



# ACE Enrolled Nurse Business Rules

## Introduction

From June 2020, new graduates applying for an Enrolled Nurse (EN) position in an Enrolled Nurse Support into Practice Programme (ENSIPP) programme across New Zealand must apply via the Advanced Choice of Employment (ACE) process. This document specifies the business rules that apply to the ACE Enrolled Nurse Process, which launches in June 2020.

## Background

The ACE process was initially developed as a system for placing medical graduates within Health New Zealand districts; and has subsequently been adapted for the recruitment of new graduate nurses. The ACE online process is intended to simplify the application process for positions and streamline the recruitment of new graduates.

## The ACE Enrolled Nurse Process

The ACE EN Process commences in June 2020; with an initial one-off entry point for new graduate ENs to apply to participate in the process. Subsequently, a National Talent Pool of eligible applicants will be created in July 2020. The EN National Talent Pool will remain open indefinitely; with applicants exiting and entering based on their ability to meet the eligibility criteria.

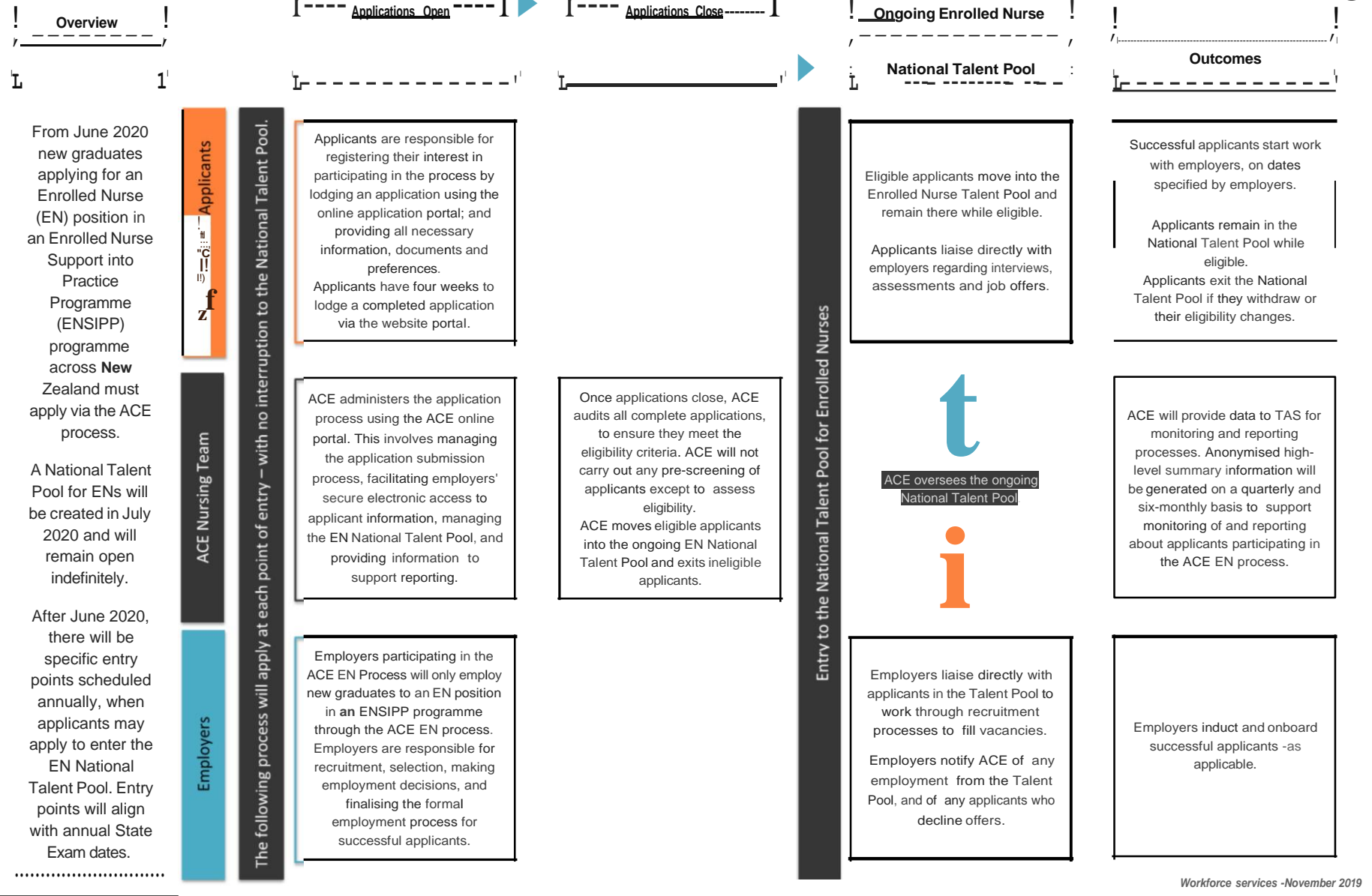
Applicants throughout the country, will be able to utilise the ACE online portal to put in a single application; which will subsequently be shared with all employers participating in the process.

After the launch, there will be specific entry points scheduled annually, when applicants may apply to enter the EN National Talent Pool. Entry points will align with annual State Exam dates, as summarised in the table below:

State Exam Date	Results Released	EN Applications Open	EN Applications Close	Annual Entry Point to the National EN Talent Pool
March	April	April	May	May
July	August	August	September	September

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## Advanced Choice of Employer (ACE) Nursing Process for Enrolled Nurses '4...!§



# General Rules

## 1. Eligibility Criteria

To be eligible to apply to ACE, applicants must meet the following criteria:

- 1.1 Either be a New Zealand citizen or hold a Permanent Resident Visa; and
- 1.2 Must have completed a pre-registration nursing qualification in New Zealand approved by the Nursing Council of New Zealand (NCNZ) leading to registration as an Enrolled Nurse, and have passed the State Final exam no more than 2 years prior to starting on an ENSIPP programme; or
- 1.3 Be in the final year of a pre-registration nursing qualification approved by the NCNZ leading to registration as an Enrolled Nurse, no longer than 24 months before starting on an ENSIPP programme; and
- 1.4 Must have not practised as a New Zealand Enrolled Nurse continuously (full time 0.8 FTE or more) for longer than six months before starting on the ENSIPP programme.

## 2. Mandatory Information

- 2.1 Applications must be submitted electronically through the ACE EN online portal, must be complete and must include the following:
  - Electronic application form;
  - Electronic curriculum vitae;
  - Electronic applicant employer preference list;
  - Electronic applicant practice setting preference list; and
  - Electronic covering letter.
- 2.2 The following supporting information must also be electronically provided as certified copies for an application to be considered as complete:
  - a) Academic record to date;
  - b) Proof of identity and immigration status;
    - New Zealand Citizens: The photo page of NZ passport, Full New Zealand Birth Certificate or New Zealand Citizenship Certificate accompanied by a New Zealand driver license or a New Zealand student photo identification card.
    - Permanent Resident Visa Holders: The photo page of an overseas issued passport accompanied with evidence of a permanent resident visa, as well as a New Zealand driver licence or a New Zealand student photo identification card.
  - c) Supporting documents for any name change - e.g. a New Zealand marriage certificate, New Zealand birth certificate or evidence of name change by deed poll or statutory declaration; and
  - d) Two reference forms completed and submitted using the prescribed form. One reference must be from a Nurse Preceptor and the other from a Clinical Tutor who has supervised the applicant.
- 2.3 Incomplete applications, that do not include the mandatory required information prior to the application close date, will be excluded from the process for that entry point.
- 2.4 Applications that are found to include fraudulent, false or misleading information will be disqualified from the entire process.

### 3. Application Process

- 3.1 Applicants must complete all questions within the online ACE application form including the privacy declaration, declaring the information contained in the form is true and correct, and that they meet the eligibility criteria.
- 3.2 While applications are open, the ACE website will be continuously updated to enable applicants to assess the completeness of their application.
- 3.3 Applicants will receive two electronic reminders advising of any missing documentation. The reminders will be sent two weeks and then one week prior to the application closing date.
- 3.4 Applicants may choose up to 5 preferred employers via the ACE website. Applicants should only select those employers they are willing to accept an offer of employment from.
- 3.5 Applicants may choose up to 5 preferred clinical practice settings via the ACE website.
- 3.6 In their cover letter, applicants must advise the employer they wish to apply to, of any special circumstances they may have in relation to the ACE match process e.g. late starting date, special personal reasons for requiring employment in a specific location, joint applications with partners.
- 3.7 Changes in applicant details and documents may be made via the ACE website any time before 12pm (noon) on the closing date for applications.

## Applicant Accountabilities

1. Applicants are responsible for registering their interest in participating in the process by lodging an application using the online application portal; and providing all necessary information, documents and preferences.
2. When applications open for each designated entry point to the EN National Talent Pool, applicants will have four weeks to lodge a completed application via the online application portal.
3. Applicants must register via the online portal and create a profile. The system will generate a unique identification number for each applicant to enable them to submit a complete application with supporting information.
4. Applicants are responsible for ensuring all information required for a complete application is received by ACE before the closing date for applications. Failure to provide all mandatory information and documentation will result in the applicant not being able to participate in the process at that designated entry point.
5. Applicants must ensure that their references are completed on time and submitted prior to the application close date.
6. Once applications close and an audit is undertaken, ineligible applicants will be exited from the process. Eligible applicants will be moved into the EN National Talent Pool and remain there while eligible. Applicants exit the EN National Talent Pool if they withdraw or their eligibility changes – this includes applicants who become ineligible because they are more than two years beyond the date they passed the State Final exam.

7.	Applicants may contact ACE after applications close and the audit process is complete; to request changes to their employer preferences, clinical preferences or other information relevant to their application.
8.	Applicants liaise directly with employers regarding interviews, assessments, job offers and start dates.
9.	Applicants intending to withdraw their application after applications close must notify ACE via e-mail. ACE will record this information.
10.	Applicants are responsible for ensuring that ACE is provided with the applicant's most current contact details.

## Employer Accountabilities

1.	Employers participating in the ACE EN Process will only employ new graduates to an EN position in an ENSIPP programme through the ACE EN process.
2.	Employers should advise ACE of a nominated contact person, who will be responsible for the implementation of the ACE EN process within their organisation.
3.	Employers are responsible for determining the number of positions available, undertaking interviews, conducting the selection process, making employment decisions, and finalising the formal employment process for successful applicants.
4.	Employers will be responsible for working with primary health and aged residential care providers to support the employment of ENs to ENSIPP programmes within such organisations.
5.	Employers will be responsible for managing relationships and communicating with tertiary education providers and students in their region to promote the ACE EN process. DHBs will collaborate with tertiary education providers to distribute information to students and potential applicants. This will include facilitating information sessions for students about the application process.
6.	Employers are also responsible for promoting their available positions; and communicating with potential applicants. Employers will advise all new graduate ENs about the ACE EN Process and encourage them to participate via the online portal.
7.	All participating employers will have access to the EN National Talent Pool and the supporting information provided by applicants.
8.	Employers will liaise directly with applicants in the EN National Talent Pool to work through recruitment processes to fill vacancies. Employers are responsible for running their own selection and interview processes.
9.	Any special circumstances of applicants that may be outlined in cover letters cannot be captured and reported on by ACE; and must be considered by each employer during their recruitment process.
10.	Employers are responsible for the appointment process including checking of credentials and sending formal notices of appointment to successful applicants.

11. After receiving offer acceptances, employers are required to advise ACE of all accepted and declined offers, and the practice setting successful applicants are employed in. ACE will capture such information for reporting purposes.

## ACE Accountabilities

1. ACE provides an administrative recruitment support function, to facilitate the employment of graduates by employers offering positions in a formal supported entry to practice programme.
2. ACE administers the application process using the ACE online portal. This involves managing the application submission process, facilitating employers' secure electronic access to applicant information, managing the EN National Talent Pool, and providing information to support reporting and monitoring.
3. ACE will maintain the ACE EN Process section of the ACE website; and will ensure that information on the website is updated regularly.
4. ACE will develop and publish guidelines, process documentation, and other key information - including:
  - ACE EN Process Business Rules;
  - Applicant Guide;
  - Employer Guide;
  - Website user guidelines; and
  - Announcements.
5. All complete online applications received from eligible applicants will be accepted by ACE, provided they meet all mandatory requirements by the application close date.
6. Once applications close, ACE audits all complete applications, to ensure they meet the eligibility criteria. ACE will not carry out any pre-screening of applicants except to assess eligibility.
7. Once the audit process is complete, ACE moves eligible applicants into the ongoing EN National Talent Pool and exits ineligible applicants.
8. ACE oversees and manages the ongoing EN National Talent Pool, ensuring that the pool is updated to reflect changes. ACE will email all applicants in the Talent Pool once annually at a designated point, seeking confirmation the applicant is still seeking employment and meets the eligibility criteria to participate in the process.
9. ACE will maintain an audit trail of all significant correspondence with applicants. Significant communications are those that alter the status of the applicant, their application or appointment and may occur through written means e-mail, file note or letter.
10. ACE will provide an accessible advisory service to applicants/potential applicants during business hours. The ACE phone line will be open from 8am to 4.30pm, Monday to Friday, excluding public holidays
11. ACE does not make employment decisions for employers.

12. ACE does not influence supported entry to practice programmes, positions available and applicant numbers.

## Applicant Information & ACE Data

1. Application and related information will be stored securely for 24 months, after which it will be deleted. Anonymised statistical information will be kept for analytical and reporting purposes only.
2. All application related information is confidential to ACE and employers participating in the process; and will only be used within the confines of permissions given and in accordance with these business rules.
3. ACE will maintain an electronic tracking process for applications, which tracks all documents, references and correspondence to ACE; and which enables applicants to obtain secure access to and the ability to update their application and related information within the 24-month period that the information is available for.
4. Anonymised high-level summary information will be generated on a quarterly and six-monthly basis to support monitoring of and reporting about applicants participating in the ACE EN process.