ACE Enrolled Nurse Process

Student Webinar - May 2020

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ACE Enrolled Nurse

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What is ACE Enrolled Nurse?

The ACE Enrolled Nurse (EN) process supports the recruitment of new graduate Enrolled Nurses by District Health Boards (DHBs).

- From June 2020, new graduates applying for an Enrolled Nurse (EN) position in an Enrolled Nurse Support into Practice Programme (ENSIPP) programme within DHBs must apply via the Advanced Choice of Employment (ACE) process.

- The ACE EN online process simplifies and standardises the application process for positions and streamlines the recruitment of new graduates.

- DHBs also work with other health service providers to support the employment of ENs via the ACE EN process in the wider health sector – including Mental Health & Addictions, primary care, aged care, etc.

*** The ACE EN Process is not the only way to apply for an Enrolled Nurse position.

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Eligibility Criteria

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

Either be a New Zealand citizen or hold a Permanent Resident Visa; **and**

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

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**
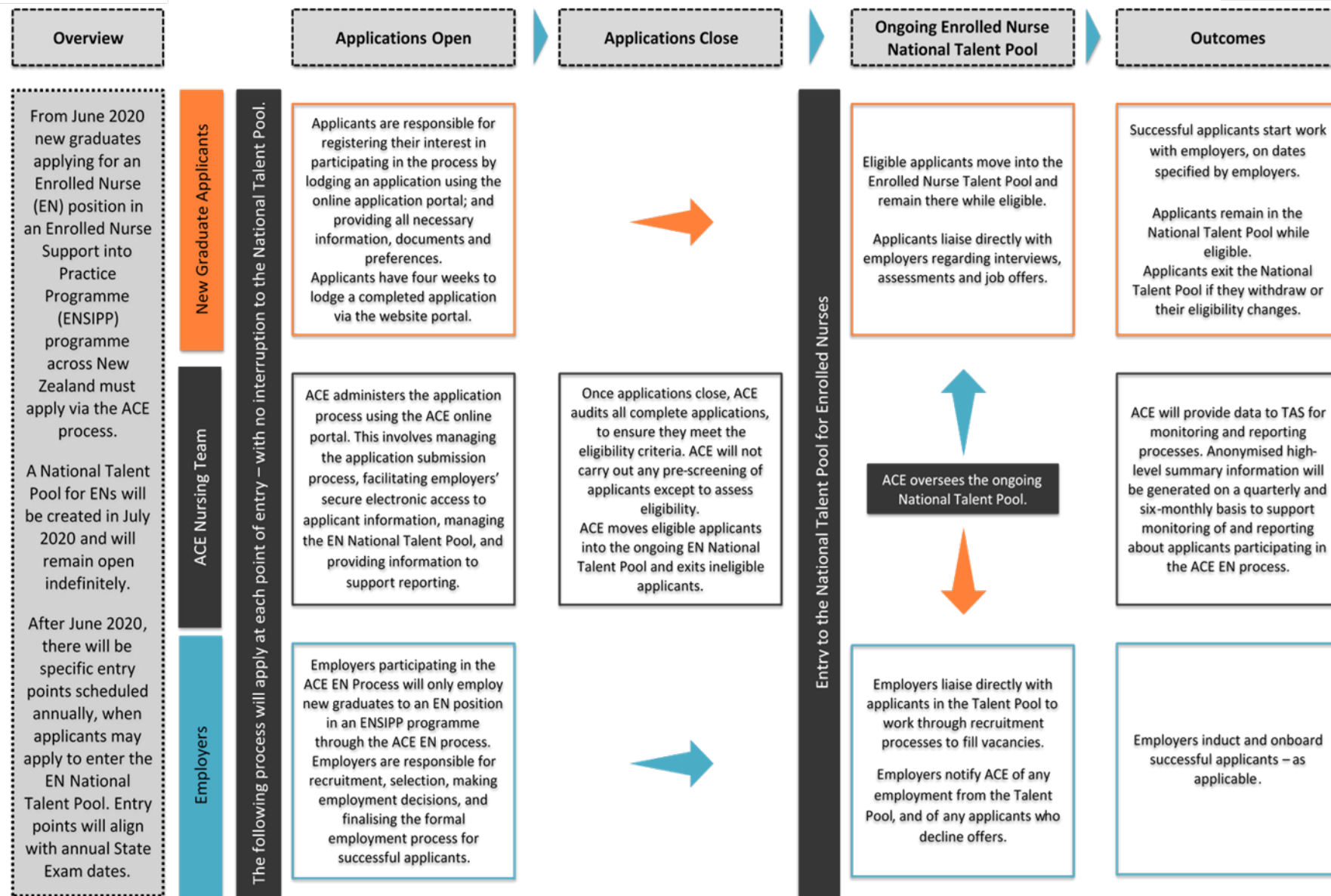
Must have not practised as a New Zealand Enrolled Nurse continuously (full time 0.8 FTE or more) for longer than six months before starting on the ENSIPP programme.

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Overview of the ACE EN 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, in July 2020 a National Talent Pool of eligible applicants will be created.

- 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.

Advanced Choice of Employer (ACE) Nursing Process for Enrolled Nurses

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TAS Kahui tuitui tangata

Overview of the ACE EN Process

| Overview | Applications Open | Applications Close | Ongoing Enrolled Nurse National Talent Pool | Outcomes |

The following process will apply at each point of entry – with no interruption to the National Talent Pool.

Entry to the National Talent Pool for Enrolled Nurses

Overview

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 ACE process.

A National Talent Pool for ENs will be created in July 2020 and will remain open indefinitely.

After June 2020, 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.

New Graduate Applicants

Applications Open: 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.
Applicants have four weeks to lodge a completed application via the website portal.

Ongoing Enrolled Nurse National Talent Pool: Eligible applicants move into the Enrolled Nurse Talent Pool and remain there while eligible.

Applicants liaise directly with employers regarding interviews, assessments and job offers.

Outcomes: Successful applicants start work with employers, on dates specified by employers.

Applicants remain in the National Talent Pool while eligible.
Applicants exit the National Talent Pool if they withdraw or their eligibility changes.

ACE Nursing Team

Applications Open: 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.

Applications Close: 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.
ACE moves eligible applicants into the ongoing EN National Talent Pool and exits ineligible applicants.

Ongoing Enrolled Nurse National Talent Pool: ACE oversees the ongoing National Talent Pool.

Outcomes: ACE will provide data to TAS for monitoring and reporting processes. 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.

Employers

Applications Open: 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. Employers are responsible for recruitment, selection, making employment decisions, and finalising the formal employment process for successful applicants.

Ongoing Enrolled Nurse National Talent Pool: Employers liaise directly with applicants in the Talent Pool to work through recruitment processes to fill vacancies.

Employers notify ACE of any employment from the Talent Pool, and of any applicants who decline offers.

Outcomes: Employers induct and onboard successful applicants – as applicable.

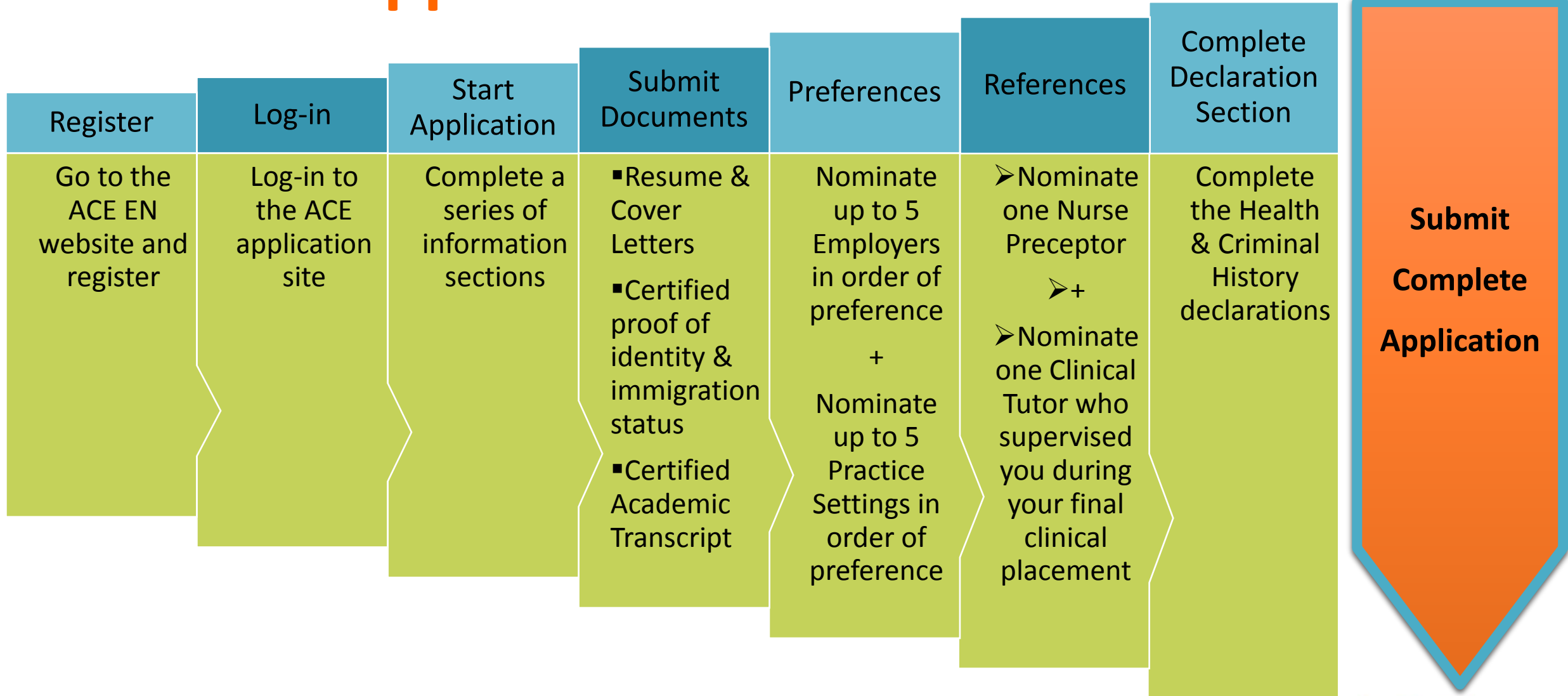*Workforce Services - November 2019*

Entry Points to the ACE EN Process

After June 2020, 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 per 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
November	December	December	January	January

ACE EN Application Process

Register	Log-in	Start Application	Submit Documents	Preferences	References	Complete Declaration Section
Go to the ACE EN website and register	Log-in to the ACE application site	Complete a series of information sections	▪Resume & Cover Letters ▪Certified proof of identity & immigration status ▪Certified Academic Transcript	Nominate up to 5 Employers in order of preference + Nominate up to 5 Practice Settings in order of preference	➤Nominate one Nurse Preceptor ➤+ ➤Nominate one Clinical Tutor who supervised you during your final clinical placement	Complete the Health & Criminal History declarations

Submit Complete Application

You can access the ACE EN website @ https://en.acenz.net.nz/

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Documentation

Submit Certified Documents

1. 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.

2. 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

3. 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.

Resume & Cover Letter Preparation

- ✓ Your resume and cover letters should be clear, succinct and well structured
  - ➢ maximum 3 pages for resume
  - ➢ you can upload one generic cover letter or a different cover letter for each of your preferred employers
- ✓ Resume and cover letter templates are available at the ACE EN website
- ✓ Ensure your resume and cover letters are free of spelling errors and grammar mistakes. Have someone proof read your documents!
- ✓ Communicate your nursing philosophy, short to mid-term clinical aspirations, and make it clear why you have selected the areas of specialty in your application
- ✓ Research employers - Go to their career webpages and gain an insight into their culture, and make it absolutely clear why you want to work for your preferred employers.

This is your opportunity to impress hiring managers and nurse managers!

Selecting your Preferences

➢ Select up to **five** Employers: Select minimum 1 & maximum 5

➢ Select up to **five** Practice Settings: Select minimum 1, maximum 5

➢ Applicants in the National Talent Pool are able to change preferences at any time

Practice Settings List

- Aged Residential Care
- Assessment, Treatment & Rehabilitation
- Cardiac Care includes Coronary Care Units and Cardiothoracic
- Disability Health
- District Nursing
- Emergency & Trauma
- Health of Older People within the DHB
- Intensive Care and High Dependency
- Medical
- Mental Health and Addictions
- Neonatal

- Oncology
- Paediatrics/ Child Health/ Youth Health
- Perioperative Care (Theatre)
- Primary Health Care Including Practice Nursing, GP Clinics, Accident & Medical Centres, Iwi Providers, Pacifica Providers, School Nursing, Well Child Tamariki Ora Providers, Plunket, NGO's Prisons, Defence and Hospice
- Public Health Nursing
- Rural Health
- Surgical

References

You must provide references from one Nurse Preceptor and one Clinical Tutor who supervised your final placement.

- Make sure you ask your referees for permission **BEFORE** you send the ACE electronic reference request

- Make sure the email address for your referees are correct

- Your referee report and your application is only complete once both your referees have completed and submitted your reference to ACE

- Both referees MUST complete and submit their referee reports to ACE **before applications close**

Checklist Completed References

Ensure both referees complete your reference forms before applications close

Reference 1

Name

Quentin Campbell

Designation

Clinical Tutor

Phone

0800 223 236

Email

nursing@acenz.net.nz

Status

Completed Thursday, 19 January 2017

Reference 2

Name

Quentin Campbell

Designation

Nursing Preceptor

Phone

0800 223 236

Email

nursing@acenz.net.nz

Status

Completed Friday, 17 February 2017

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Checklist Completed Application

Applications Close

- Once applications close for an ACE EN entry point, the ACE team audits all applications

- Ineligible applicants will be exited from the process

- Eligible applicants will be moved into the EN National Talent Pool and remain there while eligible

- All participating employers will have access to the EN National Talent Pool and the supporting information provided by applicants

- 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.

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Scoring of References

- Questions are divided into the 4 Enrolled Nurse competencies:
  - ✓ Professional Responsibility (25 points)
  - ✓ Management of Nursing Care (25 points)
  - ✓ Interpersonal Relationships (10 points)
  - ✓ Inter-professional Relationships (10 points)
- Each question is graded using a Likert Scale of 1 – 5 across nationally agreed ratings of performance
- Maximum score is 70 points per referee
- 140 points carries a weighting of 70%

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Referee Report Example Excerpt

		1	2	3	4	5	N/O
Professional Responsibility	Professional knowledge (knowledge of professional responsibilities, policy, legal aspects understanding of EN role)						
	Reliability (demonstrates punctuality, reliability, honesty, fulfils obligations, meets deadlines)						
	Self-awareness (accurate assessment of own skills & knowledge and actively seeks feedback & assistance to improve)						
	Work organisation (organises and prioritises nursing practice in an effective manner, works under pressure)						
	Willingness to learn (self directed learner, able to pick up new technical and nursing practice skills)						

Interviews & Assessments

- Employers use their own criteria to determine which applicants they interview

- Employers will liaise directly with applicants in the EN National Talent Pool to work through recruitment processes to fill vacancies

- Not everyone will be interviewed

- 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

- The ACE Consultant and team are not involved in the shortlisting, selection or hiring process - these are employer processes

- Employers advise ACE of all accepted and declined offers, and the practice setting successful applicants are employed in

Interview Preparation

- Each employer has their own interview and selection process
- If you are invited for an interview, ask the ENSIPP coordinators about what you can expect during the process, and whether you should come with additional documents like portfolios, etc.
- Interviews may be conducted by panel members or be one on one
- Assessments may be conducted in groups
- Be prepared to talk about your clinical knowledge and your experience as a trainee nurse
- Be prepared to talk about your nursing philosophies and what drives you
- Be prepared to provide examples about situations relating to your experience in nursing and patient care
- Research interview techniques online and practice with friends, family or colleagues

ACE EN Information Sources

ACE Enrolled Nurse Website
https://en.acenz.net.nz

ACE Enrolled Nurse Facebook Page

ACE Contact Centre (8am – 4.30pm)
☏ 0800 223 236
✉ en@acenz.net.nz

Kiwi Health Jobs Website
www.kiwihealthjobs.com

DHB Career Websites

Questions?

Good Luck!