

**Post Registration Masters in Nursing Project (Fast Track 2 year Rotational)  
 Recruitment/ Selection Subgroup Meeting  
 12<sup>th</sup> March 2019 11.45-12.45**

**Present:** Toni McAloon UU, Sharon McRoberts SEHSCT, Gladys McKibbin HR BHSCT, Nicola O'Neill BSO, Patricia Cosgrove SEHSCT, Annetta Quigley WHSCT, Esther Rafferty BHSCT, Rosin McSwiggan NHSCT, Sue Foster NIH, Cathal O'Neill Independent Sector, Clare Martin UNISON, Fidelma Carolan UNISON

**Apologies:** Sharon Burnside

Item	Discussion	Action
Welcome & Introductions	Welcome and introductions completed	Project Lead confirmed as Chair
Apologies	Noted	
TOR Subgroup Group	TOR considered - to remain a standing agenda issue.	Add to future agendas chair
To consider recruitment selection processes for 30 band 5 nurses	<p>Standard band 5 JD currently used across all 5 trusts will be used.</p> <p>An addendum will be included with the JD to include the MSc selection criteria.                      MSc selection criteria:</p> <ul style="list-style-type: none"> <li>• Adult BSc (Hons) Nursing obtained Sept 2019</li> <li>• Graduate from a NI University</li> <li>• Must have at least 2:1 classification</li> <li>• Must have an offer of a permanent HSC band 5 post in NI</li> </ul>	<p>BSO will forward current district nursing pack as an example to chair who will forward to all members by the <b><u>15<sup>th</sup> March.</u></b></p> <p>Chair will forward project briefing to be included in the pack by the <b><u>15<sup>th</sup> March.</u></b></p> <p>Patricia Cosgrove, Annetta Quigley, Rosin McSwiggan, Esther Rafferty to forward a draft JD pact to chair by the <b><u>5<sup>th</sup> April.</u></b></p> <p>Chair will send the pack to Sharon McRoberts on the <b><u>8<sup>th</sup> April</u></b> for consideration by all trusts AD's.</p>

	Job pack will be produced including some general information on what the placement rotation flow may look like.	
Consider regional recruitment processes	<ul style="list-style-type: none"> <li>• There will be <b><u>one application process</u></b> appointing to both band 5 &amp; MSc.</li> <li>• One day of interviews will be established this will most likely be in Fern House NHSCT Antrim.</li> <li>• The number of interview panels needed will depend on how many applicants are shortlisted.</li> <li>• Applicants will rank trusts in order of preference.</li> <li>• Interview panels will be timed to occur after the June exam boards from which students will be able to self-predict degree classification.</li> </ul>	<p>BSO will set up an online application &amp; short listing process once the JD has been agreed.</p> <p>2 members of HSC staff will short list</p> <p>The interview panels will consist of HSC staff.</p> <p>It was previously agreed at the first working group that the Independent Sector may sit on the panel as an assessor but will not carry a vote</p> <p>UU exam board is the 7<sup>th</sup> June 2019. QUB asked for confirmation.</p>
Recommend advertisement strategies	<p>Posts will be advertised through:</p> <ul style="list-style-type: none"> <li>• BSO HSC processes</li> <li>• University student notification processes</li> <li>• Social media</li> <li>• NIPEC</li> </ul>	<p>BSO Project Manager Project Lead</p> <p>The course is likely to be advertised for 2/3 weeks</p>
Consider band 5 contract	<p>Standard Band 5 contract to be modified to reflect:</p> <ul style="list-style-type: none"> <li>• Must agree to placement rotation</li> <li>• Must be made aware there will be no self-selection of placement areas</li> <li>• Must commit to remaining in post for the 2 years of the course</li> <li>• Must own or have access to a car for community/independent placement.</li> <li>• Annual leave policy – must agree to taking leave outside teaching periods (commissioned students must be present at scheduled teaching sessions)</li> </ul>	<p>Gladys McKibbin, Fidelma Carolan and Clare Martin to work on this and have a draft with chair by the <b><u>5<sup>th</sup> April</u></b>.</p>

<p>Consider band 5 indemnity challenges whilst in the independent sector</p>	<ul style="list-style-type: none"> <li>• Terms and conditions of the HSC band 5 will apply.</li> <li>• Honorary contracts will apply whilst in the independent sector.</li> <li>• Indemnity will be the responsibility of the independent sector</li> <li>• Access NI and RQIA requirements whilst in the independent Sector discussed</li> </ul>	<p>HR to consider what types of honorary contracts currently exist.  Greater discussion needed on who will have responsibility to process.  Will remain on the agenda for the next meeting chair.</p> <p>UNISON to confirm with RQIA what the requirements are.</p>
<p>Consider the managerial responsibility for the band 5 whilst in the independent sector</p>	<p>Some discussion took placement but requires greater consideration.</p>	<p>To remain on the agenda for the next meeting chair.</p>