

NURSING+
MIDWIFERY

Nursing and Midwifery International Recruitment Guide for Unit Manager & NMWU

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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.

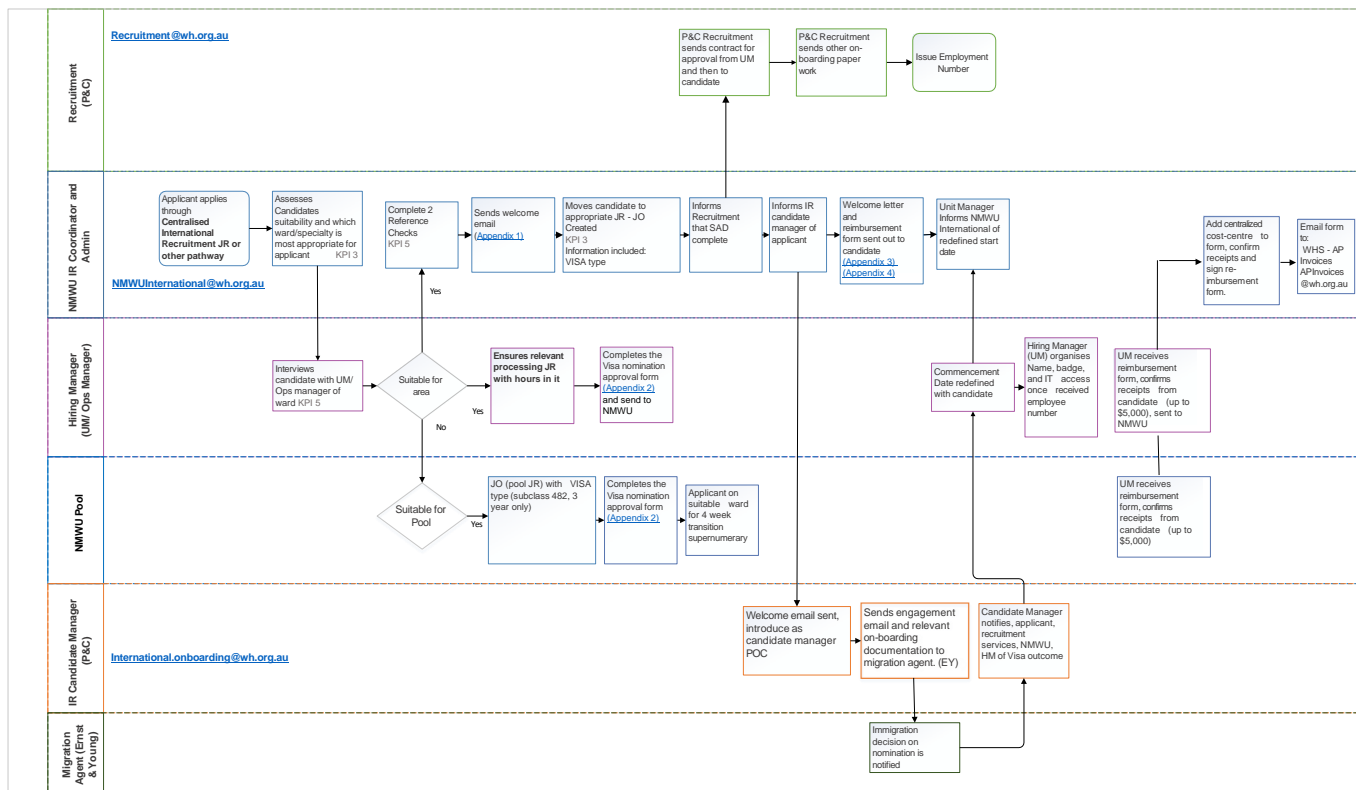
With the increasing supply of nurses who are prepared and equipped to migrate post pandemic, we need to strengthen our international recruitment strategy. With an eye to the future, we need to be hiring and sponsoring Internationally Qualified Nurses and Midwives.

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

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 position/processing Job Requisition (JR) 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](#))

Complete a Visa Nomination Approval Form (see appendix 2) and send to NMWU for creation of Job Offer (JO)

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

Onboarding

Organise name tag and IT access upon employee number generation.

Ensure employee completes reimbursement form and attach all evidence of receipts (up to \$5,000) within 30 days of employee's commencement; and employee has sent to NMWUinternational@wh.org.au for approval and add centralised cost-center.

Hospital / Ward Orientation

Organise Meet & Greet with the staff member prior to commencement

Ensure staff member is enrolled in the Mandatory Welearn learning resources

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

NMWU Responsibilities (NMWUinternational@wh.org.au)

Recruitment

Shortlist International Recruitment Centralised advertisement JR 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 and offer
Send email to successful candidate requesting documents required for drafting of Offer Details (OD). Ensure OD is completed defining full time hours and visa type.
Refer successful candidate to International Recruitment (international.onboarding@wh.org.au), creating a prompt to engage with Ernst and Young (migrant agent)
Determine area for 4-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 candidate manager.

On boarding – Nurse Pool or Westwards

Organise a Zoom On-boarding session
Organise name tag and IT access upon employee number generation. Sign and send candidate's reimbursement form WHS - AP Invoices (APInvoices@wh.org.au) up to \$5,000 within 30 days of candidate's commencement

On boarding – All Other Divisions

Review reimbursement form and evidence of receipts, approve and add centralized cost centre. Form is sent to WHS - AP Invoices (APInvoices@wh.org.au) up to \$5,000 to process within 30 days of candidate's commencement

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

Hospital / Ward Orientation

Organise a Zoom Meet and Greet session
Ensure staff member is enrolled in the Mandatory Welearn learning resources
Roster buddy nurse to work same shifts for first 1-2 weeks (recommended)

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 dependents, 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 (if there are no candidate document delays).

2. Permanent Residency (PR 186 Employer Nominated Scheme 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 after 2 years.

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 OD where Visa Sponsorship is decided.

Relocation Support Information

Western Health funding is currently on offer.

1. Western Health Payment

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. The responsibility for the candidate's dependent 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 dependents, 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 facilitates visa application for candidate (see [appendix 4-](#) for cost breakdown)

2. Travel and relocation support packages

Travel and Relocation reimbursement of \$5,000 is to support relocation costs (such as flights, visa, professional registration and short term accommodation). Reimbursement claim submission is made 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 of \$5,000.

The benefits listed in the table ([appendix 5](#)) are 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 on in their on-boarding process.

NMWU signs this form, adds the centralized cost centre code, and then forwards the form and associated evidence of receipts to account payables: APInvoices@wh.org.au

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

Hello XXX,

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 (3 years)/ENS 186 VISA.

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

- A copy of your passport and any current Visa
- Most recent payslip that states your classification as a Registered Nurse/Midwife to ascertain your current award
- Grade 2 increment form
- Offline application form
- VEVO consent form

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

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.

Please let the recruitment team know if you have any questions or concerns.

Kind Regards,

Nursing and Midwifery Workforce Unit

Western Health
Railway Crescent, Williamstown, Vic 3016
Tel. 03 9393 0201
Email. NMWUInternational@wh.org.au
Web. www.westernhealth.org.au

Appendix 2: Visa nomination approval form (to be completed 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: Email from NMWU to Nurse Pool candidate after SAD is complete

Hello,

We have drafted your Job Offer and has been sent to our People and Culture team for contract generation. Your details will also be forwarded to People and Culture International Onboarding recruitment team: international.onboarding@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.

At this point, NMWU International team will contact you to negotiate your travel and commencement date. Your "Onboarding" meeting and "Meet & Greet" session will also be organized.

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.

[Welcome to Western Health - Internationally Qualified Nurses- Welcome to Nursing and Midwifery at Western Health. | Rise 360 \(articulate.com\)](#)

Relocation Support Reimbursement

Relocation support reimbursement (up to \$5,000 per Western Health candidate) can assist your move to Australia. Please also see the table attached regarding the items permitted for reimbursement.

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 evidence of receipts once you commence at Western Health.

If you have any questions, please reach out to: NMWUInternational@wh.org.au.

Kind Regards,

Nursing and Midwifery Workforce Unit
Western Health
Railway Crescent, Williamstown, Vic 3016

Tel. 03 9393 0201
Email. NMWUInternational@wh.org.au

Appendix 4: Email from NMWU to External ward candidate after SAD is complete

Hello [Candidate],
[Candidate email address]

We have drafted your Job Offer and has been sent to People and Culture for contract generation. Your details will also be forwarded to People and Culture International Onboarding recruitment team:

International.onboarding@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. Your Orientation to the unit and all on-boarding (including ICT access, staff access, ID etc.) will also be organized by your Unit Manager.

Unit Manger Name:
Unit Manager contact details:

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Kind Regards,
Nursing and Midwifery Workforce Unit
Western Health
Railway Crescent, Williamstown, Vic 3016

Tel. 03 9393 0201
Email. NMWUinternational@wh.org.au

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

Temporary Short Stay Visa

482 Visa Subclass	Cost (inc 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 (inc 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 from their home location to their new home region in Victoria.
Flights for dependents (nominated under the same visa)	One way economy flights to the region where they will live in Victoria for accompanying family members of the new employee.
Home Search	Assistance with locating a suitable home for purchase or rent, rental application process, completion of condition reports
Household establishment	Utility establishment costs i.e., service fees associated with establishing gas, electricity etc.
Moving Company/Removal Management (panel and quotes)	Assistance from a Destination Services Provider with arranging quotations from a panel of removalist firms/moving companies, assistance with selection.
Other mandatory work and visa expenses	Health Insurance expenses for visa purposed and Working with Children's Check costs
Professional registration fee	AHPRA registration fees. This includes costs associated with obtaining AHPRA registration e.g., notary certification fees, transcript fees, AMC, ECFMG, Police Checks etc
Removal and shipping	Removal, shipping, and insurance to transport belongings (including pets) to Australia
School Search	Assistance with locating an appropriate school for the individual's children
Temporary accommodation	Accommodation in a serviced house/apartment or hotel upon arrival in the immediate vicinity of the employing Health Service.
Transport costs	Transport costs to and from airport to accommodation.
Visa support and associated requirements	Assistance with visa application and associated immigration costs (i.e., Government application fees (for self and dependents), migration agent professional fees etc), which are not required to be covered by the health service.

Notes:

- This does not involve the shipping of goods that attract non-standard customs import dut, agriculture or quarantine charges
- Western Health are not responsible for lost or damaged good in transit
- Items of a capital nature cannot be claimed (i.e., furniture, bikes/scooters, surf boards)
- Work clothes, shoes and work-related equipment are not claimable.