



Graduate Health Management Program

Incorporating the Aboriginal Health Management Program

Application Form 2009 Intake

IMPORTANT – Read the attached guidance notes before completing this form. Send the completed form to the address provided by COB 20th August 2008. Please do not detach any pages from this form before returning your application. Check our website www.achse.org.au/nsw to ensure this Program is relevant to you.

PART A: BIOGRAPHICAL INFORMATION

Given Name(s):		
Family Name:		
Address for correspondence:		
Phone:	Fax:	Mobile:
Email:		

Higher Education and Professional Qualifications

University Name and Course (title in full)	Qualification	Year		Result
		From:	To:	

Other Qualifications (TAFE/In-service etc that may be relevant to your application)

Examinations taken	Date	Year	Grade

Employment history to date (including current employer). Please include holiday work and career breaks and give brief details. History should be continuous from leaving school.

Employer (most recent first)	Dates		Job Title	Type of work/main duties
	From	To		

Continue on a separate sheet if necessary

Are you an Aboriginal or Torres Strait Islander? Please tick (proof will be required in interview process)

Yes No

Do you speak English fluently? Please tick

Yes No

Are you a citizen or Permanent Resident of Australia? Please tick (proof will be required in interview process)

Yes No

Our selection process is based around a number of skills and behaviours which are essential for future health leaders. Read the questions carefully and in each case give an example from your work or academic experiences of how you have demonstrated these skills and behaviours.

PART B: GENERAL INFORMATION

1. Analytical skills

Please tell us about a particularly difficult problem that you analysed and what your recommendations/actions were (maximum 250 words). Use an example from your work or academic experiences.

2. Teamworking

Please tell us about an occasion when you worked as part of a team or group. Describe how you contributed to the team's success and explain how the group functioned as a whole (maximum 250 words). Again, use an example from your work or academic experiences **but it should be a different example from that used in question 1.**

3. Impact and influence

Please describe an occasion when you successfully persuaded a group or individual to accept an unpopular course of action or do something they were reluctant to do. What was the outcome? Use an example from your work or academic experiences **different to those used above**. (Maximum 250 words)

4. Health Management

Please use this section to describe your commitment to your career goals in health services management. Why do you want to be a health manager? What do you think are the biggest challenges in this role?

PART C: PORTFOLIO OF EVIDENCE

Do you have a degree*?

- Yes If yes, please state which degree _____ then move on to Part D
- No Read the instructions below and prepare your portfolio

The list of degrees below is not all inclusive.

Accounting	Engineering	Midwifery
Adult Education	Finance	Nursing
Applied Science	Food Science	Organisational Learning
Architecture	Health Science	Science
Bioinformatics	Human Resources	Social Science
Biomedical Science	Information Technology	Planning
Economics	Law	Psychology

- * To discuss the relevance of your degree to health services management, contact Sarah Mott, State Director (phone 02 9878 2200, email: smott@achsensw.org.au) to discuss whether submission of a portfolio is necessary.

DEVELOPING A PORTFOLIO

What is a portfolio?

A portfolio is a collection of evidence from a range of sources indicating skills, knowledge and understanding.

Why do I need to develop a portfolio?

Its purpose is to demonstrate, in the absence of an undergraduate degree, your ability to undertake the HMP and the Masters of Health Services Management.

What knowledge, skills and abilities do I need to demonstrate?

- A broad overview of your field of knowledge.
- Ability to plan your own work, manage deadlines and priorities.
- Effective communication in a manner relevant to your discipline.
- Ability to work as a team member.
- Competent writing ability including a capacity for research analysis and critique.
- Computer literacy, including an ability to search databases.
- Analytical skills, including the exercise of critical and reflective judgement.

What needs to be included in the portfolio?

Examples of evidence that can be included are any of the following:

- Letter from your employer.
- References from your peers.
- Documents you have created such as project plans, memos, instruction guides.
- Copies of manuals, policies written by you.
- Copies of minutes which clearly demonstrate the work you have undertaken.
- Evidence of attendance at professional development courses, for example:
 - Recruitment and Selection Techniques
 - Grievance and Discipline Management
 - Performance Management
- Exemplars written by the applicant that demonstrate critical reflection on work practices.

Some useful tips in developing your portfolio

- Include as much variety in the portfolio as possible and practical.
- All responses, whether written or otherwise, must be in the context of the workplace.
- Check that the reading and writing demands do not override the complexity of the task.
- Include an index and a matrix indicating which evidence refers to which of the points above.

For advice and support in preparing your portfolio, please contact Sarah Mott, State Director (phone 02 9878 2200, email: smott@achsensw.org.au)

Literacy Assessment

Applicants without a relevant undergraduate degree may also be required to undertake a short literacy assessment. This would occur prior to an interview to help us assess your ability to complete the Program.

PART D: REFEREES

Please ensure you have asked these referees to speak about your knowledge, skills and experience.

Name:	Name:
Address:	Address:
Telephone No:	Telephone No:
Occupation:	Occupation:
May references be requested: <input type="checkbox"/> Yes <input type="checkbox"/> No	May references be requested: <input type="checkbox"/> Yes <input type="checkbox"/> No

Please explain what is your relationship to this referee (eg current supervisor, lecturer):

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If you are shortlisted for an interview, do you have any special requirements which you would like us to meet during the interview process?

Yes No If yes, please state _____

I confirm that all the information given on this form is correct.

Signature

Date

PART E: CRIMINAL RECORD CHECK AND MEDICAL CHECK

It is a requirement for entry into the Health Management Program that a criminal record check and medical check be carried out on all applicants.

Please sign to indicate you accept the requirement for a Criminal Record Check and Medical Check.

Signature

Date

PART F: MONITORING

From which source did you first hear about the Health Management Program?

- | | | | | |
|--------------------------------------|--|--|--|---------------------------------------|
| <input type="checkbox"/> Seek.com.au | <input type="checkbox"/> Sydney Morning Herald | <input type="checkbox"/> University source | <input type="checkbox"/> Know someone in ACHSE | |
| <input type="checkbox"/> Koori Mail | <input type="checkbox"/> Mycareer.com.au | <input type="checkbox"/> AHS/Hospital source | <input type="checkbox"/> ACHSE Website | <input type="checkbox"/> Other source |

If successful, which is your preferred choice of area for placement?

Further information about the boundaries of the NSW placement agencies can be found at;

http://www.health.nsw.gov.au/health_services/index.asp

Indicate first and second choices as 1 and 2

- | | | | |
|--|---|--|---------------------------------------|
| <input type="checkbox"/> Northern Sydney Central Coast | <input type="checkbox"/> Greater Southern | <input type="checkbox"/> Sydney West | <input type="checkbox"/> North Coast |
| <input type="checkbox"/> South Eastern Sydney/ Illawarra | <input type="checkbox"/> Hunter/New England | <input type="checkbox"/> Greater Western NSW | <input type="checkbox"/> ACT/Canberra |

GUIDANCE NOTES

IMPORTANT please read carefully.
Failure to follow guidance notes may lead to your application being returned to you or delayed.

Applicants are required to complete Parts A to F of this form. Parts D and E must be signed, and failure to do so may cause the applicant to be culled from short-listing.

Choice of Placement Area

You are asked to indicate your first and second choice of placement and also your willingness to be located elsewhere in the State.

Particular locations cannot be guaranteed but every effort will be made to accommodate personal circumstances and preferences.

General Guidance

- ◆ Applicants are reminded that satisfactory referee reports will be required, prior to any formal job offer. Appointments may be subject to a satisfactory health clearance.
- ◆ An additional sheet may be used for Employment/Education history (Part A) only.
- ◆ Please do not detach any pages from this form before returning your application.
- ◆ An acknowledgment will be provided for this application by email or by mail.
- ◆ Any enquiries about the Program may be directed to Sarah Mott, State Director (phone 02 9878 2200, email: smott@achsensw.org.au) Enquiries about the completion of the Application Form should be directed to Audrey Panetta(see below) and Eleni Aronis (phone 02 9878 3482, email: earonis@achsensw.org.au)

Applications close: COB 20th August 2008

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