



NURSING AND MIDWIFERY

TRANSITION TO PROFESSIONAL PRACTICE PROGRAM

2025 APPLICANT HANDBOOK



**Government
of South Australia**

SA Health

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WELCOME

The SA Health Transition to Professional Practice Program (TPPP) supports early career nurses and midwives to become clinicians who are confident in their clinical skills and knowledge, reflective about their practice, and committed to lifelong learning.

TPPP provides graduate nurses and midwives with the guidance to consolidate their clinical knowledge and successfully transition from a student to a professional clinician through the provision of a comprehensive orientation program, dedicated support from clinical educators and LHN coordinators, study days and other unique and specialised learning opportunities.

TPPP places are limited, and the application processes is highly competitive, so it is important that you take the time to familiarise yourself with the application requirements and demonstrate a high level of attention to detail when submitting your application.

This Handbook has been developed to guide you through the recruitment process and provide you with detailed information required to support your application.

I wish you well during this exciting time and look forward to supporting you on the journey that awaits you as a nurse or midwife.

Adj Assoc Professor Jennifer Hurley
Chief Nurse and Midwifery Officer
SA Health



1. Transition to Professional Practice Program

Each year, SA Health offers employment opportunities across regional and metropolitan public health services to graduate Registered Nurses (RNs) and Midwives through the Transition to Professional Practice Program (TPPP).

For 2025, there are additional specialised programs. A limited number of TPPP positions will be available in Aged and Community Care Nursing across regional Local Health Networks. SA Health has also partnered with Flinders University to provide limited places for a Combined TPPP/Research Program open to both nurses and midwives.

For more information about the 2025 TPPP opportunities available, visit the [SA Health website](#).

2. Eligibility criteria

Eligibility for Registered Nurses

You must meet the following criteria at the time of application:

- > Complete your nursing studies between January 2024 and February 2025 that will lead to initial registration as a RN with the Nursing and Midwifery Board of Australia (NMBA).
- > Complete no more than 456 hours (3 months full time equivalent) of paid experience as a RN in any setting within Australia/New Zealand.
Hours of paid experience completed outside of Australia/New Zealand are not counted if the applicant is required to retrain in Australia to obtain Ahpra registration.
- > Complete no more than 3 months of a graduate nurse program (or equivalent) previously in any setting and in any country.
- > Apply outside the 'employment exclusion period' after taking a Targeted Voluntary Separation Package (TVSP) from the SA Government.

Eligibility for Midwives

You must meet the following criteria at the time of application:

- > Complete your midwifery studies between January 2024 and February 2025 that will lead to initial registration as a midwife with the Nursing and Midwifery Board of Australia (NMBA).
- > Complete no more than 912 hours (6 months full time equivalent) of paid experience as a midwife in any setting within Australia/New Zealand.
Hours of paid experience completed outside of Australia/New Zealand are not counted if the applicant is required to retrain in Australia to obtain Ahpra registration.
- > Complete no more than 3 months of a graduate midwifery program (or equivalent) previously in any setting and in any country.
- > Apply outside the 'employment exclusion period' after taking a Targeted Voluntary Separation Package (TVSP) from the SA Government.

Eligibility for Aged and Community Care TPPP

You must meet the following criteria at the time of application:

- > Complete your nursing studies between December 2022 and February 2025 that will lead to initial registration as a RN with the Nursing and Midwifery Board of Australia (NMBA).
- > Complete no more than 912 hours (6 months full time equivalent) of paid experience as a RN in any setting in Australia and/or New Zealand. Hours of paid experience completed outside of Australia/New Zealand are not counted if the applicant is required to retrain in Australia to obtain Ahpra registration.
- > Complete no more than 3 months of a graduate nurse program (or equivalent) previously in any setting and in any country.
- > Apply outside the 'employment exclusion period' after taking a Targeted Voluntary Separation Package (TVSP) from the SA Government.

Eligibility for Combined TPPP/Research Program

You must meet the following criteria at the time of application:

- > Complete your nursing/midwifery studies between January 2024 and February 2025 that will lead to initial registration as a Registered Nurse / Midwife with the Nursing and Midwifery Board of Australia (NMBA).
- > Complete no more than 456 hours (3 months full time equivalent) of paid experience as a Registered Nurse in any setting in Australia and/or New Zealand.
- > Complete no more than 912 hours (6 months full time equivalent) of paid experience as a Midwife in any setting within Australia/New Zealand.
Hours of paid experience as a Registered Nurse / Midwife completed outside of Australia/New Zealand are not counted if the applicant is required to retrain in Australia to obtain Ahpra registration.
- > Complete no more than 3 months of a graduate nurse/midwife program (or equivalent) previously in any setting and in any country.
- > Apply outside the 'employment exclusion period' after taking a Targeted Voluntary Separation Package (TVSP) from the SA Government.
- > Minimum GPA of 5.0.



English Language Skills Requirement

It is your responsibility as the applicant to determine if you will be required to provide evidence of English language competency as part of initial registration with the Nursing and Midwifery Board of Australia (NMBA) under the [Registration Standard: English Language Skills](#).

All TPPP applicants who are required to provide evidence as outlined in the [Registration Standard](#) must submit valid evidence at the time of application.

If you do not submit the evidence during the application process and it is later deemed a requirement for your registration with NMBA, your TPPP application will not progress and any provisional offers will be withdrawn.

Supplementary Examinations

If you fail your last subject/s and are required to sit a supplementary exam, your TPPP offer will stand if you pass your supplementary exam and gain registration a minimum of two weeks prior to your employment commencement date.

However, if you have to sit a supplementary exam at a time that does not allow sufficient time for you to meet the pre-employment requirements, the provisional offer will be withdrawn and no further offer will be made.

When indicating your preferences for commencement dates in the online application form, please allow enough time to gain successful registration. Commencement date preferences are not guaranteed and will need to be negotiated with the employing Local Health Network (LHN).

3. Applications

All applications must be completed online. Please check the [SA Health Careers website](#) for opening and closing dates and to prepare your application. Late applications will not be accepted.

SA Health will contact you via email throughout the recruitment process. Please note that Hotmail, Yahoo and Live email addresses are blocked by some employers and it is therefore strongly recommended that you consider using an alternative email address to these.

Dual applications for Registered Nurses and Midwives

Combined Registered Nurse and Midwife TPPP positions is available through the Midwife application process.

Applications for the Aged and Community Care TPPP

Applications for the Aged and Community Care TPPP can be made separately through the [Aged and Community Care TPPP webpage](#).

Applications for the Combined TPPP/Research Program

Applications can be made through either the Registered Nurse or Midwife application process.

Applications for current SA Health employees

Current SA Health employees are still required to complete the TPPP application process and identify their current position and employing Local Health Network in the application form.

4. Locations and specialty programs

Each Local Health Network (LHN) offers a variety of specialty programs. The number of positions available will vary according to service and operational needs of the LHNs.

When completing your application form you will be asked to select your location/site preferences. Based on this, you will be prompted to choose your preferred specialty program(s), secondary location and intake date(s).

You will have the opportunity to nominate one mandatory preference and two optional preferences. There is no requirement for you to nominate more than one mandatory preference. It is very important to only nominate preferences that you are willing to accept.

Only nominate one mandatory preference if you have no intention of accepting offers based on your second or third preference. There is a small risk you will not receive an offer, however it may work in your benefit, as you may receive an offer in the subsequent rounds as applicants decline or withdraw.

You can nominate two or three preference options to give yourself a broader chance of receiving an offer. However, you may be disappointed if a position becomes available at your preferred health service during second or third offer rounds.

Before you nominate your preferences, you are strongly recommended to review the various LHN webpages to ensure you have reviewed the health service and/or location/site/program specialisations available. Ensure you spend adequate time researching the LHNs, their location, accommodation availability and rotation/specialty offerings.

During the video interview, you will be asked to explain the reasons and motivations for choosing the health service, location/site and program specialisations.

Do not nominate a preference that you do not intend to accept.



5. Application process

There are three stages to the application process. If you do not complete each of the three stages by the application closing date, your application will not be considered as submitted and will not be assessed.

Complete all stages of the application process on a computer, rather than a mobile device.

All documents must be uploaded in the following formats: DOC, DOCX, PDF. The maximum size limit for each document is 10MB. If you have any difficulties uploading your documents, please seek private IT support as most solutions relate to your own individual equipment.

VidCruiter is an external platform that will be used during the recruitment process for online video interviews.

In the application process, SMS notification is automatic. You are encouraged to retain this setting as it will ensure you are notified whenever an email is sent to you. It is your responsibility to check your emails so you do not miss out on any information.

Stage 1 - Online application

You will be required to complete an online application form relevant to the position you are applying for:

- > Registered Nurse TPPP
- > Midwife TPPP
- > Registered Nurse – Aged and Community Care TPPP
- > Registered Nurse/Midwife – Combined TPPP/Research Program.

1. Curriculum Vitae (CV)

Your CV must clearly state, commencing from your most recent:

- employment history
- continuous education and academic qualifications
- dates and locations of clinical placements undertaken as part of your studies.

2. Certified evidence of name change (if applicable)

If you have had a change of name, you are required to provide certified evidence. This is particularly important if your full name is different from that stated in the other documents such as your academic transcript, birth certificate etc.

Please note this can only be submitted as one document, so if you have multiple documents (e.g. marriage certificate, divorce certificate, change of name by deed poll etc.), you must save it as one file prior to uploading.

3. Priority group

SA Health applies criteria for prioritising TPPP appointments. At the time of application, you will nominate the appropriate priority group and submit the evidence to support your nomination.

Please note that your priority group cannot be changed after the application closing date.

To find out more about the type of documentation required for the priority group applicable to you, please refer to the [SA Health Criteria for Priority Appointment](#) document on the SA Health website.

4. Statement of Service

If you have been employed as a Registered Nurse or Midwife in any health setting in Australia or New Zealand for any length of time (full time, part time or casual), then you are required to provide evidence of hours worked in the form of a Statement of Service from each employer. This evidence will inform your eligibility. A Statement of Service is a proof of employment letter (not a payslip) and must contain:

- > letterhead of the employing organisation
- > your full name
- > classification and position title
- > commencement date
- > completion date (if applicable, e.g. if you had commenced in a graduate nurse/ midwife program)
- > number of hours worked as a Registered Nurse or Midwife
- > date and signature of a person of authority with their name and title..

If you worked with more than one employer, you are required to provide a Statement of Service from each employer.

Please note you can only upload one document, so if you have multiple documents, you must scan and save it as one file prior to uploading.

5. Academic transcript

You must submit a copy of either an official or unofficial academic transcript for the completion of course units at time of application.

Your academic transcript must include your university's name and a logo/watermark, your details, academic results (subjects and grades) and your most recent nursing/midwifery GPA.

If you have completed your studies, you must upload a copy of your official academic transcript that states your final GPA.

Academic transcripts **do not need to be certified**, however they must contain identifying features of your university (name, logo, watermark).

A copy of your academic transcript will also required to be uploaded within the VidCruiter platform.

6. Working with Children Check

You will be required to have a valid Department of Human Services (DHS) [Working with Children Check](#) for work with children/prescribed positions as required by the *Child Safety (Prohibited Persons) Act 2016* and *Child Safety (Prohibited Persons) Regulations 2018*.

Evidence of your Working with Children Check is **not** required to be submitted as part of the application process. Valid evidence will be required as part of the provisional offer pre-employment requirements by the hiring LHN.

7. National Police Certificate

You will be required to have a valid National Police Check (NPC) to gain employment with SA Health. Your NPC must be appropriate to the work and activities you will be undertaking. Therefore, your NPC must clearly state that it is for employment as a Registered Nurse or Midwife. An NPC obtained for other roles such as Enrolled Nurse, volunteer work, student, clinical placement or work experience will not be accepted.

Evidence of your student, clinical placement NPC is **not** required to be submitted as part of the application process.

Stage 2 - Referee checks

Once you have submitted the online application form, you will receive an email notification from VidCruiter inviting you to nominate two referees (usually 1 to 2 business days after submitting your application form).

If you are applying as a Registered Nurse, you will be invited to provide details of either clinical or non-clinical referees. At a minimum, one referee must be clinical but it is recommended that two clinical referees are provided.

If you are applying as a Midwife, you will be invited to provide details of two clinical referees. You will need to provide referee details from your most recent clinical placement(s).

The definitions of a clinical and non-clinical referee are as follows:

Clinical referee:

- > Has worked/supervised the applicant as a Registered Nurse or Midwife, lor student nurse or midwife, during the most recent clinical placement/s and can provide comment on the applicant's clinical performance.

- > Has a minimum of two years' experience working as a Registered Nurse or Midwife.
- > Has observed the applicant's clinical practice within the past two years.

Non-clinical referee:

- > Has either supervised or managed the applicant in either paid or unpaid (e.g. voluntary) work capacity and can provide comment on the applicant's work performance.
- > Has observed the applicant in a work environment within the past two years (e.g. Enrolled Nurse).

It is important to check that your referees will be willing and available to complete the referee report during the application period. If a referee report is not completed and returned by the due date, it means this component cannot be assessed.

During the application process, regular reminder and follow up emails will be sent to you and your nominated referees. It is recommended that you provide your referees with the expected timeframes for contact during the application process.

Once you have submitted referee details, your referees will be contacted via email and invited to provide their feedback. Referees will be asked general verification questions in addition to a suite of questions related to clinical skills, interpersonal and communication skills, and professional and personal development.

Stage 3 - Online interview

The final stage of the application process is the completion of an online pre-recorded video interview.

You will receive an invitation with a link to the video interview platform and you will have the full duration of the application period to complete and submit your video interview responses. This will give you the opportunity to complete the video interview in your own time and convenience. The video interview must be submitted by the final date of the application period. If you do not complete this component your application will be deemed ineligible and will not proceed to the assessment process.

The video interview will comprise of three introductory questions. These questions will not be visible to assessors or be scored. A further six questions will be presented for your responses and will be scored by the assessors. Each question has a set allocated time for preparation, response, and number of attempts.

The themes for the six scored questions are:

- > Communication skills
- > Teamwork
- > Clinical competence (nursing/midwifery)
- > Organisational, priority setting and adaptability
- > Consolidation of theory to practice and critical thinking
- > Commitment to person-centred care.

You will be provided with instructions, including an opportunity to test your equipment and respond to mock questions prior to commencing the interview. **We strongly encourage you to complete the mock interview** on the device/equipment that you will complete your online interview.

Responses to the introductory questions will be available to the assigned LHN after the assessment process is completed.



Please allow approximately one hour to work through the online video process, including set up and testing of equipment.

The use of wireless earphones/headphones are not permitted when recording the video interview as these devices have previously caused audio issues when recording responses.

Aged and Community Care TPPP Application Process

The application process for the Aged and Community Care TPPP follows the same stages and requirements as the general Registered Nurse TPPP.

If you are deemed suitable through the application and assessment process, SA Health may require you to attend a live online 'meet and greet' session with the hiring LHN to determine site suitability and alignment. If this is required, you will be provided with sufficient notice to prepare for the meeting.

A driver's licence may be a mandatory requirement for some LHNs if travel between sites is required.

Combined TPPP/Research Program Application Process

The application process for the Combined TPPP/Research Program follows the same stages and requirements as the general Registered Nurse/Midwife TPPP.

6. Editing an application

You can edit most sections of the application form until the application deadline (refer to the [Recruitment Timeline](#)). Applications will then be assessed based on the information and documentation submitted at the time of application.

If you change your contact details at any stage of the recruitment process, you can update your details by logging into your SA Health Careers account.



7. Selection process

Applications will be assessed and scored using a rubric system, in accordance with selection criteria in the [Registered Nurse RN1 Role Description](#) and [Midwife RM1 Role Description](#), through a merit-based selection process. Once assessed, applications will be scored and then ranked.

Once applications have been assessed and ranked, successful applicants will be prioritised in the following order:

1. Applicants of Aboriginal and Torres Strait Islander descent.
2. Residents of South Australia who are currently undertaking tertiary nursing/ midwifery studies at a South Australian or interstate university.
3. Applicants who are living in a state or territory other than South Australia or in an overseas location.

Applicants will be offered the highest available preference based on their priority group, ranking and vacancies available.

8. Application outcome

The first round of provisional offers is anticipated to be issued by the LHNs in late August 2024 for midwife applicants and September 2024 for nurse applicants. Each offer is matched to the applicant's preferences and rankings submitted at the time of application.

Applicants will be advised of one of the following application outcomes:

Suitable

You will be offered a position from one of the preferences in your application and receive a 'Provisional Offer' subject to meeting all pre-employment requirements.

Suitable but no position available

You will be placed in a talent pool of candidates eligible for other TPPP positions. We will contact you if a position matching your ranking and preferences becomes available. You will remain in the candidate pool unless you withdraw your application.

Ineligible

Your application does not meet the eligibility criteria for the 2025 TPPP recruitment.



Accepting or declining an offer

If you receive a provisional offer, follow the instructions outlined in the email to accept or decline the offer within a specified timeframe.

If you do not respond by the date indicated, your provisional offer will be withdrawn and no further offers will be made to you.

If you accept an offer then decide to withdraw at a later time, you are required to contact the TPPP Coordinator of the employing LHN to confirm your withdrawal.

Do not accept a provisional offer if you are not willing to live and work in that region. If you decline a provisional offer, no further offers will be made to you.

Second and supplementary rounds of provisional offers

If subsequent offer rounds are required, this will likely occur several weeks after the first offer round to allow for a reconciliation of positions vacant. SA Health will only continue to issue offers where an applicant withdraws prior to commencement or does not meet SA Health's pre-employment conditions. These positions will be filled on an individual basis, from the talent pool, following the same process.

9. Pre-employment requirements

If you are successful in receiving a provisional offer, you must meet all pre-employment requirements at least:

- > two weeks prior to proposed commencement date for midwife applicants
- > four weeks prior to proposed commencement date for nurse applicants.

If you are applying for a TPPP position in a regional location you may be required to have a driver's license and your own vehicle, as some travel may be required.

When nominating your intake start dates, it is important to allow enough time to complete these requirements.

If you do not meet the pre-employment requirements within the timeframe specified by the LHN, your provisional offer will be withdrawn and no further offer will be made to you.



Registration with the Nursing and Midwifery Board of Australia

You will be required to obtain successful registration with the [Nursing and Midwifery Board of Australia \(NMBA\)](#) prior to commencing employment as a nurse or midwife with SA Health. The application process can be done on the [AHPRA Graduate Applications](#) website.

If a provisional offer is made to you, you will be required to obtain and provide proof of successful registration at least two weeks prior to the commencement of your employment.

The registration process can take a few weeks to complete, so it is important to start the process as early as four to six weeks prior to the completion of your studies and not wait for an offer of employment to start the process.

It is recommended to obtain further information from the Nursing/Midwifery School or Career Services at your university if you require assistance with the registration process.

Immunisation

As a condition of employment, you will be required to provide evidence of current immunisation. This will be requested by the employing LHN during the provisional offer process as part of the pre-employment requirements.

If an offer is made to you, you must meet the following requirements prior to your commencement of employment, as stated in the above timeframes:

- > Complete immunisation paperwork.
- > Provide proof of your immunisation compliance (i.e. immunisation records signed and dated by your immunisation provider).

Candidates who refuse to participate in screening and/or vaccination, or fail to provide confirmation of immune status, may not be considered for employment in healthcare worker positions at SA Health.



10. Offer of employment

Confirmation of your employment will be sent to you by the LHN that made the provisional offer.

Employment contracts are generally issued no later than four weeks prior to your commencement date. If there is a delay, please contact the TPPP Coordinator of the employing LHN.

Usually there are several intakes commencing between January and May. A small number of hospitals offer mid-year intakes, which present opportunities for graduates who are completing nursing/midwifery studies later in the year. For information about specific intake dates, please refer to the LHN information on the [TPPP Website](#).

Confirmation of rotations and specialty allocation will vary between LHNs. Clinical rotations/placements will be negotiated and finalised prior to your commencement. LHNs will attempt to allocate you to a position based on your rotation/placement preferences, however this is not always guaranteed, as placements are limited and allocated based on availability and may be subject to change depending on operational/service needs. You are encouraged to discuss these preferences with the LHN after provisional offer acceptance.

Please remember that your ability to commence employment will be dependent on successfully meeting all pre-employment requirements.

11. Employment conditions

Contract

If you accept a contract of employment, you will be expected to fulfil the terms of the contract. If you do not complete the full contract, including attendance at all scheduled classroom study days and completion of all assessments, you will be considered to have been unsuccessful in completing the program and will not receive a certificate of completion.

A TPPP employment contract is inclusive of leave entitlements. You are required to discuss any unplanned leave with the employing LHN as soon as practicable.

If you are experiencing any challenges or difficulties during your TPPP employment, you are strongly encouraged to discuss issues with the TPPP Coordinator of the employing LHN as soon as they arise.

Rostering

You will be required to work a 7 day roster (whether you work full-time or part-time) which includes morning, afternoon and night shifts, as well as weekends and public holidays. Hours of work will be based on a 76 hour fortnight.

If you are seeking a part-time position, you will be required to negotiate this with the TPPP Coordinator of your employing LHN at the time when a provisional offer is made to you.

If you require changes to your set roster, you are encouraged to raise these as soon as possible with the LHN TPPP Coordinator. Roster changes will be considered noting that change requests may not always be possible to accommodate.

Remuneration

Registered Nurses and Midwives employed as part of the TPPP will be remunerated in accordance with the [Nursing / Midwifery \(South Australian Public Sector\) Enterprise Agreement 2022](#) (and/or any successor). Successful candidates will commence employment at the first increment of RN/RM Level 1 (Year 1).

Salary paid to part-time employees will be adjusted according to actual hours worked.

In addition, penalty payments are paid for afternoon, night and weekend shifts.

Recruitment timeline and key dates

| May | |
|--------------------------|--|
| 20 May 2024 | Central Queensland University information session |
| 21 May 2024 | University of SA information session - Midwife |
| 23 May 2024 | SA Health & ACCPA information session - Aged & Community Care TPPP |
| 24 May 2024 | Flinders University information session – Nurse & Midwife |
| 27 May 2024 | University of SA information session - Nurse |
| 29 May 2024 | University of SA information session - Nurse |
| June | |
| 3 June 2024 | The University of Adelaide information session - Nurse |
| 3 June 2024 | Applications Open |
| 21 June 2024 | Applications Close |
| July | |
| 1 July 2024 | Nursing and Midwifery assessment process commences |
| 21 July 2024 | Deadline for editing applications |
| 21 July 2024 | Midwifery assessment process concludes |
| August | |
| 4 August 2024 | Nursing assessment process concludes |
| Mid-August 2024 | Midwife – First Round Provisional Offers |
| Late August 2024 | Midwife – Second Round Provisional Offers (if required) |
| September | |
| Mid-September 2024 | Nursing – First Round Provisional Offers |
| Late September 2024 | Nursing – Second Round Provisional Offers |
| October | |
| Early – Mid October 2024 | Nursing – Third and Subsequent Provisional Offers |
| October – December | |
| | Local Health Networks – coordinate employment offers and onboarding activities |

Further information

If you have questions about the TPPP recruitment and application process, please email healthjobs@sa.gov.au. We will respond to your queries during business hours.

During the peak of the application period, there may be a delay in our response time.

Thank you for your interest in working for SA Health and we wish you all the best in your TPPP application.

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and application process, please email
healthjobs@sa.gov.au

We will respond to your queries during business hours.

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Thank you for your interest in SA Health and we
wish you all the best in your TPPP application.

www.sahealth.sa.gov.au/TPPP



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