

Newly Qualified Nurse Employment Offer

Best Practice Guide

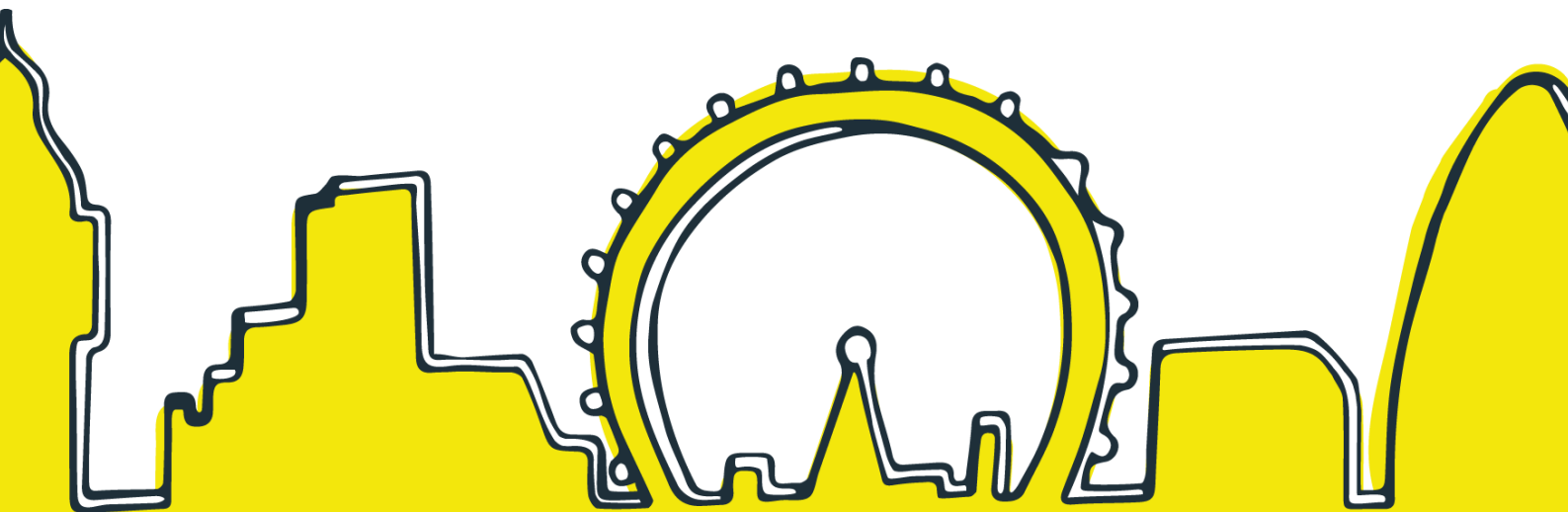
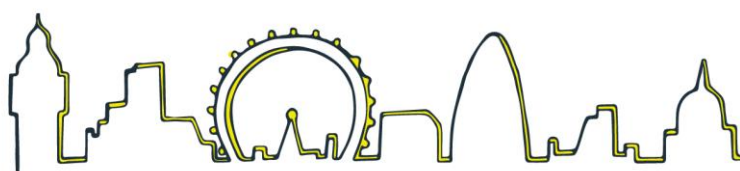


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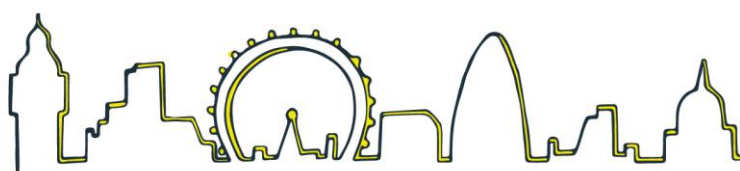
Introduction

The best practice guide is a pan London resource for Health and Social Care organisations to support the process of recruiting student nurses into newly qualified nurse roles. The approach has been developed through an extensive stakeholder engagement exercise involving practitioners from organisations across London, representing all fields of nursing. Engagement has included task and finish group meetings, workshops, the CapitalNurse conference, and sharing best practice across organisations; in particular extensive learning has been drawn upon from the NCL 'Graduate Guarantee Employment Offer' model.

Our approach recognises that when organisations provide a fair and streamlined employment offer to students, there is a significant benefit to both the employer and candidate, both in feeling valued by their organisation and the organisation retaining their NQN. The best practice guide can be used for all types of NQN employment; those trusts offering guaranteed host student employment as well as for those trusts offering regular application and employment processes. In addition, the guide has been designed to provide a comprehensive start to finish selection of best practices, but each individual aspect can be used in isolation. We would encourage organisations to use the CapitalNurse branding if using any aspect of this best practice approach.

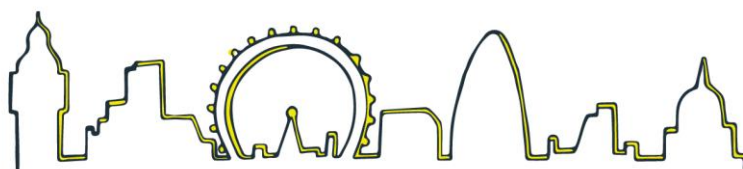
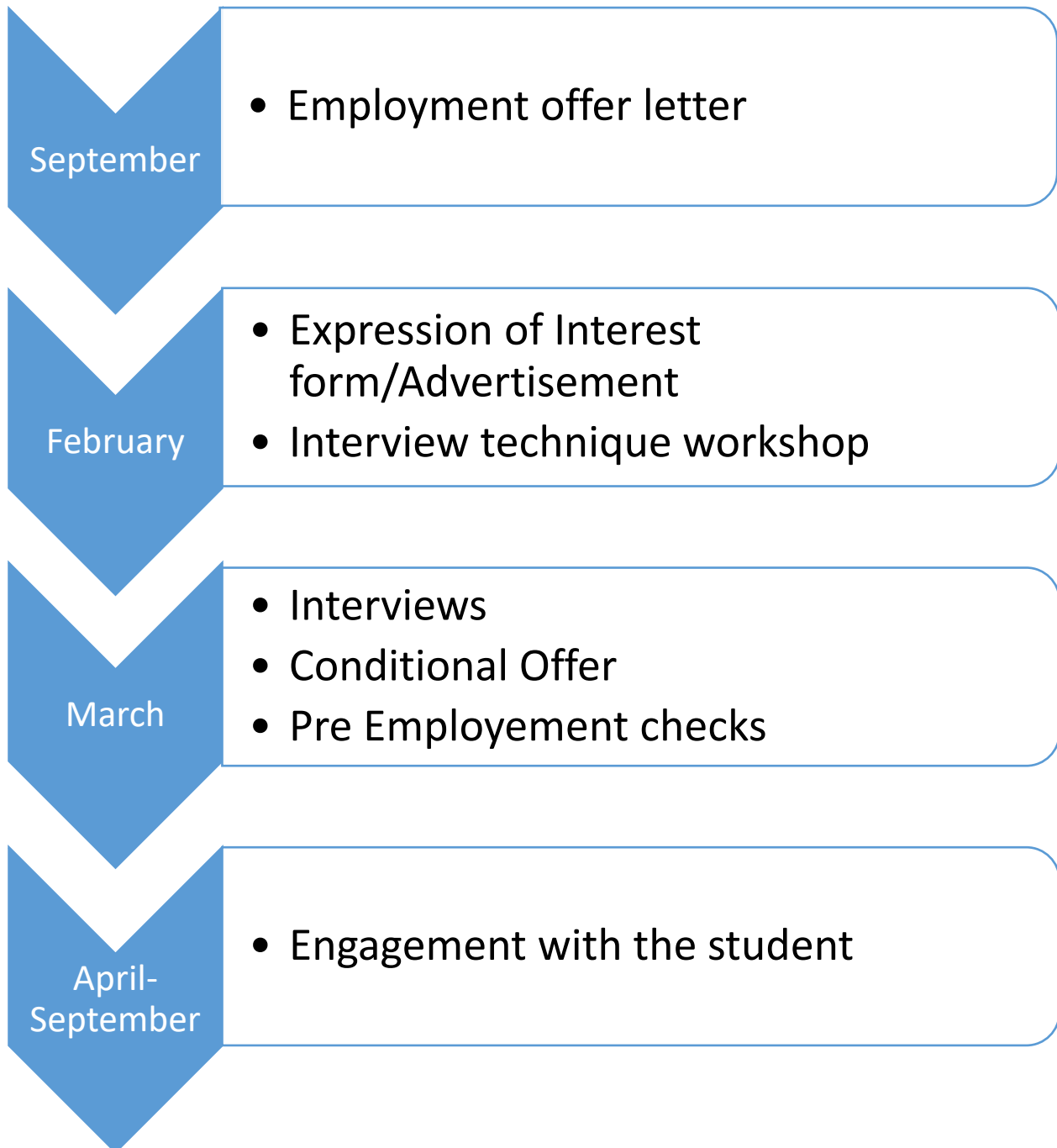
Background

One of the aims of CapitalNurse is to encourage more people to study in London to be nurses, and for more of those who begin their training to enter the nursing workforce in London. Based on the learning from other successful models; this approach acknowledges that by offering a shared model of recruiting students into NQN roles, it will have a beneficial effect for registrants in feeling valued, and for the employer, by retaining the NQN. In addition, this approach links in with the RePAIR (Reducing Pre-registration Attrition and Improving Retention) project recommendations that neighbouring health care providers should work together, and with the local education providers, to agree a shared model of recruiting newly qualified practitioners (HEE, 2015).



Process of Employment Offer

It has been identified that this process of recruiting NQNs needs to start in the student's final year



Advertisement

Employment offer letter

Each NHS organisation in London will have a link university that facilitate placements for host student nurses as part of the nursing degree programme. There are benefits for employers recruiting from the same pool to work together. This might be across the footprint of a Sustainability and Transformation Partnership, Integrated Care System or other strategic partnership. It is good practice to send an employment offer letter to your final year students, signed by your Director of Nursing and/or partnership lead (Appendix 1). The purpose of the letter is to inform the students of the employment offer available to them through your organisation and /or partnership lead, and the CapitalNurse offers available to them once they qualify as a registered nurse in London.

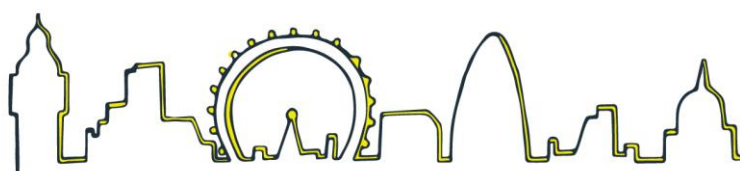
To ensure the letter is circulated to all students, consider sending it to your link university programme lead at the beginning of their final academic year. It is important that you get commitment from the university before initiating the letter and arrange a HR lead in your organisation to support you in the delivery of this best practice approach.

Advertisement Period

It is good practice to advertise six months prior to the final year students starting in post, for a period of two weeks (see page 4). If your organisation is involved in an STP or strategic partnership employment offer approach, you may wish to consider advertising jobs simultaneously.

Expression of Interest form

An expression of interest form has been developed to substitute the employer application form, which is intended to make the recruitment process easier for the students (Appendix 2). By circulating the expression of interest form to your students six months prior to the employment start date and allowing two weeks for submission, it should give adequate time to process the form. The students will need to include their personal details and provide you with three choices to which services, wards or teams they would like to work in upon employment.



Values Based Interview

A values-based interview provides a great opportunity for the students to experience, what an interview in nursing feels like, and for them to explore the post and to feel that it, and the organisation is the right fit for them.

Interview preparation

To support students through an interview and to keep them engaged in the recruitment process, we recommend facilitating an interview technique workshop prior to the interviews taking place. The CapitalNurse interview technique workshop slides are available for organisations to download on the CapitalNurse webpage.

Interview process

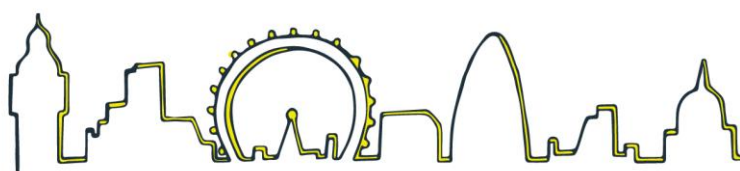
You may wish to consider conducting a value-based interviews six months prior to the student's conditional start date, and in a block period as this provides a fairer and more streamlined process when making job offers to multiple candidates.

Interview outcome

Students should be given a conditional offer within three working days of their interview. If your candidate was unsuccessful, we recommend providing feedback on the areas they didn't score well, and sign post them to any necessary reading or individuals in your organisation that could support. If your organisation has a rolling job advert, you might want to encourage them to re-apply in the near future.

Pre-employment checks

We recommend sending the HR pre-employment paperwork to your students in advance and request them to complete/return with the appropriate ID documents when they attend their interview. Your HR team may wish to undertake the ID checks on this date and begin processing the paperwork, however you will need to agree this with your HR lead. It may not be possible for all HR teams in your organisation to follow this process due to the size of your organisation.



Engagement Process

Pre-interview

You may consider offering some interview preparation and career coaching with your students towards the end of their 2nd year of study. We recommend using the CapitalNurse Career Framework Tool to support these conversations. Interview preparation may be supported by your ward/team managers and/or clinical nursing staff. However, it is suggested to facilitate an interview preparation workshop as a formal process of support and engagement.

Post Interview

To enable the students to be engaged throughout the process you may wish to consider some key engagement tips:

1. What's App groups
2. Network forums
3. Trust wide communications
4. Ward/teams to promote the NQNs starting in post, which could include a poster of them in the staff room.

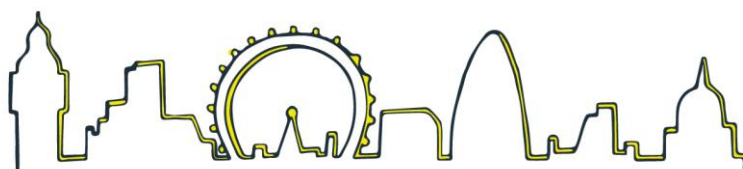
Resources

<https://www.london.gov.uk/what-we-do/health/capitalnurse>

<https://www.hee.nhs.uk/our-work/capitalnurse/workstreams/career-framework>

CapitalNurse Branding

If you wish to receive any logos and branding, please email capitalnurse@hee.nhs.uk



CAPITAL nurse

NHS

Health Education England

**INSERT ORGANISATION
ADDRESS
HERE**

(DATE)

Dear **(HEIs to insert individual students' names by mail merge)**

Staff Nurse Posts for Final Year Students – [Name of STP/partnership area]

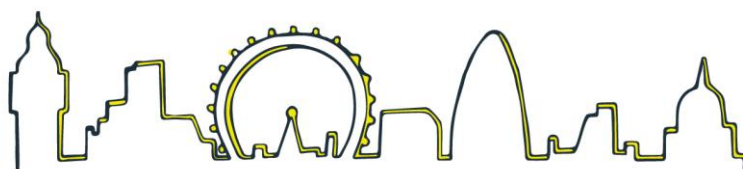
We hope you are enjoying your final year as a student nurse. As a student in **[name of partnership]** we are writing to tell you about the special recruitment timeline we have put in place for you to take up your first and very important post as a registered nurse in our trusts/primary care organisations.

Our straightforward recruitment timetable taking you to become a **CAPITAL STAFF NURSE** is set out here for you:

From week commencing [date]: all available staff nurse posts in [STP name] health & care organisations (NHS trusts) will be advertised simultaneously. These posts are available to students who have undertaken their clinical placements and learning opportunities within our health & care organisations (trusts).

From week commencing [date]: **You will be invited to a value-based interview by the trusts/organisations you have applied to. These interviews are a great opportunity for you to explore the post and to feel that it - and the trust - is the right fit for you as it is for the trust to confirm it wants to offer you a staff nurse role.** All your questions matter and will be taken seriously, as we want to make sure you have all the information you need to make the right choice at the start of your career. It's worth thinking about the sorts of questions you may be asked and the answers you would give. Your Universities and/or your local trust Placement Manager or student PDN will advertise sessions about applying for your first nursing job. You will find these really informative so do ask about them and go along. You might also find resources produced by Capital Nurse, available **here** <https://www.hee.nhs.uk/our-work/capitalnurse> .

We will give you the outcome of your interview and a conditional offer within three working days. Factual references and pre-employment checks will be followed up and completed by us quickly. Then you will be given your unconditional offer and know you



have secured that all important first post as a registered CapitalNurse, with your chosen organisation.

We will be keeping in touch with you and coming back out to you again with details about the arrangements we have for you as a new graduate nurse, waiting to start in post. As a new registered nurse, you are eligible for our exciting CapitalNurse preceptorship programme. All of our employers offer this high-quality preceptorship programme for 6-12 months, to give you the support, development and personalised help you need to increase your confidence during your post-graduate transition to nursing. Your personally allocated, highly skilled preceptor will be working with you from day one.

As a new registrant graduate, we want you to really enjoy your first nursing post and we understand how important that move from student to staff nurse is. We asked one of our nurses who qualified last year what her experience had been:

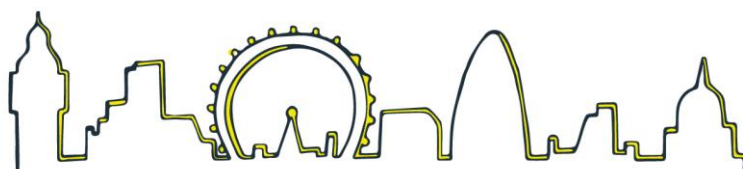
"My transition from student to staff nurse was really well supported by the student team in my trust. I did find some issues challenging but I could always talk these through with my preceptor, who qualified last year."

Do look at our CapitalNurse website for other [real life stories from nurses working in our trusts](#) who have qualified over the last few years to hear their experience.

What opportunities will there be for me?

All the links to the vacancies section of our local trusts are below. Do please go into our websites to see what is available to you by way of opportunities such as continuing development and nurse friendly employment. There is also lots of information to help you to decide which area of nursing appeals to you. From theatres to community staff nurse roles - from care of older people to specialist nursing in orthopedics or ophthalmic - and whether you are going to be an RGN, Children's Nurse or RMN - we have over 100 different career choices waiting for you. Nursing is a career with so many amazing options and as you build your skills, then you can chart them on your personal [CapitalNurse Career Framework](#). If you have any questions about our offer, please contact your personal tutor or email us at: capitalnurse@hee.nhs.uk With Warm Wishes and of course - every success with the final part of your nursing degree studies and clinical placements.

[Name of STP lead or DoN



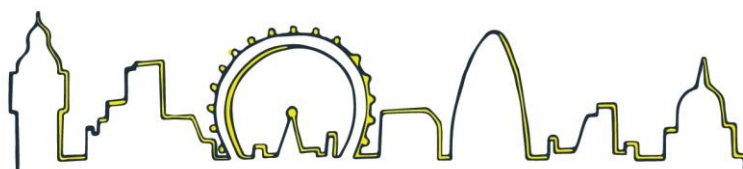


(Insert Trust/Organisation Name)

Expression of Interest

This template has been developed to support the recruitment process. It has no bearing on the interview outcome/ conditional offer. The Closing date for submission is (to be inserted)

Please complete the below template				
Title:				
First name:				
Middle name:				
Family name:				
Address:				
Town:				
County:				
Country:				
Postcode:				
Email address:				
Home telephone number:				
Mobile number:				
NI number:				
DOB:				
Gender: M or F				
Where are you currently studying (university)?:				
Field of Nursing/midwifery : adult paediatric Learning disability mental health midwifery				(please circle)
Area: Please circle your first, second and third preference: <i>(Organisations should insert the offer relevant to their services, it may be wards, clinics or areas of speciality, examples are provided below)</i>				
Acute in-patient services (Example)				
This consist of Adult in-patient wards				1 st 2nd 3rd
Rotation Programme (Example)				
				1 st 2nd 3rd
Additional information/requests: Please use this section to provide any specific information that you would like taken into account in relation to your preference, e.g. A speciality that offers short day shifts, I am only able to work Monday to Friday etc.				



Authors

- Dean Gimblett, Clinical Lead, Routes into Nursing, CapitalNurse

Acknowledgements

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References

- Health Education England (2015). Reducing Pre-registration Attrition and Improving Retention Report. Health Education England. Available at: <https://www.hee.nhs.uk/our-work/reducing-pre-registration-attrition-improving-retention> (Last Accessed 2 August 2019).

