



Post Registration Masters in Nursing Project (Fast Track 2 year Rotational)

Recruitment/ Selection Subgroup Meeting

2nd May 2019 10.00- 12.00

02D09/MD026

Present: Toni McAloon UU, Sharon McRoberts SEHSCT, Gladys McKibbin HR BHSCT, Nicola O'Neill BSO, Sandra Forde BSO, Patricia Cosgrove SEHSCT, Annetta Quigley WHSCT, Rosin McSwiggan NHSCT, Sue Foster NIH, Fidelma Carolan UNISON, Gail Doak SHSCT (Phone in),

Apologies: Sharon Burnside SHSCT, Cathal O'Neill Independent Sector, Heather Weir NIH

Item	Discussion	Action
Welcome & Introductions	Welcome and introductions completed	
Apologies	Noted	
Notes from previous meeting	Notes Confirmed	
Information pack: <ul style="list-style-type: none"> • Course Information • Job Description • Personnel Specifications • Contract Addendum for MSc requirements • Placement flow exemplar • Trust ranking sheet 	<p>All documents considered. Extensive discussion took place Amendments made throughout during discussion All members needed further time to consider the documents.</p> <p>Lengthy discussion regarding the requirement for the band 5 to take charge of the ward on occasion in the independent sector. The subgroup concluded the band 5 as a registrant should be in a position to adhere to the code of conduct and act within the boundaries of their capabilities to take on this role.</p>	<p>All members to review the document sent from Annette on 1st May at 18.15. Comments to be feedback to the chair by 9th May to enable the document to be agreed and made available for recruitment.</p>

<p>Band 5 recruitment</p>	<p>Group members were made aware recruitment processes cannot commence until funding is finally agreed by DOH. It is anticipated that will be in the next week.</p> <p>Recruitment strategies were agreed to enable recruitment to commence as soon as funding confirmed.</p> <p>Time line:</p> <ul style="list-style-type: none"> • Posts Advertised: 20th May - 4th June 2019 • Closing date: 4th June 2019 • Short Listing: Week of the 10th June 2019 • Applicants notified of interview: 19th June 2019 • Interviews: Sat 29th June 2019 <p>BSO will host the applications on their server for all trusts.</p> <p>The NHSCT have kindly offered to host the interviews and provide catering. Interviews to be held in Fern House NHSCT.</p> <p>This will be a regional interview process with all trust represented on the panels.</p> <p>Once the interviews are completed a list must be compiled of 30 formal offers and a waiting list incase of drop outs. It is recommended these lists should have equal numbers.</p>	<p>BSO to confirm if applicants can upload screen shots of academic results</p> <p>20 panels will be established 4 from each trust. AD's will identify from their trust 8 panel members for Adult Nursing interviews & 1 admin person to support the process.</p> <p>Names of panels to be submitted to Laura Nicholl (Pamela's secretary NHSCT) by the 10th June.</p> <p>Rosin McSwiggan & Patricia Cosgrove will complete the short listing on behalf of all trusts.</p>
<p>UU Application for MSc</p>	<p>Members were made aware after the interviews are completed and applicants notified. Successful applicants must submit an online application to UU for admission to the MSc course. This requires submission of the formal offer of the band 5 post alongside the MSc application in August.</p>	<p>The chair will organise a conference call between the Head of Admissions UU, HR BHSCT and herself to discuss the best way forward.</p>

	Members were concerned with the time line of this and the need to complete all vetting processes before making a formal offer,	
Recommend advertisement strategies	Posts will be advertised through: <ul style="list-style-type: none"> • BSO HSC processes • University student notification processes • Social media • NIPEC 	BSO Project Manager Project Lead
AOB	None noted	
Next Meeting	17 th June 2019	Business support to organise