



**Post Registration Masters in Nursing Project (Fast Track 2 year Rotational)  
Joint Recruitment/ Selection and Working group Meeting  
17<sup>th</sup> June 2019 11.00- 13.00  
12G02/MD026**

**Present:** Toni McAloon UU, Carol Chambers BHSCT, Sharon Burnside SHSCT, Patricia Cosgrove SEHSCT, Annetta Quigley WHSCT, Roisin McSwiggan NHSCT, Fidelma Carolan UNISON, Bernadette Gribben NIPEC,  
Via teleconference: Gladys McKibbin HR BHSCT, Julie McCracken BSO  
**Apologies:** Sharon McRoberts SEHSCT, Aisling Pelan BHSCT, Liz Laird UU

Item	Discussion	Action
Welcome & Introductions	Welcome and introductions completed	
Apologies	Noted	
Notes from previous meeting	Notes Confirmed	
Update on applications	<p>The closing date for applications was extended to 21 June 2019.</p> <p>At the end of last week 37 applications had been received, 12 were rejected as they did not meet the entry criteria leaving 25.</p> <p>3 of the applicants need to be contacted to determine their predicted grade</p> <p>Since then we have received another 5 applications. The post will be advertised at tomorrows RCN event hopefully encouraging more students to apply.</p>	PL to contact QUB & Patricia/Roisin to contact students

	<p>Breakdown of area, based on the student addresses:-                      12 – WHSCT                      5 SHSCT                      5 BHSCT                      3 NHSCT                      1 SEHSCT</p> <p>As it is not evenly distributed this will be raised with CNO by Heather Finlay/Pat Gallagher.</p> <p>Laura Nicholl (NHSCT) has requested preference sheets to forwarded to her.</p> <p>After closing date, interview slots to be sent out. BSO to contact Laura Nicholl to arrange</p> <p>A letter will be sent out to advise outcome of interview</p>	<p>BSO to action</p> <p>BSO to action</p> <p>BSO to action</p>
<p>Distribution of ranked clinical areas</p>	<p>Lengthy discussion took place on whether applications should be scored in rank order of interview performance or trust preference. It was agreed that following their interview, applicants scoring the highest will be ranked 1-30 and will be processed until all their preferences are exhausted before moving onto applicants ranked 30 downwards.</p> <p>This process will be communicated to the applicants on the day of their interview with the option to refine their preference.</p> <p>On the interview day, administration staff will complete the standard regional template to give the ranking. BSO staff x 2 will be present on the day (10am – 2pm) to do ID checks and in conjunction with Trust staff will start allocating positions across the Trusts.</p> <p>BSO staff will make phone calls to those applicants who have not been allocated their 1<sup>st</sup> preference.</p>	<p>Patricia/Roisin to action</p> <p>Trust/BSO to action</p> <p>BSO to action</p>

	<p>BSO to be kept up to date with timetable of Interview day</p> <p>BSO to forward the regional children's nursing course ranking process to Annette</p>	<p>Patricia/Roisin to update BSO</p> <p>BSO to action</p>
Interview panels	<p>Number of panels required will depend on final number of applications. This will be communicated to each Trust on Monday 24 June</p> <p>Proposed questions (regionally agreed) were circulated to the group and agreed. 3 questions will be asked. Pass mark 50%. When there are a number of applicants with the same score questions will be weighted as: Q3 – Person-centred care first followed by Q2 and then Q1.</p> <p>Questions and checklist to be emailed to the group Once interview results are known email to be sent to Chair and Project Lead</p>	<p>Laura Nicholl to email Trusts on Monday 24 June</p> <p>Business support to action</p> <p>Patricia/Roisin to action</p>
Interview Administration	Administration requirements for Interview day will be communicated once final number are confirmed	Laura Nicholl (NHSCT) to email Trusts on Monday 24 June
AOB	Electronic Band 5 requisitions are to be sent to BSO	Each Trust to email to Julie McCracken in BSO
Date of next meeting	<p>It was agreed that no further Recruitment/Selection subgroup meetings are required as everything will now feed into the Working group.</p> <p>Chair thanked everyone for their hard work in particular Patricia and Roisin.</p>	Next Working group meeting on 23 July 2019