

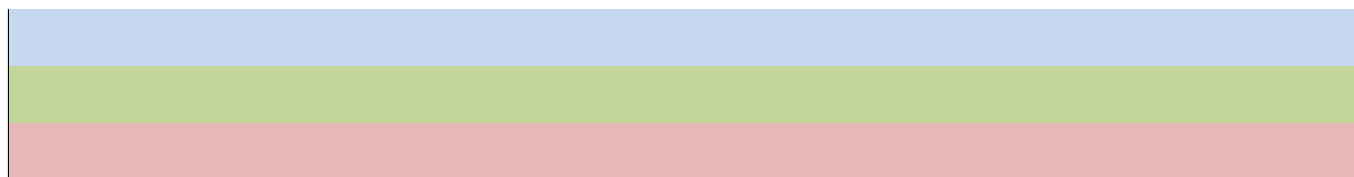
1. Introduction

- 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 This SOP is for use by HR Recruitment, Assistant Chief Nurse - Workforce, Clinical Management Group (CMG) Recruitment Leads and Education and Practice Learning Team Preceptorship Leads.
- 1.4 The aim of having a dedicated NRN process is to ensure consistency, fairness and equity in the process, and reduce duplication of applications and interviews.

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 Universities is twice a year (spring and autumn) having four adverts a year will capture any students who miss the advert or where timing is not right.



- b) Students who train within Leicester will be informed of these adverts via the Education and Practice Development Team. Any Leicester student who applies through another B5 or Staff Nurse Advert will be directed to the NRN dedicated advert by the HR Recruitment team.
- 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 on the following criteria and achieve the maximum score of eight across the four criteria. Scores less than eight will not be shortlisted :
 - Currently undertaking a Pre-Registration Nursing Course leading to Registration with the NMC in any of the four fields of practice; adult, children, mental health or learning disability (Score 2).
 - Demonstrates a good understanding of high quality patient care and patient experience (Score 2).
 - Demonstrates awareness of importance of effective communication and teamwork (Score 2).
 - An appropriate example is provided of adherence to trust expected values and behaviours. NOT just repeating the trust values (Score 2).

- b) Shortlisting will be completed by the CMG Recruitment Leads.
- c) The following actions for applications not meeting the criteria in 2.2 a) 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 Assistant Chief Nurse – Workforce for consideration through other recruitment streams.
 - Applicants who have not met the criteria and have trained in Leicester or have indicated they are moving back to Leicester can be provided with feedback and offered an opportunity to resubmit their supporting statement.
- d) Students training in Leicester who contact the CMG Recruitment Leads or Education and Practice Learning Team Preceptorship Leads outside of the advert timeline can be offered to complete an offline application and be considered for shortlisting. This is applicable for those who will complete their programme and Register prior to the next advert as a way of fast tracking their applications.

2.3. Interviews

- a) Interviews are organised by the Recruitment Leads and panels provided from every CMG.
- b) Interviews can be either face to face or virtual and ideally should be held on the same day or within the same week, depending on interview numbers.
- c) There are two sets of interview questions (Sets A and B) with a scenario based on a NEWS Score. There are separate sets for children and adult fields of practice.
- d) Learning disability and mental health field of practice applicants will have either the adult or childrens questions, depending on their field of practice preference; panels will give consideration to their student placement experiences when answering the questions.
- e) 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.
- f) Allocations are done towards the end of their programme completion when students are usually surer of their choices. This helps prevent disappointment where requests for swapping allocations are made due to the decision being made too early, as these may not be able to be accommodated.
- g) The overall interview score is calculated using the average score of two achieved across all questions.
- h) Any candidate scoring a one or zero for a question at interview is not appointable, irrespective of their overall score.
- i) All candidates will be emailed the outcome of the interview by HR recruitment via Trac.
- j) Candidates who are not successful must be offered feedback from a nominated member of the interview panel. This must be agreed by the panel on interview day and information provided to HR Recruitment, it is not the responsibility of HR to provide this feedback. HR Recruitment will inform the candidate of this and it is the candidates' responsibility to contact the nominated member of staff.
- k) Following feedback any students who train within Leicester can be offered another interview opportunity without the need to re-apply. This has a time limit of three months and the candidate will be rolled over to the next NRN advert available.
- l) The Education and Practice Learning Team provide an information sheet to be emailed to all candidates via Trac explaining this process and what happens next.
- m) HR Recruitment team provide the Education and Practice Learning Team with the list of the NRNs successfully recruited to help with Allocation, RN Induction, and Preceptorship planning.

2.4. Allocations

- a) For fairness and equity UHL runs an allocation process for NRNs. This prevents duplication of application, 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.



- c) CMG Recruitment Leads will provide the Education and Practice Learning Team their NRN vacancies for their clinical areas no later than three weeks prior to allocations day.
- d) The Education and Practice Learning Team will provide HR Recruitment with the vacancy list, the list of candidates to be invited to allocations in score order and a covering letter explaining the process no later than three weeks prior to allocations day.
- e) 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.
- f) Allocations meetings are run by a nominated CMG Recruitment Lead and a member of the Education and Practice Learning Team.
- g) The allocations meetings can be face to face or virtual and candidates are allocated in interview score order, highest scorer goes first.
- h) 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.
- i) 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.
- j) Any candidate who applies for a post and falls outside of the allocation process will be managed on a case by case basis in partnership with the CMG Recruitment Leads and the Education and Practice Learning Team.

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) Claire Agnew van Asch, Senior Nurse – Clinical Practice Development	Executive Lead: Eleanor Meldrum, Deputy Chief Nurse
Details of Changes made during review: April 2021 – not applicable, this is V1	