

Regional principles for Approved Education Institutions and Health and Social Care Trusts (HSC)

V2: Amended 24.1.2025

Recruitment and selection onto:

- **Specialist Community Public Health Nursing education programmes (health visiting and school nursing)**
- **Specialist Practice Qualifications education programmes (community and non-community nursing).**

The following principles should be applied to all Department of Health commissioned/ HSC Trust commissioned/self-funding/sponsored Specialist Community Public Health Nursing and Specialist Practice Qualifications post-registration education programmes.

1. All organisations should apply a transparent, fair and equitable process in the selection of applicants.
2. Places should be made openly available and advertised across relevant platforms, to include NHS, non-NHS, self-employed or self-funded/sponsored applicants.
3. Completed applications must be received by the advertised closing date for applications.
4. Following shortlisting, an assessment procedure should be applied within the selection and recruitment process.
5. People who use the services and representatives from relevant stakeholder groups should be involved in developing a selection of questions with responses to be made readily available for use within the selection and recruitment process.
6. All applicants should be advised of the outcomes from the selection process when it is completed.
7. In the event that the external recruitment process has been completed and concluded as noted above, however commissioned places remain unfilled, HSC Trusts may consider employing, as a contingency, further recruitment processes to enable appointments to unfilled commissioned places, provided all of the above principles of transparent, fair and equitable recruitment are upheld i.e. Trust-wide advertisement, shortlisting, interview and employment checks at the same standards as above. The recruitment and selection

process should be applied and completed within the existing timeframes to meet the University deadlines.

8. HSC Trust employed applicants and their Line Manager should complete and sign the *Learning Agreement and Evaluation of Learning on Practice*¹ template prior to undertaking the HSC commissioned education programme² to ensure the programme is relevant to their role and the service area and that there is a clear understanding of the programme content and the commitment involved in undertaking the programme.

¹ Northern Ireland Practice and Education Council (NIPEC) (2021) *Learning Agreement & Evaluation of Learning on Practice Framework*. Accessed at: [Learning Agreement Framework \(2021\) | NIPEC \(hscni.net\)](https://www.hscni.net/learning-agreement-framework)

² In circumstances where it is not possible to complete the template prior to starting the programme, this must be completed within the first week of undertaking the programme.