwifery Workforce strategy over the next few years. As we are a rapidly expanding health service providing to the ever-growing western corridor of metropolitan Melbourne, Western Health is tackling an unparalleled workforce demand and associated supply requirements. Pre-existing nurse shortages and resource limitations have been exposed and amplified by the pandemic with the reality of capacity shortages, skill-mix, training, and workforce distribution being felt across the health sector.

With the increasing supply of nurses who are prepared and equipped to migrate post pandemic, we need to strengthen our international recruitment strategy and utilise the current Victorian Government Immigration support packages for Internationally Qualified Nurses and Midwives (IQNM).

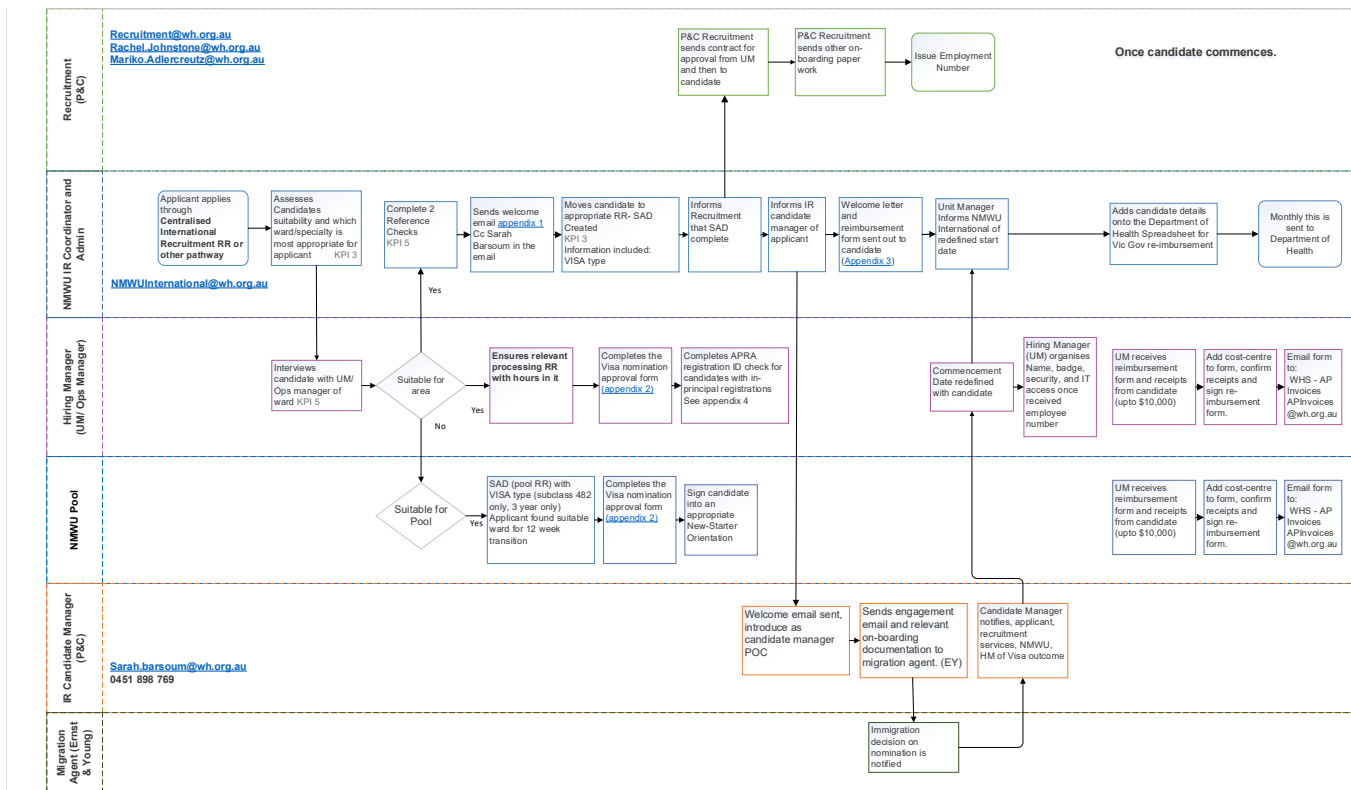
With an eye to the future, we need to be hiring and sponsoring Internationally Qualified Nurses and Midwives.

Objectives

This guide provides Western Health staff with the most current information required for international recruitment. The content of this guide covers:

- International Recruitment Process from advertisement to candidate reimbursement
- Hiring Manager responsibilities
- Nursing and Midwifery Workforce Unit (NMWU) roles and responsibilities
- Candidate Management and People & Culture roles and responsibilities
- VISA types and sponsorship
- Relocation financial reimbursement from Victorian Department of Health (Vic DH)

Overview of International Recruitment and On boarding



Please zoom in to view detail.

Hiring Manager (Unit / Operation Manager) Responsibilities

Recruitment

Available to attend scheduled interviews

Create processing recruitment request (RR) for fulltime hours (sponsorship can only be offered for full-time hours and worked for the entirety of the nomination)

Determine Visa type to be offered - TSS Visa 482 for 3 years is strongly recommended (see [Visa Sponsorship Information](#))

Make offer to candidate.

Complete a Visa Nomination Approval Form (see appendix 2) and send to NMWU for Successful Applicant Details (SAD) to be completed

Approve contract in a timely manner

Confirm commencement date with candidate in line with Visa approval & travel dates

Email NMWUinternational@wh.org.au and Recruitment@wh.org.au "Confirmed" start date

On boarding

Candidates with an in-principle AHPRA registration, need ID verification via Zoom or in-person (see appendix 6)

Organise name tag, security badge and IT access upon employee number generation.

Sign and send candidate's reimbursement form WHS - AP Invoices

(APInvoices@wh.org.au) up to \$10,000 (DHHS funding) within 30 days of candidate's commencement

Hospital / Ward Orientation

Ensure staff member is enrolled in the Mandatory Welearn learning resources

Instruct to enrol in International Qualified Nurse and Midwife Learning Hub.

Book into New Starter Orientation (Face-to-face: Christine.Pirotta@wh.org.au)

Roster buddy nurse to work same shifts for first 2 weeks (recommended)

NMWU Coordinator Responsibilities (NMWUinternational@wh.org.au)

Recruitment

Shortlist International Recruitment Centralised advertisement RR twice weekly

Determine suitability of candidate and match candidate to area of expertise

Organise interview with appropriate unit manager (aim within two weeks of application)

Obtain reference checks

Confirm with Unit Manager if successful

Send email to successful candidate requesting documents required for SAD completion

Ensure SAD is completed defining full time hours and visa type

Refer successful candidate to International Recruitment (!R) candidate manager (Sarah Barsoum), creating a prompt to engage with Ernst and Young (Visa agent)

Determine area for 12 week rotation if Pool or Westwards sponsorship (also appropriate for specialty areas when full-time vacant hours are not available to recruit to)

Send welcome email from Western Health that includes link to training package, reimbursement form and copy to IR candidate manager

On boarding

Add candidate's details onto the NMWU copy of Department of Health Spreadsheet for reimbursement, once the start date is confirmed by unit manager

Send the re-imbursement spreadsheet to People & Culture manager monthly (all craft group reimbursements are sent as a group to Vic DH through P&C)

Candidate Communication

Contact candidate to inform them if they are unsuccessful for applied position or are deemed ineligible for Visa by Ernst & Young –as soon as practically possible

Candidate Manager Responsibilities (People and Culture)

On boarding

Send welcome email, introduce candidate manager point-of-contact and send international Welcome Package.

Liaise with recruitment team and candidate regarding required on-boarding paperwork

Send email and relevant on-boarding documentation to migration agent (Ernst & Young).

Update Hiring Manager, Recruitment and NMWU regarding candidate progression

Generates and emails report of International Candidates to Unit Managers and

NMWUinternational that illustrates Visa and on-boarding progress

Emails to be sent to:

- Candidate, Recruitment@wh.org.au, NMWUinternational@wh.org.au and hiring Unit Manager

Candidate Communication

Be the candidate's on-boarding point of contact

Communicate the process milestones to candidate as they are achieved

Remain a contact for the candidate up to 4 weeks post commencing at Western Health with Candidate check in after arrival into Australia:

- Checking in at day 1, End of week 1 and End of week 4

Managing Candidate Expectations – All stakeholders

During the recruitment phase, we must ensure transparent communication with candidates. Advise them early in the process that they will incur immigration costs for their dependants, as well as costs related to documents required in support of the visa e.g. police clearances, medical checks, official translations, etc.

All stakeholders (Unit Manager, NMWU and Candidate Manager) need to be very clear that successful outcomes only occur with the full support and energy of candidates. This includes:

- Checking email regularly and responding within 24 hours of email receipt
- Supplying all required documentation promptly

Visa Sponsorship Information:

There are currently two types of Visa subclasses that Western Health can sponsor through-

1. Temporary Short Stay (TSS subclass 482 visa)

- Processing time- 90% of applications 44 days.

Applicants with their occupation listed on the short-term skilled occupations list (currently includes all Nursing & Midwifery positions) can enter on Temporary Skill Shortage Visa (subclass 482). <https://immi.homeaffairs.gov.au/visas/working-in-australia/skill-occupation-list>

- TSS visa (1 to 4 years) requires position to be full-time, meet labour market testing requirements.
- Candidate can apply for Permanent Residency after 2 years on a TSS (482)
- Via our chosen specialist migration agency (Earnest and Young), the estimated visa processing time is 2-3 weeks.

2. Permanent Residency (PR 186 visa)

- a. Processing time- 90% of applications 12 months

Currently the demand for international recruits is very high and it remains a very competitive environment and some candidates are only interested in PR sponsorship. The extended timeline and increased cost needs to be factored into the decision regarding permanent residency.

- To qualify for PR, the position must be fulltime and applicant must be under 45 yrs of age.
- Applicants that hold AHPRA registration and 2+ years' experience from a comparable health country may qualify for immediate Permanent Residency visa (186) without needing to commence on a TSS visa.

It is recommended to offer the TSS visa (482-3 year) due to the quicker timeframe to commencement. The candidate can then apply for PR during year 2.

When making a decision regarding sponsorship (nomination) please consider [Relocation Support Information](#)

IMPORTANT: The Visa nomination approval form (appendix 1) must be completed and attached to every SAD where Visa Sponsorship is decided.

Relocation Support Information

The Victorian Department of Health (Vic DH) funding is currently on offer until end June 2023. There are currently two relocation packages to assist with hiring international nurses through Victorian Department of Health:

1. Health Service Recruit Support Packages

Health Service Recruit Support Package of \$10,500 is available to assist with immigration support and to assist in covering 'transition to practice support'

Made payable to **Western Health** to assist with nomination (sponsorship) of candidate.

In detail- International recruits who do not already have the right to work in Australia (i.e. those who are not Australian citizens, Australian Permanent Residents or New Zealand citizens) will be provided with support to obtain an employer sponsored Subclass 482 (Temporary Skills Shortage) visa or Subclass 186 (Permanent Residency).

WH will cover immigration costs for any Nursing or Midwifery candidate, responsibility for the candidate's dependant immigration costs are borne by the candidate for all visas.

During the recruitment phase, we must ensure transparent communication with candidates to advise that they will incur immigration costs for their dependants, as well as for costs related to documents required in support the visa e.g. police clearances, medical checks, official translations, etc.

The cost relocation includes the funding the WH immigration agent who to facilitates visa application for candidate (see [appendix 4-](#) for cost breakdown)

2. Travel and relocation support packages

Travel and Relocation Package of \$10,000 for metropolitan health service role, to support relocation costs (such as flights, via, professional registration and short term accommodation).

Made payable to Western Health **and reimbursed to candidate** on commencement at Western Health.

This is a total combined gross value and will be provided through a reimbursement process up to the maximum incentive package amount.

The benefits listed in the table ([appendix 5](#)) have been selected (by Vic DH) on the basis that they can be delivered in a tax effective manner to employees relocating indefinitely to take up employment in Victoria. The incentive package should not be used for any items that are not listed in this table without consideration by WH as they may result in Fringe Benefits Tax costs for WH.

The candidate will be sent the reimbursement form for this payment via email, early in their on-boarding process.

The NUM needs sign this form, add the cost centre code, and then forward the form and associated receipts account payables: APIInvoices@wh.org.au

Appendix 1: Initial letter to candidate regarding documents for SAD.

Hello ,

Congratulations! Your application for a **Registered/Nurse Midwife** position at Western Health has been successful.

You will be contracted to work in: **x**

Your hiring manager's contact is: **x**

As discussed, your start date is: **x**. You will be contracted to 80 hours per fortnight.

Western Health is committed to the sponsorship for a TSS 482 VISA (2 years).

You are required to please provide the following documents as soon as practically possible:

- A copy of your passport
- Most recent payslip that states your classification as a Registered **Nurse/Midwife** in order for us to correctly award you.
- Complete the attached form regarding working rights in Australia

The sooner we receive these documents, the sooner we can send a contract to you.

Once documents received, I will introduce you to Sarah Barsoum who is the candidate manager for International Recruitment. Sarah will assist you with progression of your visa and support you through the process. Sarah's email is: Sarah.Barsoum@wh.org.au

Please do not commence your VISA application independently. We will be forwarding your details to the Visa Agent *Ernst and Young* who will contact you directly.

Successful outcomes are reliant on you being committed to the process. It is imperative you:

- Check emails regularly and responding within 24 hours
- Supply all documentation needed in a timely manner.

Thank you,

Appendix 2: Visa Nomination Approval Form (to be filled out by UM/Ops Manager)

VISA NOMINATION APPROVAL FORM

This form must be completed for all VISA Nominations and **attached to SAD form**.

Applicant Name Enter Applicant Name	Manager's Name: Enter Manager's Name
RR# Enter RR#	VISA Nomination Type: Choose an item.

CONFIRMATION OF ELIGIBILITY & COSTS:

482 TEMPORARY SHORT STAY <i>allows applicants to be employed in certain positions at WH for up to four years.</i>	Check Box
Is this nominee already sponsored by another Employer on a VISA subclass 482. (If yes, we may be able to take over the nomination)	Choose an item.
Nominated Occupation is on the list of skilled occupations .	Enter ANZCO code
Advertisement complied with Labour Market Testing requirements (International Candidates & Visas (wh.org.au))	<input type="checkbox"/>
Has skills, qualifications, experience and an employment background that match those required for the position, at least two (2) years' experience in the relevant professional field, necessary English language skills (unless exempt) and relevant licenses or registration required for the nominated position.	<input type="checkbox"/>
Will be paid the market salary with the same terms and conditions of employment as an Australian in the workplace. Must also be greater than \$53,900.	<input type="checkbox"/>
Number of years for which Department wish to nominate candidate:	Choose an item.
I UNDERSTAND THAT THE ESTIMATED COSTS WILL BE THE RESPONSIBILITY OF MY COST CENTRE, AND ARE: Nomination Cost Estimate \$330 plus \$1800 per year of nomination. Ernst & Young VISA Nomination Submission Cost Estimate: \$2,915 (with variation of approx. \$500) EY to Directly Engage Candidates \$550 (Only paid if the candidate has dependents)	<input type="checkbox"/>



186 DIRECT ENTRY PERMANENT RESIDENT <i>allows skilled workers, who are nominated by an employer, to live and work in Australia permanently. More Info: Employer Nomination Scheme visa (subclass 186) Direct Entry stream (homeaffairs.gov.au)</i>	Check Box
Nominated Occupation is on the list of skilled occupations .	Enter ANZCO code
Applicant is fully registered and has completed an ANMAC assessment (Nurses & Midwives only). Refer: Frequently Asked Questions ANMAC Australian Nursing & Midwifery Accreditation Council	<input type="checkbox"/>
Applicant is under 45 years at time of application, being offered Full Time ongoing employment, has appropriate English language skills and will work in the nominated position for at least two years.	<input type="checkbox"/>
Applicant has the skills, qualifications, experience and an employment background that matches those required for the position. At least three (3) years' experience in the relevant professional field.	<input type="checkbox"/>
I UNDERSTAND THAT THE ESTIMATED COSTS WILL BE THE RESPONSIBILITY OF MY COST CENTRE, AND ARE: Nomination Cost Estimate \$540 plus \$5000 per nomination. Ernst & Young VISA Nomination Submission Cost Estimate: \$5,445 EY to Directly Engage Candidates \$550 (Only paid if the candidate has dependents)	<input type="checkbox"/>

186 TEMPORARY RESIDENT TRANSITION STREAM <i>For 482 employees that have been with WH for at least 3 years full time. More Info: Employer Nomination Scheme (subclass 186) Temporary Residence Transition stream (homeaffairs.gov.au) – Only available until 1 July 2024</i>	Check Box
Applicant currently holds a subclass 482 visa granted under the Medium-term stream or a Bridging Visa (A, B, C).	<input type="checkbox"/>
Nominated Occupation is on the list of skilled occupations and is the same as their 482 visa.	Enter ANZCO code
Position is Full Time, ongoing for at least 2 years, will be offered permanent contract, candidate has appropriate English language skills and Nominee will be paid at least annual market salary rate.	<input type="checkbox"/>
Applicant must have been employed for at least 3 years of the 4 years before you nominate them for this visa in the position for which they were granted their visa to fill.	<input type="checkbox"/>
I UNDERSTAND THAT THE ESTIMATED COSTS WILL BE THE RESPONSIBILITY OF MY COST CENTRE, AND ARE: Nomination Cost Estimate \$540 plus \$5000 per nomination. Ernst & Young VISA Nomination Submission Cost Estimate: \$5,445 EY to Directly Engage Candidates \$550 (Only paid if the candidate has dependents)	<input type="checkbox"/>

APPROVAL OF ASSOCIATED COSTS:

OPERATIONS MANAGER: ENTER NAME Click or tap to enter a date.

DIVISIONAL DIRECTOR: ENTER NAME Click or tap to enter a date.

Appendix 3: Follow-up email from NMWU Coordinator to candidate.

Hello ,

We are following up regarding your future employment to Western Health.

Your details have been forwarded to Sarah Barsoum who is the candidate manager for International recruitment. Sarah will assist with progress of your visa.

Sarah's email is: Sarah.Barsoum@wh.org.au

Please do not commence your VISA application independently. We will be forwarding your details to the Visa Agent *Ernst and Young*- who will make contact directly with you.

Once you have received your Visa approval please email NMWUinternational@wh.org.au, Recruitment@wh.org.au and your hiring manager.

At this point your hiring manager will contact you to negotiate your travel and commencement date.

Preparing for moving to Australia.

The following package will take you through some of the key information you will need regarding moving to Australia. This package is interactive and will take you to some of the necessary sites for you to plan your move.

Add Link here.

Relocation Support Reimbursement

Relocation support reimbursement (limit of \$10, 000 per Western Health candidate) can assist your move to Australia.

The allowance will be paid to eligible employees four to six weeks after you have commenced at Western Health.

Please see the attached reimbursement claim form- this needs to be submitted, with the relevant receipts, once you commence at Western Health.

Please also see the table attached regarding the items permitted for reimbursement.

Let me know you have any questions or concerns.

Kind Regards,

Appendix 4: In-principle AHPRA registration proof of identity process

Instructions for verifying identity in-person

1. Check copy of identity documents are the same as the original document
2. On a single-page document, write or stamp, *'I have sighted the original document and certify this to be a true copy of the original'*.
3. On documents with more than one page, initial every page and write or stamp, *'I have sighted the original document and certify this to be a true copy of the original'*.
4. On documents with a photograph, write or stamp, 'I certify that this is a true copy of the original and the photograph is a true likeness of the person presenting the document as sighted by me'.
5. You must also write or stamp on the copy:
 - your signature
 - your full name
 - your occupation or profession (including your registration number)
 - your stamp
 - your phone number, and
 - the date.
6. Email scanned copies of identity documents and any statutory declaration (must use AHPRA statutory declaration form) to AHPRA: nationalregistration@ahpra.gov.au. A Regulatory Officer will assess all documents and notify the applicant when registration has been finalised or if any further information is required.

Instructions for verifying identity via audio-visual link

1. Print out the copies of identification documents sent to you by applicant
2. During audio-visual call, sight the applicant displaying the original identification document next to themselves in order to verify their identity and take screenshots to show that each document has been presented
3. Check copy of identity documents are the same as the original document
4. Follow steps 2 – 5, in the above 'Instructions for verifying identity in-person'
5. Email scanned copies of identity documents, screenshots and any statutory declaration (must use AHPRA statutory declaration form) to AHPRA: nationalregistration@ahpra.gov.au. A Regulatory Officer will assess all documents and notify the applicant when registration has been finalised or further information is required.

Appendix 5: The cost relocation for Health Service Recruit Support Packages

Temporary Short Stay Visa

482 Visa Subclass	Cost (incl GST)	Notes
Assess, Prepare and Lodge Visa	\$2,915	WH immigration agent – Ernst & Young
3% Engagement Administration	\$87.45	
Gov Charge - Training Levy*	\$3,979	*2 years. Includes card processing charge / servicing fee
Gov Charge - Nomination Fee	\$365	Includes card processing charge / servicing fee
Gov Charge (Visa Charge)	\$3,062	Plus dependants (\$3,062 Adult, \$768 U18)
EY to directly engage Candidates	\$550	Only paid if the candidate has dependants
WH Total Cost	\$10,958	

Permanent Residency Visa

186 Visa Subclass	Cost (incl GST)	Notes
Assess, Prepare and Lodge Visa	\$5,445	WH immigration agent – Ernst & Young
3% Engagement Administration	\$163.35	
Gov Charge - Training Levy	\$5,526	Includes card processing charge / servicing fee
Gov Charge - Nomination Fee	\$597	Includes card processing charge / servicing fee
Gov Charge (Visa Charge)	\$4,686	Plus dependants (\$2,343 Adult, \$1,172 U18)
EY to directly engage Candidates	\$550	Only paid if the candidate has dependants
WH Total Cost	\$16,968	

Appendix 5- Items permitted for candidate reimbursement.

Item	Description
Flights	One way economy flight for the individual and accompanying family members from their home location to Australia.
Tax related work	Briefing – consultation to advise of the home country tax implications due to relocation to Australia; consultation to advise individual of the tax obligations in Australia, tax return process, record keeping requirements etc. Tax Return - Assistance with preparation and lodgement of Australian and/or home country tax return for first year following relocation
Moving Company / Removalist	Assistance from a Destination Services Provider with arranging quotations from a panel of removalist firms/moving companies, assistance with selection.
*Shipping	Removal, shipping, and insurance to transport belongings (including pets) to Australia.
Home Search	Assistance with locating a suitable home, rental application process, completion of condition reports, utilities set up etc
Settling in Support	Orientation on arrival to Australia e.g., tour of locality, bank account, mobile phone, Medicare set up, welfare check-ins, assistance with pursuing interests/hobbies/clubs locally
Accommodation	Temporary accommodation in a serviced house/apartment or hotel upon arrival in Australia
AHPRA fee	Reimbursement of Professional registration fees
Visa support	Assistance with visa application and associated immigration costs (i.e., Government application fees, migration agent professional fees etc) which are not paid for by WH
School Search	Assistance with locating an appropriate school for the individual's children (if applicable).
Language or cultural support	English language tuition, or cultural training/support from designated provider. Typically provided to spouses/children of new employee.

*This does not involve the shipping of goods that attract non-standard customs import duty, agricultural or quarantine charges. *The Department or Western Health are not responsible for lost or damaged goods in transit.