NHS
Northumbria Healthcare
NHS Foundation Trust

The Northumbria Way

People Caring for People

Candidate pack

Northumbria Healthcare
NHS Foundation Trust

Guidance for applicants – everything you need to know about applying for a post with Northumbria Healthcare!

This guide intends to help you understand how to apply for a job at Northumbria Healthcare NHS Foundation Trust. It also gives you tips on how to complete your application and what to expect if you are invited to interview.

The guide includes:

- Who we are
- What we have achieved
- What benefits we give our staff
- Tips for your application
- Extra useful information



Who we are: Northumbria Healthcare

Northumbria Healthcare is a very large organisation in the North East of England. We:

- Have over 10,000 staff
- Look after over 500,000 people
- Run GP practices with over 50,000 patients
- Bring money in that we invest to improve care to patients

We have been rated ‘outstanding” twice by the Care Quality Commission, and our staff say we are one of the best places to work. Staff say we are strong in teamwork, wellbeing, equality, and quality of care.

We run:

- Three major hospitals: North Tyneside, Wansbeck, and Hexham
- Several smaller hospitals and clinics from Tynemouth to Berwick
- Adult social care services in Northumberland

We also opened the Northumbria Specialist Emergency Care Hospital in Cramlington, the first hospital of its kind in England.

Northumbria also own's 2 subsidiary organisation's:

Northumbria Healthcare Facilities Management (NHFM)

Northumbria Healthcare Facilities Management

Established in 2012 to provide specialist project management services for large and small capital developments, estates maintenance services and a full range of facilities services.

NHFM works with clients throughout the capital development process from concept through to final occupation. They help ensure that facilities, projects and contracts are managed efficiently, correctly, on time and on budget.

As a wholly owned subsidiary of Northumbria Healthcare NHS Foundation Trust, they already have strong links to, and knowledge of, NHS organisations, as well as working in partnership with other public bodies and private partners.

Visit the website for more information:
www.nhfm.co.uk

Northumbria Primary Care (NPC) Ltd

Northumbria Primary Care (NPC) is dedicated to providing high-quality, patient-centred care across a network of GP practices and now manages several GP Practices with around 50,000 patients across Northumberland and North Tyneside . NPC is a not-for-profit organisation that works in partnership with NHS primary care services and benefits from the support of a larger network to operate as an at scale model, bringing together expertise, innovation and resources

Northumbria PRIMARY CARE
For Primary Care, by Primary Care

Visit the website for more information:
www.northumbriaprimarycare.co.uk

What we have achieved

Northumbria Healthcare is known across the country for giving excellent care. We make sure people in Northumberland and North Tyneside get high-quality treatment in hospital, in the community, and at home.

We also look after our staff. Our staff are some of the happiest in the country. They voted us in the top 20 Trusts in England and say we are a great place to work.

You can read more about our performance and key achievements here

What benefits we give our staff

Our people are people are important to us, so we want you to feel supported and valued. Some benefits our staff can enjoy include:

- Cycle to work scheme
- Discounted travel plans
- Fleet solutions (home electronics, motorhomes and car leasing)
- Flexible Working
- Library and Knowledge Services
- Liftshare and Travel Plans
- Long Service Award
- Making Every Contact Count MECC
- NEFirst Credit Union
- Occupational Health and Wellbeing Services
- Pensions
- Pool Cars
- Personal Travel Plans
- Special memberships scheme for Alnwick Gardens and Lilidorei
- Sports and social club
- Staff Lottery
- Staff Health and Wellbeing
- Staff Networks
- Staff Side
- Stream Support for Armed Forces
- Total Reward Statement

There are more wellbeing resources on our staff wellbeing portal Staff Wellbeing : Northumbria Healthcare Staff Portal and you can email the team anytime: healthandwellbeing@northumbria.nhs.uk

Tips for Completing Your Application

- Don’t write the form in capital letters
- Do fill in every part of the form
- Do include all employment history, including primary and secondary employment (such as bank, agency etc). Failure to disclose any period of employment may lead to withdrawal of any offer
- Do answer all mandatory questions, these are marked with an asterisk*.
- Do use the job description and person specification to guide your application.
- Make sure to submit your application before the closing date
- We cannot accept late applications if a post has closed
- We reserve the right to close any vacancy early should it be necessary

What Happens After You Apply

- When you apply through NHS Jobs, your application is moved into our recruitment system (apps.trac.jobs)
- You won’t be able to track your application on the NHS Jobs website
- We also can’t reply to messages sent through NHS Jobs

- By applying, you agree that your information can be transferred into our systems
- If you are offered a job, your details will also go into the national NHS staff records system

Extra useful information

Northumbria is supports the following Guaranteed Interview Scheme's

Disability Confident Employer

Northumbria is a recognised Disability Confident Employer. Your application form will ask you to declare if you feel you have a disability, and where you meet the essential criteria, if you would like to be considered as part of the interview guarantee scheme.

Armed Forces Covenant

Northumbria Healthcare is committed to improving NHS care and employment for veterans, reservists, armed forces members, and their families. In line with the NHS commitment to the Armed Forces Covenant, and as a Gold member of the Defence Employer Recognition Scheme, we support the guaranteed interview scheme to benefit members of the armed forces community. Your application form will ask you if you have served in the Armed Forces. If your application meets the essential criteria, your application will be considered as part of the interview guarantee scheme.

Care Leaver Covenant

In accordance with the Trust's commitment to Care Leavers and those who have any experience of being in care, or of being within the care system, an applicant who declares this is guaranteed an interview if they meet the essential criteria in the person specification. In no circumstances will these candidates be required to satisfy the desirable criteria.

Our Interview Process

The Values Based Interview (VBI) process is a method of assessing the extent to which a candidate's values match with the Trust's values:

Our values

Patients First

We put patients first, working together to give the right care, in the right place, at the right time. We step into others' shoes so patients get the best experience at Northumbria.



Respect

We treat everyone with kindness and respect. By listening, valuing differences and pulling together, we create happy, healthy teams where everyone feels supported to succeed.



Always improving

Every day we strive to make things better- for patients, their families, for each other. Giving safe high quality services is everyone's responsibility. We do not settle for okay, we share ideas and we keep working together to be better every day.



Why We Use Values-Based Interviews (VBI)

Our staff are some of the happiest in the country. They voted us in the top 20 Trusts in England and say we are a great place to work.

One reason for this is that we use values-based interviews. This means we look for people whose personal values match Northumbria's values. When people share the same values as their workplace, they are usually happier and stay longer.

Research shows that VBI helps us choose people who will do well in healthcare and fit in with our team.

Interviews are only one part of the selection process. We also look at your application form, references, and sometimes other tests.

What happens in a Value Based Interview

- A VBI interview focuses on how and why you do things, not just what you would do.
- The interview usually lasts 45 minutes, but it may be longer depending on the job.
- You will be asked to talk about real situations you have been in and you can bring in your own notes.
- Your examples should link to the Northumbria's values.
- You can use examples from work, home, school, university, or anywhere else.
- The panel will ask at least two questions for each Trust value, and sometimes more.

How to Prepare

The STAR Method helps you give clear answers:

- S – Situation: What was happening?
- T – Task: What did you need to do?
- A – Action: What did you do?
- R – Result: What happened in the end?

The VBI question will often start with:

- "Describe a time when…"
- "Give me an example of a situation where…"

This video link shows you how to prepare for interview questions:
https://www.youtube.com/watch?v=IV30jAw7dxA

Examples of VBI Questions

Example
Tell us about a time you worked on a relationship to get something done.
Describe a time you didn't communicate well. What would you change now?
Tell us about a time you solved a problem in a new or creative way.
Describe a decision you made that others didn't like. How did you handle it?
Tell us about a time you changed your plan halfway through a project.
Describe a time you helped improve how a team was working

Our FPPT Interview and Selection Process

For those senior and Board level roles that meet the regulatory requirements of the NHS England Fit & Proper Person Test, we have developed a specific selection process to align our Trust values to the core competencies required as part of the NHS England Leadership Competency Framework (LCF)

What to expect from a FPPT interview?

This will be a competency-based interview, and an assessment, such as a presentation. Candidates will receive further details when invited to the interview stage.

We would advise our candidates to familiarise themselves with the LCF as the competencies within the framework will be used to assess prospective candidate suitability.

Our Consultant and Specialist Doctor Interview and Selection Process

Northumbria developed an innovative Consultant Competency Framework which is reviewed and updated through significant engagement and involvement with senior medical workforce to ensure it continues to attract and recruit our senior medical workforce for the future. As such, for all Consultant and Specialist Doctor roles the consultant competency framework will be used during the recruitment and section process. The framework is included within the relevant job descriptions and we would advise candidates to familiarise themselves with the framework as it will be used to assess prospective candidate's suitability.

The consultant recruitment process will involve a competency-based interview and clinical capability assessment. Candidates will receive further details when invited to the interview stage.

Northumbria Compact

Northumbria has developed a Compact of Behaviours which sets out the expectations for all staff. It describes how we work together every day and reflects the behaviours that support our Trust values of Respect, Always Improving, and Patients First.

The Compact explains:

- What staff can expect from Northumbria
- What Northumbria expects from staff

All staff should be familiar with the compact, as it underpins how we work - from recruitment and onboarding to appraisal, development, and everyday practice. By showing these behaviours consistently, we create a supportive, respectful, and inclusive environment where we can do our best work and provide high-quality care for our patients and communities.

The pre-employment check process- keeping our patients safe

In line with NHS Employers guidance, Northumbria requires all prospective employees to undertake pre-employment checks before starting work. This is to ensure that all our staff are skilled and qualified to undertake their role.

For any successful applicants who already work in the NHS, information will be requested from your current NHS employer(s) through a pre-hire Inter Authority Transfer request - this could include employment, training and Occupational Health information.

References:

- To process your application, we need contact details for referees from your current and past employers. These must cover the last three years, and you must explain any gaps if you were not working.
- Please ensure that the reference section of your application is completed appropriately giving the address, telephone number and work email address of each of your current and previous line manager(s). If this section is not fully completed your application may not be processed.

Criminal convictions:

- Most posts within the Trust are exempt from the requirements of the Rehabilitation of Offenders Act 1974 and you are required to disclose any current or past cautions, convictions or bind-overs, even those that are spent as these may have a bearing on your suitability to be employed within a healthcare environment.
- If you are unsure whether a current or past caution, conviction or bind-over should be declared, please contact the recruitment and selection team for further advice prior to submitting your application (0191) 203 1415 (option 2).
- From 1 July 2018, it is a requirement within Northumbria that all applicants pay for their DBS certificate if one is required for the role. The method of payment is a salary deduction from your first monthly pay. You will be required to sign a DBS payment form which will be issued to you as part of your recruitment process.

Professional registration/membership of professional bodies:

- Some NHS roles can only be undertaken by individuals with a professional registration in the UK.
- If you have a professional UK registration and this is a requirement of the role you are applying for, you must select this on the application form and add your membership details. If you have applied for your UK professional registration, we need to know this.

English language:

- Candidates must be able to demonstrate the English language proficiency level required for this post as determined by NHS Employers. This will be assessed from your application form and during interview.

Identity Check/ Right to work in the United Kingdom/Asylum and Immigration:
Northumbria has a duty to ensure that all its employees are eligible to work within the UK. You will be required to undergo a full Right to Work and Identity Check as part of NHS Employers pre-employment check process. To undergo an ID check, there are two routes:

1. **Digital Identity Check:**

Northumbria use a certified Identity Service Provider (IDSP) called TrustID, that enables us to undertake digital Right to Work and Identity checks. To be eligible for this check, you must meet the following criteria:

- Hold a valid British/Irish passport with an NFC chip, or
- Hold a valid International passport with an NFC chip, and able to provide an online share code *(BRPs are not permitted)*, and
- Be able to access a suitable mobile device, Android device with Android 5.0 or IOS 12.1 (iPhone 7 and higher), and
- Be able to provide x2 documents that meet the proof of address requirements, which can be found here: Gov.Uk Proof of Address

The Privacy Statement for TrustID forms part of the advert and is downloadable. It can also be provided by the Recruitment team at any time.

2. **Manual Identity Check:**

For those that are not eligible to use the TrustID service, we must conduct a manual face to face ID and Right To Work check. To do this, you are required to attend an ID Check appointment.

In order to prepare for your ID and Right to Work Check, please view Gov. uk Right to Work & ID Checks that advises on what we can legally accept.

If you are a non-UK National, we require you to generate a share code using the below link for us to verify your right to work in the UK. This can be accessed here: Gov. uk Share Code- Prove your Right to Work

If you have been told you can view your immigration status online, you can use this service to:

- generate a 'share code' to prove your status to others, for example employers
- update personal details in your UK Visas and Immigration account, for example your passport number or email address
- check what rights you have in the UK, for example the right to work, rent or claim benefits

You can use this service if you:

- Registered for an eVisa
- have settled or pre-settled status
- have applied for a visa and used the 'UK Immigration: ID Check' app to scan your identity document on your phone

Skilled Worker Visa:

Applicants who require a Skilled Worker Visa are encouraged to work through the UKVI points guidance before applying for a post to assess eligibility for a certificate of sponsorship. You can do this here

Fit and Proper Person Test Requirement:

NHS England has developed a Fit and Proper Person Test (FPPT) Framework in response to recommendations made by Tom Kark KC in his 2019 review of the FPPT (the Kark Review). This also considers the requirements of the Care Quality Commission (CQC) in relation to directors being fit and proper for their roles. Additional pre-employment checks are required and recorded for applicants who meet the Fit & Proper Test requirements, they include:

- Name, position title (unless this changes).
- Employment history – This would include detail of all job titles, organisation, departments, dates, and role descriptions.
- References.
- Job description and person specification in their previous role.
- Date of medical clearance.
- Qualifications.
- Record of training and development in application/CV.
- Training and development in the last year.
- Appraisal incorporating the leadership competency framework has been completed.
- Record of any upheld, ongoing or discontinued disciplinary, complaint, grievance, adverse employee behaviour or whistle-blow findings.
- DBS status.
- Registration/revalidation status where required.
- Insolvency check.
- A search of the Companies House register to ensure that no board member is disqualified as a director.
- A search of the Charity Commission's register of removed trustees.
- A check with the CQC, NHS England and relevant professional bodies where appropriate.
- Social media check.
- Employment tribunal judgement check.
- Exit reference completed (where applicable).
- Annual self-attestation signed, including confirmation (as appropriate) that there have been no changes.

Guidance can be found here

Supporting information:

- Always refer to the person specification and job description applicable to the post for which you are applying.
- This section offers you an opportunity to demonstrate how you meet the essential and desirable criteria for the post which you are applying for.
- You should use this section to provide supporting information which is not already covered by the questions on the form.
- If successful, you will be required to provide evidence of all essential qualifications as part of the pre-employment checks.

Declaration:

- By agreeing to the declaration within the application form you are confirming that the information you have given is to the best of your knowledge, accurate and correct. Submitting your application electronically will be taken as your signature.
- Where it is found that a person has intentionally provided inaccurate or misleading information or withheld information relevant to their position, then any offer of employment may be withdrawn, or it may lead to the termination of employment and referral to the appropriate professional body.
- If any of your personal, study or employment circumstances change between making this declaration and taking up position with Northumbria, you are required to inform the recruitment team of these changes.

Data Protection Act

- The Data Protection Act 2018 (and subsequently GDPR) requires us to provide you with certain information and to obtain your consent before processing sensitive data about you, such as the obtaining, recording, holding, disclosing, destruction and retaining of information relating to a criminal conviction.
- The information supplied within your application form and equal opportunities monitoring form will only be used for the purpose of determining your application for this position. Once a decision has been made concerning your appointment, the information will not be retained for longer than necessary.
- All information given is kept securely and in confidence, access to it will be restricted to the recruitment and selection team and other persons who need to see it as part of the selection process and who are authorised to do so as part of your ongoing employment with Northumbria.

How we will communicate with you:

- All subsequent information regarding your application will be generated from apps.trac.jobs. You will not be able to track the progress of your application or receive messages through the NHS Jobs website, and furthermore, that as an employer, we will not be able to respond to any e-mails sent to us via the NHS
- Jobs website. By applying for this post, you are agreeing to Northumbria Healthcare NHS Foundation Trust transferring the information contained in this application to its preferred applicant management system.
- Due to the large number of applications for employment received by Northumbria, it may not be possible to reply to every unsuccessful application. Unless you are told otherwise, if you have not received a response within 4 weeks of the closing date of an advert, please assume that your application on this occasion has not been successful.

Equity and Inclusion

We recognise the positive value of diversity and inclusion and are committed to a workforce that is diverse, equal and inclusive. We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from Black, Asian and Minority Ethnic (BAME) candidates as BAME people are currently under-represented in our workforce as well as other under-represented groups such as LGBT+ and disabled candidates. We are proud to be a Disability Confident Employer, we have a Gold award from the Defence Employer Recognition Scheme, Gold Award for work experience quality standard and we are delighted to support Apprenticeships, Age Positive and are a mindful employer. Northumbria has a number of equality and inclusion networks which provide an opportunity for diverse groups of staff to discuss equality related issues, share good practice, and contribute to policy and organisational consultations. These include the Disability Staff Network and the Lesbian, Gay, Bisexual and Transgender (LGBT) Staff Network.

Should you wish to discuss our work around equality and diversity, or are a transgender applicant who requires support, please contact Patrick Price - Equity and Inclusion Lead and Freedom to Speak Up Guardian Patrick.price@northumbria-healthcare.nhs.uk

Positive about disabled people

Northumbria Healthcare is proud to be a Disability Confident employer and participate in the guaranteed interview scheme. Disabled candidates that select the guaranteed interview scheme

option on their NHS jobs application form will be invited to interview if they have demonstrated in their application form that meet all of the minimum essential criteria.

What do we mean by disability?

You're disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.

To be eligible for the Interview Guarantee Scheme you must have a disability or long-term health condition that puts you at a significant disadvantage in either obtaining or keeping a job. The disability could be physical, sensory or mental. You do not have to be registered as a disabled person to apply under this scheme. To apply, simply complete the application form as you would normally and ensure you complete the section within the Monitoring Section as fully as possible and select the guaranteed interview option.

Interview adjustments

We can support a wide range of adjustments to help you be at your best on the day of your interview. If you require any adjustments to your interview, please either detail these on your application form or contact a member of our recruitment team on 0191 203 1415 (option 2) for further advice and support. There may be times when we are unable to fully accommodate all requests, but we welcome further discussion to ensure that these are fully considered and agreed wherever reasonably possible.

Adjustments to the job role

If driving is essential to the job role (which would have been confirmed in the job description/person specification) it will be essential that the post holder has a valid driving licence and is either a car owner and able to use the car for work purposes, or accesses a Northumbria Trust personal lease vehicle which may be used for the role. However, the Trust welcomes applications from disabled people and would consider making reasonable adjustments to the role where possible.

If you would like to discuss this in relation to your application, please contact the recruitment team or alternatively you can contact Patrick Price - Equity and Inclusion Lead and Freedom to Speak Up Guardian Patrick.price@northumbria-healthcare.nhs.uk

Additional information

Probationary period

All posts will be subject to a probationary period. Internal applicants are exempt from the probationary period (unless they are an internal applicant currently part way through a probationary period or currently a bank worker).

Lease Car:

Northumbria Healthcare NHS FT supports all permanently employed staff with the offer of a lease car. Mileage for business use in employees' own cars is reimbursed at the public transport rate and subject to regular review. Further information is available at www.nhsfleetsolutions.co.uk or by contacting the lease car team on 0844 8118228

Driving:

Successful applicants may also be expected to attend and work at any of the Northumbria sites.

Car Parking:

Car parking charges for staff apply to all staff and onsite parking is subject to a formal application process based on a number of essential criteria. Employees are not guaranteed on-site parking on any site. For employees whose base is Northumbria House, Cobalt Business Park, we are unable to offer any on-site parking, however, a number of alternative options are available and will be shared with you. If you are a disabled badge holder or have additional needs, a formal application for on-site parking at Cobalt should be made to Estates General Office, North Tyneside General Hospital.

Corporate/Specialist Nurses (applies if your role is non-ward-based nursing role)

In order to maintain the provision of high-quality patient care during periods of acute patient activity, Northumbria may require Registered General Nurses/Specialist Nurses employed in corporate posts or specialist clinical roles, to work in a ward based clinical capacity. You may therefore be required to work on a ward for 1 day per month throughout the year and more frequently at time of extreme pressure. This could be annualised with more days being used in December - February (for example). You may be required to deliver direct patient care during such periods. Where possible, you will be given reasonable notice of this requirement and the nature of the work to be undertaken.

For All Band 5 Nursing Posts only, including Band 5 ODP's (if applicable)

All newly qualified staff, staff returning to practice after an extended break or staff working for the NHS for the first time, will be expected to undertake the Northumbria Healthcare NHS Foundation Trust Preceptorship Programme. This is a level 6 Accredited Work Based Learning Programme delivered in association with Northumbria University and full participation is mandatory.

For all Nursing-Nutrition Assistants/ Theatre-Endoscopy Support Practitioners/ Support Worker Posts Only (if applicable)

All staff who are coming to work for Northumbria Healthcare NHS Foundation Trust or current staff who are new to the above-mentioned roles, will be expected to undertake the Northumbria Healthcare NHS Foundation Trust Care Certificate Programme. This is a development programme mapped against the standards of the Care Certificate and to facilitate your development. Full Participation in the programme is mandatory; you will not be able to commence in clinical practice until you have completed the initial three days of the programme.

Registration Authority Smartcards

If the post you have applied for requires you to access electronic systems within the NHS Care Records Service (NHS CRS), you will be required to be registered within a national database and issued with a personal access card (Smartcard). The applicant will, therefore, need to ensure that their identity can be validated and will be requested to sign the application forms, declaring their agreement to the terms and conditions of smartcard usage within their position in the NHS.

If you are transferring from another NHS Organisation and you already have a standard issue NHS Care Records Smartcard, then you should bring this card with you to your new post, and we will activate it to work in your new position at Northumbria Healthcare Foundation Trust. You will still need to follow our ID procedures, and you will still need to agree to the terms and conditions of usage.