

MSH Enrolled Nurse, Registered Nurse and Midwife Talent Pool Applicant Guide

The purpose of this document is to provide essential information regarding the MSH EN, RN and Midwife Talent Pool

Metro South Health

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**Queensland
Government**

MSH Enrolled Nurse, Registered Nurse, Midwife Talent Pool Applicant Guide

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Introduction

This document provides guidance on the Metro South Health Talent Pool eligibility, application process, screening and selection processes. This guide also includes information on candidate care, onboarding and frequently asked questions.

The Talent Pool enables Metro South Health to identify and connect suitable nursing and midwifery professionals with employment opportunities across the service, ensuring a fair, transparent, and efficient recruitment experience for all applicants.

Before you apply

Metro South Health welcomes your application and encourages you to apply for positions that suit your skills and experience. Before you apply, please consider the follow points to aid in your preparation.

Read through the entire **role description** to ensure you understand the role and the organisation. It is important that your values and behaviours align with the role and Metro South Health.

Do you possess the required mandatory qualifications or registrations? All the information you need to know about the requirements for the role will be included in the role description.

Do you meet the mandatory **vaccine preventable disease (VPD) requirements**? Details of the required vaccinations and proof to be provided will be in the role description.

Cover letter – make a great first impression. A great cover letter can boost your job application and help it stand out. Please be specific with your skills, knowledge and experience. Provide clear, relevant and honest examples.

Please ensure that your **contact details** are correct and up to date. The details that you provide are the details that will be used to contact you throughout the recruitment and onboarding process.

Ensure you have spoken to your **referees** before listing them in you your application. Referee reports are a mandatory component of recruitment into a Metro South Health position.

Check all your documentation for completeness, spelling and grammar errors.

Eligibility

Experienced nursing and midwifery professionals with 12 months or more of recent and relevant clinical experience are encouraged to apply.

The Talent Pool includes opportunities for the following professions and classifications:

- Enrolled Nurse (EN) - Nursing Grade 3 and Nursing Grade 4
- Registered Nurse (RN) - Nursing Grade 5
- Midwife

Application Process

Applications can be submitted through either of the following recruitment portals:

1. SmartJobs portal
<https://smartjobs.qld.gov.au>
2. Queensland Health Careers portal
<https://www.careers.health.qld.gov.au/>

Please ensure your application is complete and includes all required supporting documentation before submission.

All candidates are required to submit the following

- Written response addressing the relevant domains of practice
- Current curriculum vitae (CV)
- Responses to two (2) selection questions – emailed to candidates once application received by Central Recruitment Hub.
- Two referee reports
- Relevant professional experience



Note: Your application will not be progressed unless all the required documentation is submitted

SmartJobs or Queensland Health Careers Portal Application Steps

Step 1: Login to My Smartjob/Queensland Health Careers Portal. If you have not registered, please follow these steps to [create a Smartjobs account](#). The same login details can be used to access the Queensland Health Careers Portal.

Step 2: Locate the MSH Talent Pool job listing

Step 3: Select the **Apply Online** button at the bottom of the job listing.

Step 4: Complete the relevant fields.

Step 5: In the **Resume, cover letter and other documents** section upload the required documents. Click **Browse** to locate the files on your computer.

When submitting your documents please ensure:

- File size is less than 2MG
- PDF or word document (.doc or .docx) file type
- Clearly titled files



Note: To check if your files have been uploaded click **View files**.

Step 6: Click **Save** and **Close**

Step 7: Click on **Apply now** to submit your application.



Note: You will receive a confirmation email once your application has been submitted.

Suitability Screening

Candidates will be screened by the Nursing and Midwifery Centralised Recruitment Hub (NMCRH) to ensure they meet the eligibility criteria for inclusion in the talent pool. The screening process will also ensure all the required documentation has been submitted to ensure thorough screening.

Candidates must ensure all required documentation has been submitted. If all required documents are not submitted your application will not be considered for suitability screening. All applicants are assessed for suitability using a consistent and equitable framework. Suitability is assessed based on the documentation that is submitted by candidates through the recruitment portals.

Applicants will also be screened as suitable against the following criteria:

- 12 months or greater of recent nursing practice
- Appropriate Nursing and Midwifery Board of Australia (NMBA)/AHPRA registration, where applicable
- Right to work in Australia
- Required qualifications
- Mandatory role-specific requirements

Once assessed as suitable, candidates will remain on the talent pool for 12 months from date of suitability screening. Inclusion in the talent pool does not guarantee employment. Directorate hiring managers will further assess candidates for specific employment opportunities as they become available.

Selection

Once you have been screened as suitable for the Talent Pool you will be made available for hiring managers to request staff as employment opportunities become available. The timing of offers will vary depending on workforce demand and the availability of suitable vacancies across participating Metro South Health facilities. Factors influencing employment offers may include:

- Predicted workforce demand based on vacancy and turnover trends
- Alignment between candidate skills, experience, and role requirements
- Experience within high-demand or hard-to-fill specialty areas
- Urgent workforce requirements arising from unforeseen vacancies
- Candidate preferences
- Date of application

Acceptance of an employment offer will also depend on your individual circumstances and preferences.

Successful applicants will generally remain active in the Talent Pool for 12 months from their screening date, unless otherwise specified within the recruitment campaign.

Candidate Care

Applicants will receive communication at key stages of the recruitment process, including:

- Confirmation that an application has been received
- Advice regarding the outcome of their suitability screening, including whether they have been assessed as suitable or unsuitable for the Talent Pool
- Information regarding next steps and any additional documentation required
- Regular updates following placement in the Talent Pool to confirm ongoing availability and interest in employment opportunities

Candidates within the Talent Pool may be contacted monthly to ensure their employment preferences and availability remain current.

Applicants will be contacted when a suitable job opportunity becomes available. If the job opportunity cannot be accepted, suitable staff will remain on the talent pool for other opportunities to be offered in the future. If the employment opportunity is accepted, the MSH Central Recruitment Hub will share your contact details with the hiring manager. The hiring manager will then reach out to organise onboarding.

Onboarding

Once you accept a position, the relevant Nursing or Midwifery Manager will contact you to discuss:

- Start date and commencement arrangements
- Orientation and onboarding requirements including uniforms and staff identification cards
- Roster arrangements and requirements
- Any supernumerary shifts, if applicable
- Mandatory training requirements
- Other information relevant to your commencement

This ensures you are well prepared and supported as you transition into your new role.

Frequently Asked Questions

Who is eligible to apply?

Experienced nursing and midwifery professionals with 12 months or more relevant clinical experience are encouraged to apply.

The Talent Pool includes opportunities for the following professions and classifications:

- Enrolled Nurse (EN) - Nursing Grade 3 and Nursing Grade 4
- Registered Nurse (RN) - Nursing Grade 5
- Midwife

How do I apply?

Applications can be submitted through either of the following recruitment portals:

- SmartJobs portal
 - <https://smartjobs.qld.gov.au>
- Queensland Health Careers portal
 - <https://www.careers.health.qld.gov.au/>

Please ensure your application is complete and includes all required supporting documentation before submission.

How will the Talent Pool candidates be screened for suitability?

All applicants are screened using consistent and equitable suitability screening criteria. Suitability screening will consider the following components:

- Written response addressing the relevant domains of practice
- Current curriculum vitae (CV)
- Responses to two (2) selection questions – emailed to candidates once application received by Central Recruitment Hub.
- Two referee reports
- Relevant professional experience

Do I need to do an interview to be included in the Talent Pool?

No. Interviews are not part of the Talent Pool screening process.

Applications are screened based on the documentation submitted by applicants, including written responses, referee reports, qualifications, and relevant experience.

Will there be specific assessment for employment opportunities?

Hiring Managers will conduct further assessment of your application as part of their own recruitment processes. The hiring managers have the opportunity to conduct interviews or other assessment activities as part of this process.

How will speciality area knowledge and skills be recorded?

Applicants' specialty skills, experience, and clinical expertise will be recorded in the NMCRH recruitment database. This information will assist in matching suitable candidates to available positions and specialty areas across Metro South Health.

How long will I wait on the talent pool before I am offered a position?

The timing of employment offers will vary depending on workforce demand and the availability of suitable vacancies across participating Metro South Health facilities. Factors influencing employment offers may include:

- Predicted workforce demand based on vacancy and turnover trends
- Alignment between candidate skills, experience, and role requirements
- Experience within high-demand or hard-to-fill specialty areas

- Urgent workforce requirements arising from unforeseen vacancies
- Candidate preferences
- Date of application

Acceptance of an employment offer will also depend on your individual circumstances and preferences.

Successful applicants will generally remain active in the Talent Pool for 12 months from their suitability screening date.

How will I be communicated with throughout the process?

Applicants will receive communication at key stages of the recruitment process, including:

- Confirmation that an application has been received
- Advice regarding the outcome of their suitability screening, including whether they have been screened as suitable or unsuitable for the Talent Pool
- Information regarding next steps and any additional documentation required
- Regular updates following placement in the Talent Pool to confirm ongoing availability and interest in employment opportunities

Candidates within the Talent Pool may be contacted monthly to ensure their employment preferences and availability remain current.

What will happen after I accept a position?

Once you accept a position, the relevant Nursing or Midwifery manager will contact you to discuss:

- Start date and commencement arrangements
- Orientation and onboarding requirements
- Roster arrangements
- Any supernumerary shifts, if applicable
- Mandatory training requirements
- Other information relevant to your commencement

This ensures you are well prepared and supported as you transition into your new role.