



## Recruitment Process: Mental Health & Wellbeing

1

### REFERENCES & COMPLIANCE DOCUMENTATION

You will receive the following forms to complete:

- Referee Request Form
- Work Immunisation Form
- Work Health & Safety Survey
- Pre-employment medical testing (If applicable)
- Criminal History Check (Social Workers and Far North Clinicians)

A secure link will be provided to upload the following documentation:

- Photo Identification
- Evidence of Working Rights
- Primary/ Postgraduate Qualifications
- Immunisation Evidence

2

### OFFER & ONBOARDING

- Post verbal offer of employment, you will receive the following:
  - Employment Contract & Employment Pack issued via Dropbox (HelloSign)
  - Email from RFDS Recruitment detailing onboarding & compliance requirements
  - Access to order your uniform via the supplier portal (uniforms will be delivered to your appointed base)
- Post contract acceptance, you will receive the following invitations:
  - Drug, Alcohol & Audiometric Test via Carelever
  - Blue Card Application - if you have not already completed this (Social Workers Only)

3

### RFDS CREDENTIALING/ QLD HEALTH CREDENTIALING

Recruitment will initiate your credentialing request. This process can take up to 4 weeks and will entail -

- An application form will be sent from RFDS Clinical Governance
- If QLD Health credentialing is required, a separate form will be sent
- RFDS Clinical Governance may request additional documentation to support your credentialing application

4

### ORIENTATION

#### Far North

- Orientation Itinerary: Issued via email, includes details on flights & accommodation bookings
- **Week 1:** Location: Cairns Base. Introductions: Manager, Senior Clinicians, Administration Team and key stakeholders. Activities: online mandatory training and program inductions
- **Week 2:** Start client interactions with support and guidance by a Senior Clinician/Leader

#### Outback MH & Central West

- Orientation Itinerary: Issued via email, includes details on flights & accommodation bookings
- **Week 1:** Location: Local Base or Corporate Office Introductions: Manager, Clinical Lead, Senior Clinician, Administration Team and key stakeholders. Activities: online mandatory training and program inductions
- **Week 2:** Start client interactions with support and guidance by a Senior Clinician/Leader

## CONTACT INFORMATION

You will receive correspondence from the below contacts, throughout the recruitment process

1

2

### RECRUITMENT

- [recruitment@rfdsqld.com.au](mailto:recruitment@rfdsqld.com.au)
- VERITAS
- [noreply@mail.hellosign.com](mailto:noreply@mail.hellosign.com)

3

### CREDENTIALING

- [credentialing@rfdsqld.com.au](mailto:credentialing@rfdsqld.com.au)
- [noreply@patientsafety.com](mailto:noreply@patientsafety.com)

4

### MENTAL HEALTH & WELLBEING SERVICES

- [mhadmin@rfdsqld.com.au](mailto:mhadmin@rfdsqld.com.au)