NURSING AND MIDWIFERY RECRUITMENT OPEN DAYS

SATURDAY 23 FEBRUARY 2019 from 9:30am-4pm
CAUSEWAY HOSPITAL, 4 Newbridge Road, Coleraine BT52 1HS

SATURDAY 2 MARCH 2019 from 9:30am-4pm
FERN HOUSE, ANTRIM AREA HOSPITAL, 45 Bush Road, Antrim BT41 2RL
Band 5 Registered Nurses

- Adult Nursing Acute Hospitals for medical wards including Emergency Department
- Adult Nursing Acute Hospitals for surgical wards including Theatres
- Community Nursing and Treatment Rooms including Hospital Diversion / Acute Care at Home Team
- Community Hospitals including Dalriada, Robinson, Moyle and Mid Ulster Hospitals
- Acute Mental Health Nursing for Ross Thompson, Causeway Hospital and Holywell Hospital
- Community Mental Health Nursing
- Learning Disability Nursing
- Public Health Nursing which includes Health Visiting, School Immunisation and School Nursing Teams
- Sexual Health Services including SARC and Family Planning
- Bank Children’s Nursing only – Children’s Nursing Regional Recruitment event will be advertised and recruited separately which will be advertised on jobs.hscni.net

N.B The generic Job Description will be used for all Divisions of Nursing

Band 5/6 Midwifery posts

- Acute Hospital Midwifery – Antrim Area and Causeway Hospitals
- Community Hospital Midwifery

N.B The generic Job Description will be used for all Divisions of Midwifery

Map showing area covered by the Trust
Introduction

Thank you for applying for a post in the Northern Health & Social Care Trust. This information pack will provide you with details about the job you are applying for.

We welcome application from students who are due to register within 12 months of application. As we are advertising on an on-going basis it is important that you only apply when you are eligible to apply. It is important to note that Children’s Nursing will have their own regional recruitment event and will be advertised on jobs.hscni.net

Those applying for bank only posts need to have at least 6 months experience.

To enable you to apply for the post you will need to read the Job Description and Personnel Specification. This will allow you to demonstrate how you meet the criteria.

Application forms should be submitted online at jobs.hscni.net

Once the application has been received:

- You will receive an email inviting you to arrange for an interview date and time at your own convenience.
- An Occupation Health form will be attached and please complete and bring with you to interview
- In addition the attached option sheet should be completed and brought to interview.

You will only receive one communication and failure to respond will be taken as your decision to withdraw your application.

Thank you for your interest in working for the Northern Health & Social Care Trust and we look forward to receiving your application.
Welcome and Introduction

The Northern Health and Social Services Trust became operational on 1 April 2007. The Trust is responsible for the delivery of safe and effective health and social care services to the population of the Northern Trust Area in Northern Ireland. This requires, above all else, the commitment of a highly skilled and professional workforce.

Our Vision is: “To deliver excellent integrated services in partnership with our community”.

We are equally dedicated to our staff, and pride ourselves in having a particular focus on their health and well-being, providing them with continual learning opportunities and career pathways to progress. So, if you’re committed to developing your skills, furthering your career and keeping up-to-date with the latest practice, then we’ll be committed to you.

There are a variety of nursing and midwifery roles and opportunities available to you. We are a Person Centred Organisation with excellent Hospitals, two general Acute Hospitals, 2 smaller local General Hospitals and four Community Hospitals for Older People and a Community Sector where integrated multi-disciplinary work flourishes for the benefit of those we serve.

We pride ourselves in being an employer of choice and have Investors in People accreditation. Together we can lead the way in integrated Quality care provision … it’s our friendly, progressive culture that really sets us apart.

Northern Health and Social Care Trust Vision and Values

At the core of everything we do is the overarching aim to contribute to improving health and wellbeing for all, and to enable people to achieve their own optimum wellbeing and independence through effective treatments and support.

Our Vision is: To deliver excellent integrated services in partnership with our community.

Our CORE Values are:

Compassion: We will treat the people who use our services and our colleagues with compassion.

Openness: We will display openness and honesty with our patients, clients and colleagues, acting with integrity, providing professional, high quality services and support.

Respect: We will respect the dignity, diversity and individuality of all our patients, clients and colleagues, promoting equality and addressing inequality.

Excellence: We will strive for excellence, as a community of leaders through consistent delivery of services and applied learning.
Benefits of working in the Northern Health and Social Care Trust

Robust Induction

Within the NHSCT you will be offered a four part robust induction process for all nursing and midwifery staff.

- Departmental Orientation
- Departmental Induction
- Corporate Induction
- Nursing & Midwifery Induction Programme

Supportive Preceptorship

The NHSCT offers a dynamic support preceptorship framework to help you to settle into our organisation and grow in confidence in your new role.

During the preceptorship programme the preceptee will be supported to develop as an autonomous professional through self-assessment, reflection and preceptor guidance.

Annual Leave and Statutory / Public Holidays

The Trust offers excellent provision for annual leave and Public/Statutory Holidays. Depending on length of service ranges from 27 - 33 annual leave days plus 10 public holidays / statutory days. Part time will be pro-rata.

HSC Pension Scheme/HPSS Superannuation Scheme

As a Trust staff member you can choose to join the Health & Social Care Pension Scheme which is one of the leading pension schemes available. Information available at www.hscpensions.hscni.net.

Family Friendly

We are a Family Friendly organisation and have a range of policies regarding work life balance, special leave and flexible working policies.
How to use HSC Recruit.Com

Link to website: [jobs.hscni.net](http://jobs.hscni.net)

- **Browse Jobs**

- Scroll down and select Northern Trust within first box and press Start
You can now view all posts being advertised for NHSCT
Select job by clicking on it.

Select Apply to sign in or register on site to access online applications to apply for post. Applying online is the preferred method.
Application Form Checklist

Please read the checklist below to help ensure that you have completed your form in full and are ready to submit your application.

- Clearly demonstrate how you meet all the criteria requirements
- Provide full details of 2 relevant referees one which must be your most recent employer
- Provide full details of relevant qualifications as well as driving licence and access to car details
- List current and previous employment since leaving education with details of posts held and exact dates of employment
- Explain any gaps in employment and reasons for leaving previous employment
- Advise of any previous, pending convictions of offences including any that have happened in the past, no matter how long ago
- Give details of any periods of sickness
- Provide answers to disability related questions if you require reasonable adjustments
- Failure to provide completed and accurate information may lead to a withdrawal of employment/offer of employment if this is subsequently discovered
- Complete equal opportunity monitoring form in full
- Print off Options for to bring with you should you be invited to interview
OUR VISION
To deliver excellent integrated services in partnership with our community.

<table>
<thead>
<tr>
<th>Job Description</th>
<th>Post</th>
<th>Band 5 Staff Nurse NHSCT</th>
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Agenda for Change pay and terms and conditions will apply. Further information on Agenda for Change is available on the NHS Employers website: [www.nhsemployers.org/PAYANDCONTRACTS/AGENDAFORCHANGE](http://www.nhsemployers.org/PAYANDCONTRACTS/AGENDAFORCHANGE)

Please note that there may be some local agreements in place for staff employed within HSC sector in Northern Ireland.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Band 5</th>
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Agenda for Change pay and terms and conditions will apply.

<table>
<thead>
<tr>
<th>Department</th>
<th>Various department and directorates</th>
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<tbody>
<tr>
<td>Base</td>
<td>Various wards/departments including Bank Nursing</td>
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<table>
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<tr>
<th>Reports to</th>
<th>Sister/ Charge Nurse</th>
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<tr>
<th>Responsible to</th>
<th>Lead Nurse</th>
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Job Summary
The post holder is responsible for the assessment of care needs and the development of programmes of care and/or the implementation and evaluation of these programmes of care. The post holder is expected to carry out all relevant forms of care without direct supervision and will be required to supervise and demonstrate procedures to qualified and/or unqualified staff.

Northern Trust’s CORE Values

Our values are:

**Compassion** – we will treat the people who use our services and our colleagues with compassion.

**Openness** – we will display openness and honesty with our patients and colleagues, acting with integrity, providing professional, high quality services and support.

**Respect** – we will respect the dignity, diversity and individuality of all our patients, clients and colleagues and value their contribution.

**Excellence** – we will strive for excellence as a community of leaders, through consistent delivery of services and applied learning.

These CORE values now underpin all of our work, from recruitment and selection, planning and service delivery, to staff development, performance improvement and accountability.
Key result areas/ Main responsibilities

Clinical Team Member

As a member of the clinical team, the nurse will:

**Participate in and contribute to:**
- The assessment, planning, implementation and evaluation of patient care;
- Professional decision making;
- Effective team working; maintaining staff relationships and morale amongst staff;
- Maintaining a quality service;
- Relevant clinical skills and functions commensurate with the role requirements, following appropriate training and assessment (e.g. venepuncture, cannulation);
- Carry out evidence based practice and agreed care pathways.
- Carry out prescribed care in line with MHO NI (1986) if appropriate
- Adhere to Children (NI) Order 1995

**Demonstrate an understanding of the concepts of role modelling:**
- Person centred nursing;
- Professional standards of practice;
- Supervision of the practice of pre and post registration students;
- Supervision of the practice of untrained staff/ non registrant staff;
- Management within the practice setting when deemed competent.

**Demonstrate an awareness of the systems in place to:**
- Identify poor performance and practice;
- Provide person centred care to agreed standards

**Demonstrate an awareness of and adherence to strategies for:**
- Communication between patients, staff and relatives; reporting issues to the line manager as required;
- Communication between members of the multi-disciplinary team;
- Liaising with community services;
- DHSSPS and NMC guidelines for safe handling, administration, storage and custody of medicinal products;
- Education of patients/relatives/carers regarding aspects of care and give appropriate health promotion and education as outlined by national and local health organisations;
- Ensuring all documentation is legible, accurate, is written in black ink and clearly signed/timed/dated in accordance with the NMC.

Managerial Responsibilities

The post holder will:
- Contribute to effective team working
- Act as a mentor/preceptor as required
- Take charge when necessary as part of continuing professional and managerial development
- Maintain staff relationships and morale amongst staff
- Delegate appropriately to staff
- Review staff performance in line with Trust Personal Performance Development
Review as required
• Report any signs of ill health in colleagues
• Ensure personal and professional development in accordance with NMC requirements
• Participate in the Trust Personal Performance & Development Review
• Participate in staff induction, training and other learning as required
• Participate in practice development initiatives

**Education, Research and Practice Development**

**Responsible for maintaining own:**
• Registration with the NMC;
• Professional and personal development in accordance with NMC requirements within the Scope of Professional Practice;

**Participates in:**
• Staff appraisal scheme annually using appropriate framework;
• Identifying personal development plan;
• Identifying own limitations regarding clinical practice, making them known to the line manager and actively working towards addressing knowledge and skill deficits;
• Giving and receiving feedback on performance of self and others;
• Orientation and induction programmes;
• Research and evidence based practice and agreed care pathways for the enhancement of patient care;
• Reflective practice strategies;
• Lifelong learning initiatives;
• Mentorship of others;
• Clinical audit.

**General Responsibilities**

Employees of the Trust will be required to promote and support the mission and vision of the service for which they are responsible and :-

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner
- At all times demonstrate practice which reflects the CORE values of compassion, openness, respect and excellence
- Carry out their duties and responsibilities in a manner which assures patient and client safety
- Comply with all instructions in regard to Infection Prevention and Control
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them
- Comply with the Trust’s Smoke Free Policy
- Carry out their duties and responsibilities in compliance with health and safety policy
and statutory regulations

- Adhere to equal opportunities policy throughout the course of their employment
- Ensure the ongoing confidence of the public in service provision
- Comply with Code of Conduct for HSC Employees
- To develop personal knowledge and skills to the relevant level of ‘Guidance for Nurses, Midwives and Allied Health Professionals in relation to implementing the SBNI ‘Child Safeguarding Learning and Development Strategy and Framework’ (PHA, 2016)

Records Management

All employees of the Trust are legally responsible for all records held, created or used as part of their business within the Trust including patient/client, corporate and administrative records whether paper-based or electronic and also including emails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998. Employees are required to be conversant with the Trust’s policy and procedures on records management and to seek advice if in doubt.

- £25,783- £34,530 per annum (pro-rata for part-time)

Hours
Normal full-time hours of duty are 37½ hours per week, exclusive of meal times.

Medical
Appointment will be subject to a successful pre-employment health assessment.

Holidays
27 days each year; 29 days after 5 years’ service; 33 days after 10 years’ service and 10 statutory and public holidays.

Pension
The postholder can participate in the Health Social Care Pension Scheme.

Probationary Period
You will serve a probationary period of normally six months.

Waiting List
A waiting list may be compiled for 12 months.

Pay Protection
Legacy Trust Staff who apply for a promotion after 1 April 2011 should be aware that they will lose their legacy protection arrangements and will be entitled to pay protection in accordance with circular HSS (JNF)(1) 2011.
This circular will also apply to legacy staff who are currently in receipt of protection and who move post on promotion.

**Closing Date**
Applications should be submitted via the online process in the event that this is not possible please return Postal Application to:

BSO RECRUITMENT & SELECTION
ROSEWOOD
LONGSTONE HOSPITAL
73 LOUGHGALL ROAD
ARMAGH
BT61 7PR

Canvassing, either directly or indirectly, will be an absolute disqualification.

We will review this Job Description and it may include any other duties and responsibilities we determine in consultation with the jobholder. We do not intend it to be rigid and inflexible but rather to provide guidelines within which the jobholder works.

*(Updated November 2018)*
Title of Post: Staff Nurse

Band of Post: Band 5

Department / Location: Various wards/departments NHSCT

Notes to applicants:
1. You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.
2. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form.
3. Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.
4. Volunteering experience may be considered appropriate in particular for roles within the context of direct patient/client care.

ESSENTIAL CRITERIA

SECTION 1: The following are ESSENTIAL criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

<table>
<thead>
<tr>
<th>Factor</th>
<th>Criteria</th>
<th>Method of Assessment</th>
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</table>
| *Qualifications and Experience| • Currently a Registered Nurse Adult Level 1 - on the live NMC Register  
• Or a 3rd year student currently on an Adult Nursing Pre-registration University Course and are due to register within 12 months  
• Or an individual pending NMC registration as a Registered Nurse Adult level 1  
• For Community Public Health Nursing/Hospital Diversion Nursing Team/Acute Care at Home Team positions applicants must have 1 years post registration experience. | Only those applicants who state clearly on their application form that they have the required level of qualification/experience will be considered for interview. |
**NB** if your NMC has lapsed and if you have not been employed in a nursing position within the last 5 years you must have completed a Return to Nursing Course

<table>
<thead>
<tr>
<th>Knowledge</th>
<th>Interview</th>
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<tbody>
<tr>
<td>• Sound clinical knowledge of current nursing practice</td>
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<tr>
<td>• Understanding of roles and responsibilities of the post</td>
<td></td>
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<tr>
<td>• Understanding of relevant legislation: e.g. Mental Health Order, Children NI Order</td>
<td></td>
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<tr>
<td>• Applicants must demonstrate full understanding of the NMC Scope of Professional Practice and Code</td>
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<tr>
<td>• Knowledge of child protection procedures</td>
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<tr>
<th>Skills and Aptitudes</th>
<th>Interview/Application Form</th>
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<td>• Applicants must demonstrate the ability to communicate assertively, effectively and sensitively with children, young people and persons with parental responsibility and across a range of workplace situations</td>
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<tr>
<td>• Applicants must demonstrate the ability to take responsibility for their own personal and continuous development</td>
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<tr>
<td>• Applicants must demonstrate the ability to identify, challenge and report potential risk/clinical risk situations</td>
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<tr>
<td>• Applicants must demonstrate the ability to effectively organise and plan their work</td>
<td></td>
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<tr>
<td>• Applicants must demonstrate the ability to analyse and assess situations and make judgments to make informed decisions</td>
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<tr>
<td>• Applicants must demonstrate the ability to work effectively as part of the multi-disciplinary team.</td>
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<tr>
<th>Special Circumstances</th>
<th>*Application form</th>
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<tr>
<td>• For Community Nursing / Treatment Room / Public Health Nursing/Hospital Diversion Nursing Team / Acute Care at Home Team or positions in anesthetics, theatres and intensive care working across</td>
<td>Interview</td>
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</table>
trust sites applicants must hold current full driving license (valid for use in the UK). Access to a car on appointment.

This criterion will be waived in the case of applicants whose disability prohibits them from driving but those who have access to a form of transport approved by the Trust which will permit them to carry out the duties of the post

- Ability to work flexibly including evenings, nights, weekends, Bank Holidays and on call as required

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<tr>
<th>Health Requirements</th>
<th>General good health for the demands of the post.</th>
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<tr>
<td></td>
<td>Acceptable attendance record.</td>
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| Pre-employment Health Assessment |
| Application form/Interview/Referee Report |

* Applicants please note: Shortlisting will be carried out on the basis of the essential criteria set out above, using the information given on the application form. You should therefore address the requirements when completing the application form, as failure to do so may result in you not being shortlisted. Appointments are subject to verification of appropriate qualifications.

Value Based Recruitment
*Values Based Recruitment is a process adopted by the Northern Trust to attract and select employees on the basis that their individual values and behaviours align with those of the Trust. It focuses on the ‘how’ and ‘why’ people do what they do.

Candidates who are short-listed for interview will need to demonstrate at interview that they have the required knowledge, skills, competencies and values to be effective in this new role.

In answering the value based questions you have the opportunity to share examples of when you have demonstrated values relevant to the Northern Trust.

(22 January 2019)
### Band 5 Trust Wide Recruitment Registered Nurses

**Band 5 / 6 Midwives**

**Option Sheet – including nurse bank**

<table>
<thead>
<tr>
<th>Band 5 Registered Nurse</th>
<th>Band 5 / 6 Midwife</th>
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To assist processing your application, please complete this form and take it with you to your interview. Offers of employment will be based on the preferences you have stated. Therefore, only indicate preferences for posts that you are willing to accept.

<table>
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<tr>
<th>Full-time</th>
<th>Part-time</th>
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<thead>
<tr>
<th>Temporary</th>
<th>Permanent</th>
<th>Bank</th>
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Candidates should ensure when completing this option sheet that they meet the Job Specification for the type of post(s) chosen.

Candidates should note that consideration will be given to preferences identified; however staff may be moved depending upon the needs of the service.

#### Hospital

**General Acute Hospital:**

- Antrim Area
- Causeway

**General Hospitals:**

- Whiteabbey

**Community Hospitals:**

- Inver Intermediate Care Unit
- Robinson
- Dalriada
- Mid-Ulster

**Specialist Palliative Care Unit**

- Macmillan Unit Antrim
Clinical Area

Medicine (including ED) □
Surgical (Wards) □
Theatre Services □
Gynaecology □

Oncology
Chemotherapy Unit Antrim □

Neonatal
Neonatal Unit AAH □

Community Nursing

- **District Nursing Teams**
  Ballymena □
  Antrim □
  Newtownabbey □
  Larne/ Carrickfergus □
  Causeway □
  Magherafelt / Cookstown □

- **Treatment rooms**
  Ballymena □
  Antrim □
  Newtownabbey □
  Larne/ Carrickfergus □
  Causeway □
  Magherafelt / Cookstown □

- **Hospital Diversion Nursing Team / Acute Care at home**
  Causeway □
  Mid Ulster □
  Antrim/Ballymena □
  East Antrim □

- **Intermediate Rehabilitation & Stroke Team**
  Causeway □
  Mid Ulster □
  Antrim/Ballymena □
  Whiteabbey □
  Larne/Ballyclare □

Community Public Health Nursing: (Health Visiting, School Nursing & School Immunisation Team)*

* 1 year post registration experience required for Community Public Health Nursing and Hospital Diversion Nursing Team / Acute Care at Home Team – (Tick to declare 1 years’ post registration experience □)
Please tick area of Public Health nursing you are interested in working in and also the geographical areas:

Health Visiting □ School Nursing □ School Immunisation Team □

Coleraine or Ballymoney □ Magherafelt or Cookstown □
Antrim or Ballymena □ Newtownabbey □
Larne or Ballyclare □ Carrickfergus □

Sexual Health Services □
SARC □ Family Planning □

Learning Disability Nursing □

Mental Health Nursing □

Acute Mental Health Nursing
Causeway Ross Thompson Unit □ Holywell Hospital □

Community Mental Health Nurse
Adult □ Older People □

*Midwifery*

Antrim Hospital □ Causeway Hospital □
Community Midwifery □ – see below and select area

Ballymena □ Antrim □ Newtownabbey □
Larne/ Carrickfergus □ Causeway □ Magherafelt / Cookstown □

Candidates are encouraged to select as many or as few options as they wish in each section.

Signed: __________________________

Name (Block Caps): __________________________

Date: __________________________