

1. Introduction

- 1.1 This Standard Operating Procedure (SOP) sets out the recruitment process for Newly Registered Nurses (NRN) to University Hospitals of Leicester NHS Trust
- 1.2 It excludes Internationally Recruited Nurses via the OSCE Route, Newly Registered Midwives and Newly Registered Nursing Associates who all have their own processes.
- 1.3 The aim of having a dedicated NRN process is to ensure consistency, fairness, and equity in the process, and to ensure every nurse trained in Leicester is offered a job at UHL upon qualification.

2. Newly Registered Nurse Recruitment Process

2.1. Advert and Recruitment Timeline

- a) NRN adverts are placed four times a year, although the usual output from local universities is twice a year (spring and autumn) having four adverts a year will capture any out of LLR students who miss the advert or where timing is not right.

Advert	January	April	July	October
Shortlist	January/February	April/May	July/August	October/November
Interview	February	May	August	November

- b) Students who train within Leicester at De Monfort University or at the University of Leicester will be automatically offered a job at UHL when they qualify. The students will be sent a letter at the end of their second year from the Chief Nurse. Students will be asked to provide their clinical area of preference to their practice learning lead who will work with the CMG Matrons for Recruitment, Retention & Pastoral Care to support the allocation.
- c) Students who have trained outside of Leicester will be directed to the dedicated NRN advert where possible however, those who may be interviewed via CMG specific adverts will be transferred to the NRN vacancy after successful interview.
- d) All vacancies and recruitment will be processed via Trac and NHS Jobs.

2.2. Shortlisting

- a) All applications via the NRN adverts must be shortlisted
- b) The following actions for applications not meeting the criteria can be applied:
- Applicants already on the NMC Register can be moved to an open Registered Nurse advert for shortlisting.
 - Applicants from overseas can be passed to the lead for international recruitment for consideration through other recruitment streams.

2.3. Process

- a) Formal discussions are organised by the Recruitment Leads and panels provided from every CMG.
- b) Conversations can be either face to face or virtual and ideally should be held on the same day or within the same week, depending on numbers.
- c) All candidates are interviewed for a NRN post at UHL and not a specific clinical area at this stage. Many students apply in their second or early third year and are still unsure as to where they want to work; once we know their preference, we will make every effort to ensure they are placed here.

2.4. Allocations

- a) For fairness and equity UHL runs an allocation process for NRNs. This provides the students with an opportunity to discuss their career plans and opportunities.
- b) Allocations run twice a year to coincide with the University programme completion dates. Childrens and Adults run their own allocations.

Interview	May and August	November and February
Allocations	September	March
Start Date	November	May

- c) 10-14 calendar days prior to the allocation day HR Recruitment will send successful candidates the UHL Vacancy list requesting them to select their first, second and third choices along with all other documentation provided by the Education and Practice Learning Team.
- d) Allocations meetings are run by a nominated CMG Recruitment Lead and a member of the Education and Practice Learning Team.
- e) The allocations meetings can be face to face or virtual and candidates are allocated in line with their preference with an aim to give them one in their top two. It may not be possible to place candidates in their first choice every time depending on CMG vacancies, but every effort will be made to do so. The candidates will be informed about the option to transfer into their preferred areas when vacancies become available.
- f) Candidates who are not able to attend a face to face or virtual meeting are invited to submit their requests via email to an identified member of the allocations team by 12 noon the day prior to the meeting to enable them to be allocated in their absence and maintain their score order. These candidates will be emailed their allocation result within one working day following the end of the allocations meetings.
- g) The Education and Practice Learning Team provide an information sheet to be emailed to all candidates following allocations explaining what happens next regarding pre-employment checks, start dates and preceptorship.

2.5. Reference checks, Cost Codes and Line Managers

- a) Following Allocations, the Education and Practice Learning Team will send the updated list of candidates to HR Recruitment and the appropriate CMG Recruitment Lead for information and further actions as required.
- b) CMG Recruitment Leads will provide HR Recruitment with the cost code and line manager details within two weeks of receiving this information.
- c) HR Recruitment will request the two references required; one must be a final year Practice Assessor (previously known as a mentor) and the other must be an academic reference from the University.
- d) Successful candidates will be transferred to the line manager as 'appointable manager' on Trac who will then be able to approve the references and view the candidates. CMG Recruitment Leads will have oversight of this process and offer support to the line managers as requested. The CMG Recruitment Lead may be the appointable manager by specific arrangement agreed by the CMG Head of Nursing.

- e) The following is to be considered when approving the references:

Academic Reference

- Ensure the start and completion dates reflect a three-year pre-registration programme or a two year MSc Graduate programme. Any discrepancy in this should be explained via additional information confirming an interruption or deferral.
- Ensure the reference is from an Academic Assessor, Personal Tutor or Programme Leader, not a Clinical Educator or Placement Facilitator who provides support in practice.
- Sickness and absence data, if provided, is reviewed. The Trust policy standard of 30 days (225 hours) over three years is applied to all applicants and is irrespective of whether this is theory or practice hours. Anyone over this standard must have this discussed by their line manager and depending on the outcome of this discussion candidates may require a target letter to be issued on commencement.
- Many Universities subscribe to a HEAT system which is an electronic summary of the academic record and contains minimal data. Many will not provide additional information on request so all this reference can be used for is to confirm that the candidate has been on the programme and a note as such made on Trac, such as 'HEAT Academic Reference received confirming attendance and/or Completion of the programme'. The rationale provided by the Universities for this is that if candidates have successfully completed the programme and been entered onto the NMC Register they have met the required standards so this should be sufficient for employers.

Practice Assessor Reference

- Ensure that this is a Practice Assessor from their final year, ideally their final placement but this is not insisted upon. The Practice Assessor is responsible for assessing the students' abilities in practice.
 - This must not be a character reference and must provide comments on clinical ability.
 - This must not be from a Clinical Educator or Placement Facilitator who provides support in practice as they will not be acting in an assessor capacity.
- f) All references when approved on Trac must be accompanied by a brief note explaining the reason for approval and also indicate whether there is any specific sickness and absence, or other issues noted to ensure appropriate support is offered. The statement 'Must have NMC Registration prior to starting this post' must be included in the academic reference approval notes (see 2.6 d))
- g) References may need to be re-requested if there is a delay in course completion of greater than three months, this is to ensure the most up to date information is obtained. Advice can be sought from HR Recruitment to the Education and Practice Learning Team in these situations.

2.6. Confirming Start dates and Starting in Post

- a) NRN start dates are dependent on their registration being live on the NMC website.
- b) The registration process is electronic; once the University finalist exam board has ratified their results they inform the NMC of the candidates' eligibility to be entered onto the register. The NMC contact the candidate to pay their fee. Once the fee has been paid the candidate can appear on the live register within 2-48 hours.
- c) Provisional start dates are offered two weeks after ratified results have been released to enable for this process to take place
- d) NRNs must not start in post until they have their registration; there is no option to start as a 'pre-registration nurse awaiting PIN' or in a band 2 HCA role. This is included in the information sheet listed in 2.4 i).
- e) NRNs are also advised that they are not able to work in an unregistered role once they are live on the register so to plan any bank work accordingly. This is included in the information sheet listed in 2.4 i)

UHL Bank staff have their HCA bank contract put on hold for six months, at which point they can then apply for a Registered Nurse contract via a form 6.

- f) HR Recruitment will facilitate the confirmation of start date when they are satisfied all pre-employment checks have been completed. Clinical Areas must not arrange a start date directly with their candidates.
- g) The Education and Practice Learning Team will liaise with HR Recruitment for up to date information to ensure candidates are booked onto RN Induction and Preceptorship Programmes.

3. Education and Training

No specific training is required, advice can be sought from the CMG Recruitment Leads of Senior Nurse – Clinical Practice Development.

4. Key Words

NRN, NQN, newly qualified nurse, newly registered nurse, preceptorship

CONTACT AND REVIEW DETAILS	
SOP Lead (Name and Title) Anna Duke HON recruitment, retention and pastoral care.	Executive Lead: Eleanor Meldrum, Deputy Chief Nurse
Details of Changes made during review: Feb 2024 – NQN trained in DMU or UoL will not be interviewed. They will only have an allocation conversation.	