



# Nurse at Corrections

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## Section 1: Why Nurse at Corrections?

Do you love:

- Educating, informing, and making a difference to those who need the most care
- Expanding your Primary Health care knowledge and experience
- Making your own decisions
- Being part of a team
- Not working nights

Yes! Consider the opportunity to work as a nurse at one of our prisons.

There are twenty prisons around the country, where prisoners' health needs are managed by teams of nurses. Seventeen of the prisons are for men and three for women. In total they accommodate approximately 9,000 prisoners.

Health services are delivered from a Health Centre at each prison, with the support of Corrections Officers, who work together with the Registered Nurses to meet the health needs of the prisoner community.

Nurses are responsible for providing a full range of primary health services, at the level equivalent to that available in the community, to a diverse group in terms of culture, age and gender.

### Where are the prisons located?

We have twenty prisons, located across New Zealand in both rural and city settings. Please view the link of a map of the locations of our prisons to assist you in determining where our current job opportunities are situated.

<http://www.corrections.govt.nz/about-us/prisons.html>

### What is it like to be a Nurse at a Prison?

Being a Registered Nurse at one of the Prisons is not only about providing a wide range of health care; Registered Nurses also play an active part in offenders' rehabilitation, focusing on their health and wellbeing, and make a very real contribution to Prison Services' goal to reduce re-offending, through rehabilitation.

Registered Nurses employed within prisons possess a high degree of personal responsibility, a mature outlook on life, common sense, a caring attitude, the ability and willingness to be a team player, are honest and have integrity. Above all, they are professional, a person who takes pride in their role and appreciates the importance of making a difference in prisoners lives.

Working as a nurse in a prison setting is a highly skilled and challenging role, providing a full range of primary health care services. Prisoners often arrive with poor health, so nurses see a vast array of health issues. On a day-to-day basis cardiovascular and respiratory problems, infections, mental health disorder's, drug and alcohol issues, and accidents and emergencies may be treated by nurses.

### **What is it like to work in our team?**

Our Health Centre teams consist of:

- A Regional Health Manager
- A Health Centre Manager
- Team Leaders (at some sites)
- A team of Registered Nurses
- Health Administrators

Registered Nurses work with external contracted providers, including Medical Officers (GPs), dentists, and a range of secondary and tertiary health providers such as Physiotherapists, Forensic Mental Health teams and Hospitals.

### **How does Health Services operate within the prison?**

All prisoners are seen on arrival at prison and their health needs assessed. Nurses work with the prisoner to manage identified health issues. This may include medication administration, treatments for a range of conditions, liaising with other health professionals, referral to other services, health education and health promotion. In addition nurses provide an emergency response to medical or accident emergencies.

Prisoners may self refer to Health Services by way of a written form which the nurse receives and then triages to ensure the most appropriate intervention is offered. This system supports nurses to maintain effective assessment skills.

Nurses are based within the Health Centre where much of the care they provide is delivered. They also attend the prison units to administer medication or provide other interventions. In addition on many sites there are nurse led clinics which are

established and managed by nurses. This provides opportunities for nurses to develop particular areas of skill, e.g. management of diabetes.

### **What does a nurse in prison do day-to-day?**

On a day-to-day basis nurses provide a full range of primary health services including, health assessments, nursing interventions, triage, primary mental health care, administration of medication, health education and promotion. Nurses may also manage specialised portfolios, for example, diabetes, mental health, wound management, and drug and alcohol treatment.

### **How many Registered Nurses are there in the team at each prison?**

Registered Nurse numbers within the prison can vary due to the size of the prison and prisoner population, and the time of day, and weekends when nurses are on-call. A team at a prison consists of between 4 to 10 nurse's plus a Health Administrator and the Health Centre Manager and/or Team Leader.

Between one and six nurses are on duty at any one time depending on time of day and the size of prison. Not necessarily, some sites will have just one nurse on duty at times

### **What hours do Nurse work?**

Nurses work rostered hours that can be on weekends and public holidays, and do not work any nightshifts. Generally the hours that a Health Centre needs to be covered is from 7:00 a.m. to 10:00 p.m.

The nature of the roster is dependent on the requirements of the specific prison. For example, prisons that receive sentenced and remand inmates from Court ("Receiving prisons"), have a roster that includes the requirement to work later into the evening. An "on-call" roster provides acute management support during hours when there are no health services staff rostered on site.

### **What will I do in my first eight weeks on the job?**

Corrections runs a formal induction and orientation programme over approximately eight weeks. Our induction programme includes generic information that is common to all prison sites such as clinical and custodial aspects of working in a prison, security and how to stay safe in the prison environment as well as prison site specific information. This is delivered through self paced learning modules, work books and a

buddy system. A number of existing nurses are preceptor trained to support the orientation / induction process.

### **How many weekends will be rostered per month?**

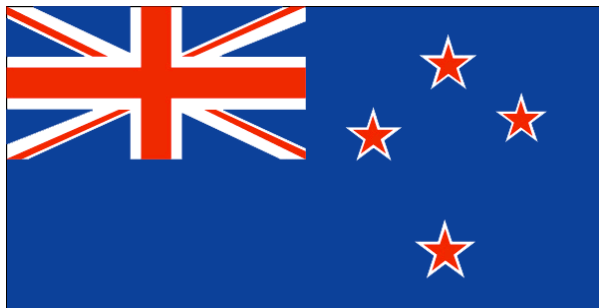
Varies from site to site, approximately every alternate weekend off.

## **I'm an International applicant - Why move to New Zealand?**

The best way of understanding what it would be like to live and work in New Zealand is to visit the region and facility that you wish to join. Relocating to a new country is a big decision and a personal visit is highly recommended as it will enable you to explore New Zealand. If you're unable to visit us, check what New Zealand has to offer online, ask friends and family, and ask us, as our recruiters are happy to answer any questions.

You will need your New Zealand Nurses Registration and Certification before you can gain a Work Permit or Work Visa, to be eligible to work for Corrections, so please review these sections in this document for more information.

### **Why move to New Zealand?**



The New Zealand flag

New Zealand is a country of contrasts, adventure and great beauty. The country is made up of the volcanic North Island, glacial South Island, plus Stewart Island off the far Southern tip. New Zealand has a reputation as the adventure capital of the world, and Queenstown in the South Island is the home of bungee jumping, jet boating and many other white knuckle activities, however these extreme activities are also available in other areas of the country.

New Zealand is also great for other less extreme outdoor activities; the mountains of the Southern Alps are the ideal backdrop for skiing, snowboarding and climbing, and the rugged terrain is perfect for mountain biking and tramping. The centre of the North Island also has mountains for skiing and volcanic landscapes that are a "must-

see” for tourists. The 15,134 kilometres of national coastline are also great for surfing, swimming and kayaking.

With only four million people, New Zealand has plenty of unspoilt but accessible areas of beautiful wilderness to visit and explore. Check out the magnificent Milford Sound, the beautiful bays and bush of Nelson and the Abel Tasman National Park in the South Island or the geothermal wonders of the central North Island where you can absorb traditional Maori culture. New Zealand’s highest point is Aoraki-Mount Cook at 3,754 metres.

Over three million people live in the North Island with close to one-and-a-quarter million living in the greater Auckland area and more than 400,000 in the greater Wellington region. About one million people live in the South Island. About 80% of the population live in cities. Our population is multi-cultural but is predominately European (69.8%), Maori (7.9%), Asian (5.7%), or Pacific Island (4.4%).

A range of other demographic data on New Zealand can be found on the website:

<https://www.cia.gov/library/publications/the-world-factbook/geos/nz.html>

New Zealand offers an excellent safe and secure lifestyle for families and new entrants. There are many industries and professions that New Zealand can offer, and jobs opportunities can be viewed at [www.seek.co.nz](http://www.seek.co.nz), [www.jobs.govt.nz](http://www.jobs.govt.nz) and [www.trademe.co.nz](http://www.trademe.co.nz).

New Zealand education is free and compulsory between the ages of 6 and 16; though typically, children start school on their 5th birthday, or the first School Day after it. Post-compulsory education is regulated within the [New Zealand National Qualifications Framework](#), a unified system of national qualifications in schools, vocational education and training. The academic year in New Zealand varies between institutions, but generally runs from late January until mid-December for primary and secondary schools and polytechnics, and from late February until mid-November for universities. There are many great schooling options, located nearby the Prisons. You can check out the different schools available and how they’re performing on the Ministry of Education website: [www.tki.org.nz/e/schools/index.php](http://www.tki.org.nz/e/schools/index.php)

New Zealand’s climate varies from hot and wet in the far North, to temperate with cold winters in the South. The currency is the New Zealand dollar and the official languages spoken are English and Maori.

As New Zealanders we are extremely proud of our sporting achievements and of the teams and athletes competing successfully in many sports on the world stage. Sport

plays a major part in the lives of most New Zealanders no matter what age and our high involvement per capita in sport is an indication of our love of activity and the outdoors. Check out the Sport and Recreation New Zealand (SPARC) website:

<http://www.sparc.org.nz>



For more information on living and working in New Zealand, please visit:

[www.worksite.govt.nz](http://www.worksite.govt.nz)

[www.newzealand.com](http://www.newzealand.com)

[www.immigration.govt.nz/nzopportunities/](http://www.immigration.govt.nz/nzopportunities/)

[www.tourism.net.nz](http://www.tourism.net.nz)

## Our major cities

Our prisons are located in or outside of our major cities. The three women's prisons are located in Auckland, Wellington and Christchurch, and the mens' prisons are spread across the country.

**Northland**, offers a relaxed, easy lifestyle in a sub tropical climate – you're never more than 40km from the coast and some of the country's most beautiful beaches and accessible fishing spots. For more information on Northland, please review the information sheet "Move to Northland".

Prisons within the Northland region include:

- Northland Region Corrections Facility

**Auckland**, the City of Sails, is the largest urban area in New Zealand, made up of the cities of Auckland, Waitakere, Manukau and North Shore. For more information on the Auckland Region, check out [www.aucklandnz.com](http://www.aucklandnz.com)

Prisons within the Auckland region include:

- Auckland Prison
- Mt Eden Prison
- Auckland Central Remand Prison
- Auckland Region Women's Corrections Facility
- Spring Hill Corrections Facility

**Hamilton** is New Zealand's largest inland city, an important agricultural hub and is close to great surf beaches, lakes, hot pools and mountains. Hamilton is the major city within the Waikato region. For more information on Hamilton, Huntly and it's surrounds, please review the 'Move to Waikato/South Auckland' information sheet or [www.hamilton.co.nz](http://www.hamilton.co.nz)

Prisons within the Waikato region include:

- Spring Hill Corrections Facility
- Waikeria Prison

**New Plymouth** has both the ocean and mountains on its door step, with locals enjoying surfing at Opunake or hiking Mount Taranaki, providing unique recreational and educational opportunities for the region's residents and visitors. For more information on the Taranaki region, please view

[www.newplymouthnz.com/VisitingNewPlymouth](http://www.newplymouthnz.com/VisitingNewPlymouth)

Prisons within the Taranaki region include:

- New Plymouth Prison

**Tongariro National Park/Turangi** is located in the middle of one of New Zealand's National Parks, surrounded by natural forests and two major ski fields, it is great for families and those seeking a more rural pace. For more information on the Tongariro National Park/Turangi region, check out <http://www.doc.govt.nz/parks-and-recreation/national-parks/tongariro/>

Prisons within the Tongariro National Park/Turangi region include:

- Tongariro/Rangipo Prison

**Hawkes Bay** has everything under the sun, has over 70 wineries, 40 with cellar doors offering tastings and a la carte dining, and most of the population lives in the urban zones around Napier and Hastings. For more information on the Hawkes Bay region, check out <http://www.hawkesbaynz.com>

Prisons within the Hawkes Bay region include:

- Hawkes Bay Prison

**Wanganui** is located on the South Taranaki Bight, close to the mouth of the Wanganui River. It is 200 kilometres north of Wellington, with most of the town lies on the river's northwestern bank, although some suburbs are located on the opposite side of the river. For more information on the Wanganui region, you may like to view [www.wanganui.com](http://www.wanganui.com)

Prisons within the Wanganui region include:

- Wanganui Prison

**Palmerston North** is 'Student City', with over half the city's population under 25 years of age, who attend Massey University. For more information on the Manawatu region, you may like to view [www.manawatunz.co.nz](http://www.manawatunz.co.nz)

Prisons within the Manawatu region include:

- Manawatu Prison

**Wellington**, the Harbour City, is the capital city and the heart of our government, and is also known as New Zealand's arts and culture capital. For more information on the Wellington region, please visit <http://www.wellingtonnz.com/>

Prisons within the Wellington region include:

- Wellington Prison
- Arohata Women's Prison
- Rimutaka Prison

**Christchurch**, the Garden City and the largest of the South Island cities is located in the centre of the Canterbury Plains and is known for its well-established expansive parks and public gardens. For more information on the Canterbury region, please visit [www.christchurch.org.nz](http://www.christchurch.org.nz)

Prisons within the Canterbury region include:

- Christchurch Men's Prison
- Christchurch Women's Prison
- Rolleston Prison

**Dunedin**, has a unique Scottish heritage and is renowned for its university and student life. For more information on Otago, please review the information sheet “Move to Otago”.

There is one prison within the Otago region:

- Otago Corrections Facility

**Invercargill**, is situated at the south most point of New Zealand. On the Southern Scenic Route, it is the gateway to some of New Zealand's most beautiful scenery and destinations including the Southland heartland, Stewart Island, Fiordland and the Catlins. For more information on the Southland region, please visit

<http://www.invercargill.org.nz/>

There is one prison within the Southland region:

- Invercargill Prison

## Friendly faces

### Who can I contact if I have any questions?

Once you apply, a Department of Corrections recruiter will be in contact with you.

They will be your main contact through the recruitment process, and will assist you with any questions or help you may need to move to New Zealand and work at Corrections. If the site you wish to work in is not listed, please contact one of the recruiters or visit our website at [www.corrections.govt.nz](http://www.corrections.govt.nz)

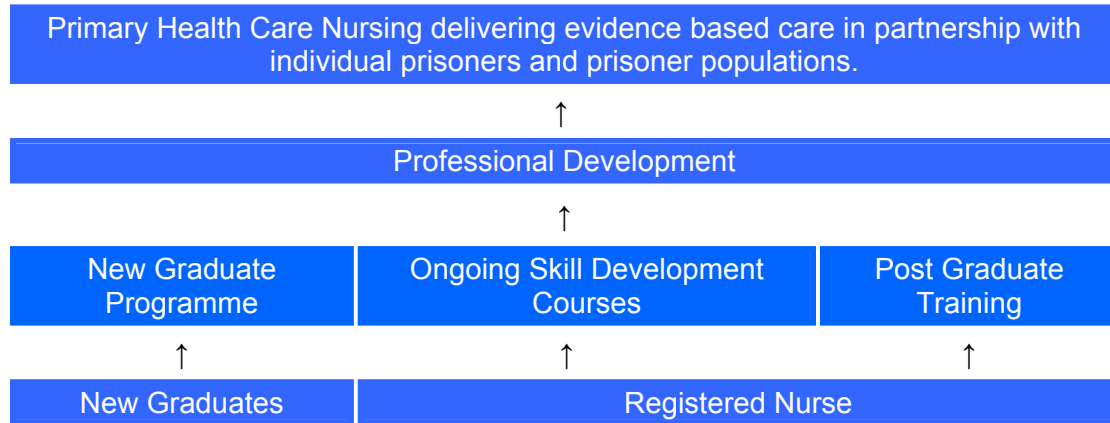
The contacts for Nursing roles:

Prison	Location	Contact	Email	Phone
Northland Regional Correctional Facility	Kerikeri	Raewyn Hunn	<a href="mailto:Raewyn.hunn@corrections.govt.nz">Raewyn.hunn@corrections.govt.nz</a>	(09) 638 1710
Auckland Region Women's Prison	Auckland	Raewyn Hunn	<a href="mailto:Raewyn.hunn@corrections.govt.nz">Raewyn.hunn@corrections.govt.nz</a>	(09) 638 1710
Auckland Men's Prison	Auckland	Maureen Brown	<a href="mailto:northernrecruitment@corrections.govt.nz">northernrecruitment@corrections.govt.nz</a>	(09) 413 7764
Mt Eden Prison	Auckland	Sarah Phillips	<a href="mailto:sarah.phillips@corrections.govt.nz">sarah.phillips@corrections.govt.nz</a>	(09) 638 1722
Auckland Central Remand	Auckland	Sarah Phillips	<a href="mailto:sarah.phillips@corrections.govt.nz">sarah.phillips@corrections.govt.nz</a>	(09) 638 1722
Spring Hill Correctional Facility	Hamilton	Raewyn Hunn	<a href="mailto:Raewyn.hunn@corrections.govt.nz">Raewyn.hunn@corrections.govt.nz</a>	(09) 638 1710
Waikeria Prison	Te Awamutu	Cherryl O'Byrne	<a href="mailto:psrecruitmentcentral@corrections.govt.nz">psrecruitmentcentral@corrections.govt.nz</a>	(07) 872 6700
New Plymouth Prison	New Plymouth	Jenny Rangiwananga	<a href="mailto:psrecruitmentcentral@corrections.govt.nz">psrecruitmentcentral@corrections.govt.nz</a>	(06) 349 6816
Tongariro/Rangipo Prison	Turangi	Dot Galloway	<a href="mailto:psrecruitmentcentral@corrections.govt.nz">psrecruitmentcentral@corrections.govt.nz</a>	(07) 384 7512.
Hawkes Bay Prison	Napier	Linda Kroot	<a href="mailto:psrecruitmentcentral@corrections.govt.nz">psrecruitmentcentral@corrections.govt.nz</a>	(06) 872 8000
Wanganui Prison	Wanganui	Jenny Rangiwananga	<a href="mailto:psrecruitmentcentral@corrections.govt.nz">psrecruitmentcentral@corrections.govt.nz</a>	(06) 349 6816
Manawatu Prison	Palmerston North	Marco Kitts	<a href="mailto:psrecruitmentcentral@corrections.govt.nz">psrecruitmentcentral@corrections.govt.nz</a>	(06) 355 9364
Wellington Prison	Dunedin	Maureen Jameson	<a href="mailto:Maureen.jameson@corrections.govr.nz">Maureen.jameson@corrections.govr.nz</a>	(03) 347 3750
Arohata Women's Prison	Wellington	Fiona McKay	<a href="mailto:southernrecruitment@corrections.govt.nz">southernrecruitment@corrections.govt.nz</a>	(04) 460 3066
Rimutaka Prison	Upper Hutt	Jennifer Shand	<a href="mailto:southernrecruitment@corrections.govt.nz">southernrecruitment@corrections.govt.nz</a>	(04) 529 0800
Christchurch Men's Prison	Christchurch	Patricia Ball	<a href="mailto:southernrecruitment@corrections.govt.nz">southernrecruitment@corrections.govt.nz</a>	(03) 345 6400
Christchurch Women's Prison	Christchurch	Lynette McIntyre	<a href="mailto:southernrecruitment@corrections.govt.nz">southernrecruitment@corrections.govt.nz</a>	(03) 345 6400
Rolleston Prison	Christchurch	Lynette McIntyre	<a href="mailto:southernrecruitment@corrections.govt.nz">southernrecruitment@corrections.govt.nz</a>	(03) 345 6400
Otago Corrections Facility	Milton, Dunedin	Jillian Thomson	<a href="mailto:southernrecruitment@corrections.govt.nz">southernrecruitment@corrections.govt.nz</a>	(04) 417 9358
Invercargill Prison	Invercargill	Joanne Purdue	<a href="mailto:southernrecruitment@corrections.govt.nz">southernrecruitment@corrections.govt.nz</a>	(03) 215 0414

## Section 2: Training

### What opportunities can Corrections offer?

Below: Flow chart of training opportunities at Corrections.

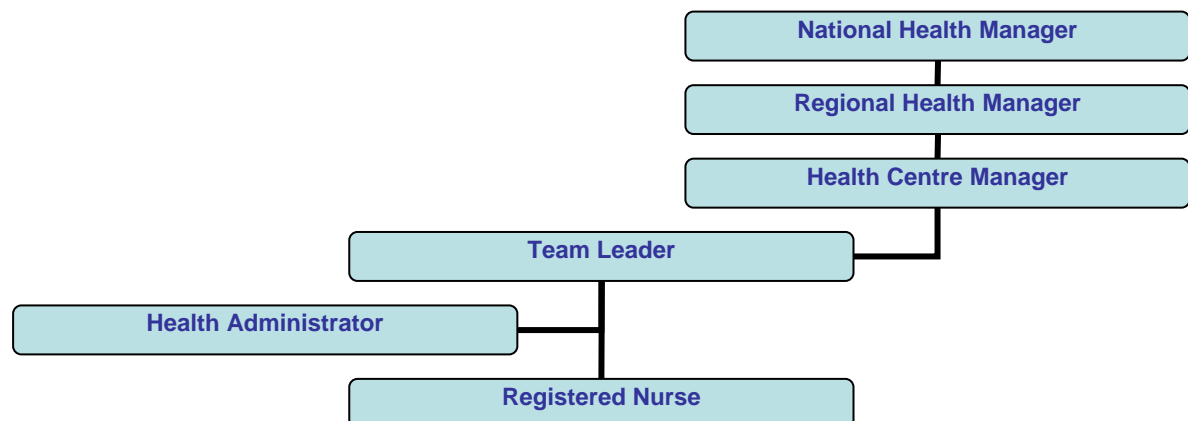


Registered Nurses are part of the Health Services Team within a regional structure. The National Health Manager reports directly into the General Manager Prison Services, ensuring both the Prison and Health Centres work effectively in partnership together.

There are opportunities to develop your career in both management and portfolio areas.

### Management opportunities

As a Registered Nurse, there are opportunities for growth within the management structure as below, and within the wider Health Services team, including working as a Clinical Quality Assurance Advisor or the Clinical Director of Health.



### **What experience or skills do I need?**

If you're successfully appointed as a nurse, you will need:

- Registration with the Nursing Council of New Zealand as a Registered Nurse with the scope of practice to enable you to work in a primary health care setting and
- A current Practising Certificate for New Zealand.

If you are working on gaining your registration or practising certificate, you can apply and we can help you through the process.

Nursing experience in the fields of primary practice, emergency care, drug and alcohol treatment, and mental health nursing, would be useful but is not a pre-requisite.

### **Specialising in my area of interest.**

Nurses are able to specialise in their area of interest by choosing a specific portfolio to increase their knowledge and skill base. Portfolios that nurses at Corrections can specialise in include:

- Smoking Cessation
- Vaccinator
- Cervical Smear
- Preceptor
- Infection Control
- ECG
- Primary Mental Health
- Diabetes
- Drug and Alcohol treatment
- Cardiovascular and respiratory problems,
- Infection (skin/systemic)
- Nutrition and Health

### **I'm from another culture - are there others of my culture that work there?**

We have a rich and diverse staff and have staff networks such as Maori, Pacific, Asian, and other ethnic networks.

## **I'm a Registered Nurse, what opportunities can Corrections offer?**

We provide ongoing training based on an Annual Core Training Calendar (link) for activities such as annual CPR refresher, primary mental health and pre-hospital emergency care training. Training and education identified in a nurse's individual performance and professional development plan and any training required to maintain your Annual Practising Certificate.

There are also opportunities to work as a preceptor in some prisons as part of our New Graduate Programme.

### **What opportunities are there to be a preceptor?**

Preceptors act as role models and as a resource person for student nurse placements, new graduates and nurses on the return to practice programme. The role of the preceptor is to orientate the new health staff member, provide clinical teaching and support, role model effective communication techniques in a unique environment.

To be selected preceptors are required to demonstrate a commitment to clinical teaching and learning, completed a recognised preceptorship programme (which the Department pays for), demonstrate an ongoing commitment to their own professional development and have effective communication skills.

## **I'm returning to nursing, what opportunities can Corrections offer?**

The **Return to Practice Programme** is a central element to the ongoing growth of our workforce. Nurses who are returning to practice, prior to a formal nurse position appointment being confirmed, will be required to demonstrate to the Regional Health Manager:

- Nursing Council of New Zealand have approved you as meeting the requirements to attend the Competence Assessment Programme.
- Tentative approval from the training organisation established. (Training organisations require a completed application form accompanied by a curriculum vitae).

Following the above processes having been confirmed, the applicant may be financially supported to attend a Competence Assessment programme facilitated at one of the thirteen training providers approved by the Nursing Council of New Zealand.

<http://www.nursingcouncil.org.nz/Competence%20Assessment%20Programmes%202022%20September%202008.pdf>

### **Is study assistance available for ongoing training and post graduate training?**

Post graduate study is encouraged and accessed through individual applications. Attendance at appropriate conferences is also encouraged, particularly for those nurses who hold portfolios (for example diabetes management or infection control).

The Department encourages Health Staff wishing to complete long term study and/or gain work related qualifications. The Department may assist Health staff by providing financial and other support. Study leave is paid leave for lectures, tutorials, modules, vacation courses, exams and other forms of study necessary to complete a particular qualification. In some instances, the Department will support employees to complete relevant qualifications by approving full-time, paid study leave.

### **I'm a new graduate, what are my career and professional development opportunities at Corrections?**

As a New Graduate Nurse, the skills you learn and the experiences you have are important in growing your knowledge and skill base. Our Graduate Programme provides the support, knowledge depth and base, and varied work in Primary and Mental Healthcare to provide you with a strong start to your career.

New graduates are encouraged to apply for our Primary Health New Graduate Programme. A New Graduate is a nurse entering the workforce for the first time following the completion of a Bachelor of Nursing.

Becoming part of our Graduate Programme will enable you to:

- Practice confidently and safely as a Registered Nurse
- Meet competencies as developed by the recognised training provider
- Demonstrate effective team work learning how to work in a practice environment and working in a multidisciplinary team.

As a new graduate on our programme, you will receive an Entry to Specialty Practice (first year) certificate approved by the Nursing Council of New Zealand from a recognised training provider.

If you are a new graduate and eligible to enter our new graduate programme you will be supported throughout your first year with us. This will include a preceptor working alongside you and being part of a recognised new graduate programme.

### **I'm a student nurse, what are my career and professional development opportunities at Corrections?**

The Department are currently unable to offer employment to student nurses. However, if you are interested in nursing in prisons on completion of your training you should consider seeking an elective placement in one of our prisons in your final year and speak to the Health Centre Manager about the new graduate programme.

## Section 3: FAQ

### What are the Pay & Conditions like?

#### What can I earn?

Nurse earnings can vary. A Registered Nurse base salary starts at \$58,148, with the potential to earn more due to overtime and penal rates.

The Team Leader Nurse base salary starts at \$67,268.

#### What are the other additional benefits?

Additional benefits include:

- a focus and emphasis on professional support and training and development for frontline staff.
- opportunities to develop a particular area of interest within primary health care, through development within a specific portfolio of health for example the sites Drug and Alcohol portfolio or Diabetes portfolio.
- Developing and fully utilising clinical nursing skills that can be transferred to many other settings in the health sector
- the chance to work for an organisation that is recognised as forward-thinking and innovative on the international Corrections stage (NZ is respected internationally and provides guidance and advice to other countries in terms of correctional issues and initiatives).

#### What are the leave/holiday/retirement entitlements?

Staff receive four weeks annual leave, increasing to five weeks after six years continuous service. There are also provisions for sick leave, bereavement leave and leave without pay.

KiwiSaver is a voluntary retirement savings scheme open to all New Zealanders that aims to increase saving through encouraging a long-term saving habit and asset accumulation. More information about KiwiSaver is provided to successful applicants on appointment or go to [www.kiwisaver.govt.nz](http://www.kiwisaver.govt.nz) for more information.

#### How will my job performance be measured?

Assessed by Health Centre Managers throughout the year using the Performance Management System considering competencies in the position.

### **Are there unions I can join?**

Yes, there are unions you can choose to join. The following are some unions you can join: PSA (Public Service Association) and CANZ (Corrections Association of New Zealand). Nurses can also join NZNO (New Zealand Nurses Organisation).

For more information please visit:

<b>Union</b>	<b>Website</b>
Public Service Association (PSA)	<a href="http://www.psa.org.nz">http://www.psa.org.nz</a>
Corrections Association of New Zealand (CANZ)	<a href="http://www.canz.gen.nz">http://www.canz.gen.nz</a>
New Zealand Nurses Organisation (NZNO)	<a href="http://www.nzno.org.nz">http://www.nzno.org.nz</a>

## Section 4: How can I apply?

### What do I need to have to apply?

To be successfully appointed to a nursing role, you need to be a New Zealand or Australian Citizen, Permanent Resident, or hold a current New Zealand Work Permit /visa or be in the process of obtaining a New Zealand work permit/visa (valid for a minimum of two years).

**To apply**, you must be able to provide copies of:

- Driver's licence - (Need to drive a manual car and have a full valid New Zealand or International Driver's licence) – (Link to 'How do I get a Driver's Licence?')
- New Zealand or Australian residency or citizenship (i.e. your passport or birth certificate) OR
- A work permit (noting the expiry date and work permit conditions) OR
- A work visa (noting the expiry date) AND
- Cover letter
- CV
- Current practising nursing certificate in your country of residence OR New Zealand
- A copy of your nursing qualifications
- A copy of your certification and registration
- Any other documentation required as requested in the online application form.

Once you have applied, you may be contacted and offered an interview with our Health Centre Managers at the site you have chosen to work.

### What do I need to have to be successful?

**To be successfully appointed**, you must have (and be able to provide copies):

- New Zealand Registration with the Nursing Council of NZ and Current New Zealand Practising Certificate in primary health care,
- New Zealand or Australian Residency or Citizenship OR a New Zealand work permit valid for a minimum of 2 year work permit

## **I'm a New Zealand or Australian citizen or permanent resident.**

**If you are an Australian Registered Nurse, you are required to provide the following items to complete your application:**

You must be a Registered as a nurse or have a current Annual Practising Certificate from one of the applicable Australian states:

- Australian Capital Territory, New South Wales, Victoria, Tasmania, Queensland, South Australia, Northern Territory or Western Australia can apply to the Nursing Council of New Zealand for registration and certification under the Trans Tasman Mutual Recognition Act 1997.

If you require an application pack to be posted to you, please contact the New Zealand Nursing Council with your full name and postal address by telephone +64-4-385 9589 or by email the New Zealand Nursing Council at:

[oseas@nursingcouncil.org.nz](mailto:oseas@nursingcouncil.org.nz)

## **Do I need to gain an International Drivers License or New Zealand Drivers License?**

To work as a nurse at Corrections, you must hold a current full New Zealand or international driver licence (you must be able to drive a manual vehicle as a requirement for this position).

However, you must be able to prove you hold a valid licence and must carry that licence or permit with you whenever you are driving. You will only be able to drive those types of vehicles for which you are licensed in your country of origin.

Driving Licences from most countries are valid for driving in New Zealand for a period of up to 12 months. If you intend to stay in New Zealand for longer than 12 months you will need to get a New Zealand Drivers licence.

Each time you visit New Zealand, you can drive for a further 12-month period on your overseas licence or international driving permit.

**What happens if I don't hold a current valid New Zealand driver licence?**

You will not be able to work as a nurse at Corrections. If you do not apply for a New Zealand driver licence within one year of arriving, you'll be considered **unlicensed** and you must not drive.

**Can I convert to a New Zealand licence using only my international driving permit?**

No. You can use your international driving permit to drive in New Zealand for up to 12 months but you cannot use it to convert to a New Zealand licence. An international driving permit is issued to a driver who had a valid driver licence at the time the IDP was obtained and remains valid only as long as the driver licence is current. For more information please visit the New Zealand Land Transport Safety Authority at [www.ltta.govt.nz/licensing/getting-licence/where.html](http://www.ltta.govt.nz/licensing/getting-licence/where.html)

## Section 5: New Zealand Nursing Council Registration and Certification

### How do I gain my New Zealand Nurses Registration?

This information has been provided by the Nursing Council of New Zealand, the governance body of nursing in New Zealand: [www.nursingcouncil.org.nz](http://www.nursingcouncil.org.nz).

All successful applicants must gain their New Zealand Registration first before they can apply for an New Zealand annual practising certificate.

All overseas applicants must supply evidence of nursing practice hours for the past three years while registered as a nurse. This must be in a written format and verified by their employers. This does not apply to new graduates who have trained within the last year. All other applicants will be assessed on an individual basis.

## Section 6: Immigration

The Department of Corrections is an Accredited Employer with Immigration New Zealand. This means that we can employ nurses who meet both the Department of Corrections and Immigration New Zealand requirements for a period of up to 30 months.

*Please note: The Department of Corrections is not a registered Immigration Consultant and does not provide Immigration advice to any parties. The information below, provides a guideline to the steps involved in the Immigration process only, and Immigration New Zealand may change these guidelines without notice. For Immigration advice and more information, please visit:*

<http://www.immigration.govt.nz/migrant/stream/work/worktoresidence/howdoiapply/stepsfortalent%28accreditedemployers%29/>

## FAQ

### **Do I need to gain New Zealand Nurses Registration and Certification before applying for a New Zealand work permit or work visa?**

Yes, before you apply for a work permit or work visa, you are required to gain New Zealand Nurses Registration and Certification with the New Zealand Nursing Council.

### **Do applicants need to visit New Zealand to gain a work permit?**

No. Applicants can apply for a work permit from their country of residence.

### **What is the difference between a Work Permit and a Work Visa? Do I need both to work for The Department of Corrections?**

To work for The Department of Corrections will need to apply and receive a Work Permit valid for the period of 30 months. A Work Visa is different to a Work Permit, as outlined below:

- A valid **Work Permit** means that you can work as a nurse for the Department of Corrections only for a period of 30 months.
- A valid **Work Visa** allows a person to travel to the New Zealand border and a permit allows them to remain in the country. It may be a single entry visa (valid for one journey), or a multiple entry visa (valid for more than one journey). At the end of your Work Visa, you can apply for residency based on the fact that the Department of Corrections is an Accredited Employer.

### **What forms do I need to complete to gain a work permit and work visa?**

Everyone wishing to enter and work in New Zealand is required to complete the Immigration New Zealand **INZ 1015** form. If you are successful in gaining a position as a nurse at Corrections, provisional on gaining a work permit, we can support you through Immigrations "Work to Residence" through the "Talent (Accredited Employers) Work Policy.

### Immigration information requirements

Once you have successfully received a provisional offer of employment from the Department of Corrections, you will need to provide the following documentation to Immigration New Zealand:

- Provisional offer of employment
- Job Description
- INZ 1015 form
- Evidence of qualifying for the role: A copy of your New Zealand Registration, and a copy of your Annual Practising Certificate from the Nursing Council of New Zealand.
- Valid Passport of more than 6 months
- Passport size photo for your application
- Work Visa application form plus \$240 New Zealand dollars
- Work Permit application plus \$240 New Zealand dollars (only if you wish to leave New Zealand within the 30 month Work Permit period)
- Medical clearance (less than 3 months old)
- Police clearance (not more than 6 months old, from your country of citizenship(s), and any country that you have lived in for 12 months or more in the last 10 years or more.

Please ask your recruiter for:

- A copy of the Department of Corrections Employer Accreditation letter

If your partner and/or dependants are included in your application, please provide full evidence of the relationship i.e. full birth certificates, marriage certificates, and further evidence to confirm you are in a genuine and stable partnership.

Once you have gathered all your materials and the correct funds, please send them to your local Immigration New Zealand. Please advise your recruiter once you have submitted your application.

For more information on New Zealand Nursing Registration and Certification, or for information on the Immigration process, please contact our recruiters or visit the following sites:

New Zealand Nurses Registration and Certification: [www.nursingcouncil.org.nz](http://www.nursingcouncil.org.nz).

Immigration New Zealand: [www.immigration.co.nz](http://www.immigration.co.nz)

## Disclaimer

*The topics covered in this document and the resources provided are not exhaustive, nor are the providers or organisations listed formally endorsed by the Department. The Department does not guarantee the accuracy of the information provided in this document or on the websites referred to, and we do not recommend that you rely on this document as an authoritative source. Rather they have been included to give you an indication of some of the services available and are intended as a guide to assist your relocation and orientation into the Department. If you would like any part of this document clarified or additional information please do not hesitate to contact the Human Resources team.*