

## National School of Healthcare Science

### Healthcare Scientist Training Programme Recruitment Process Summary for 2012

#### Short Listing Process for Direct Entry Candidates

*This is the third of a series of regular briefings made available to employers and SHAs on the management processes for STP recruitment for 2012. This is for **direct entry candidates** only.*

##### Introduction

- This briefing document describes the short listing process for direct entry applicants for the 2012 National Recruitment of Healthcare Scientists. This year all short listing will be done by a series of national shortlisting panels. This approach has been agreed by the MSC England Implementation Board to enable consistent short listing of candidates who have successfully completed the online application process, and to minimise the employer resource required while retaining their involvement.
- Candidates who successfully reach the short listing stage will already have undertaken self screening questions and completed aptitude tests in both logic and numeric reasoning.
- Short listed candidates will be invited to attend national interviews scheduled for May 2012.

##### Process

- Invitations to join short listing panels will be sent to employers via SHA MSC Leads, professional bodies, trade unions, HEIs delivering the masters programme and lay panel members where possible.
- There will be a minimum of 1 panel per specialty. For larger specialties where there are high volumes of applications there will need to be more than one panel.
- SHAs should invite all departments hosting a trainee in 2012 to be part of the short listing process.
- Panel members will be sent electronic copies of the applications together with the short listing scoring sheet. Panel members will score applications against the criteria provided and complete and return the proforma to the NHS Institute of Innovation and Improvement.
- Panels will be notified of the dates for short listing and must be able to complete the process during the timescales identified.

- The results of the short listing will be collated by the NHS Institute of Innovation and Improvement. Candidates will be ranked in order of scores received from the panels
- The number of interview places available will be identified based on a 3:1 ratio of training posts available. A reserve list equal to the number of posts available will also be collated should any of the short listed candidates withdraw before the interview stage.
- The National School of Healthcare Science will work with the NHS Institute of Innovation and Improvement to arrange a Web Ex for each panel, chaired by the relevant School Professional Advisor, where any issues or concerns with specific candidates can be discussed and a way forward agreed. Where there are candidates with similar scores, the results of their aptitude tests may be taken into account.

### **Timescales**

- Panels will short list between 5th March and 22nd March 2012.

### **Outcomes**

- The School Professional Advisor will confirm the short list and the NHS Institute of Innovation and Improvement will coordinate communication with the candidates to notify them of the outcome

- Short listed candidates will be given the option to book interview times according to the interview schedules via the online tool managed by the NHS Institute of Innovation and Improvement.

### **Roles and responsibilities**

#### **Panel**

- Short list in accordance with equality and diversity and employment regulations. Panel members should have undertaken equality and diversity training with their employer within the last 2 years.
- Disclose any conflicts of interest where they occur
- Short list all applications presented according to the short listing criteria provided and within the timescales identified.
- Participate in Web Ex meetings to confirm the outcome of the short listing process

#### **NHS Institute of Innovation and Improvement**

- Provide electronic data to facilitate short listing of applications with guidance on use
- Record and store outcomes of the short listing and notify candidates

- Provide mechanism for candidates to book interview times
- Support Web Ex meetings and advise panel members where there are issues or queries raised

contact the School via the email above to register their interest.

### **National School of Healthcare Science**

- To identify and communicate with panel members in a timely manner
- To identify short listing timescales
- To chair all Web Ex/teleconferences
- Following Web Ex meetings confirm short lists with the NHS Institute of Innovation and Improvement

### **Contacts**

Employers with a confirmed post for 2012 should contact the National School by email identifying which specialty they are short listing for.

[mscrecruitment@westmidlands.nhs.uk](mailto:mscrecruitment@westmidlands.nhs.uk)

Other NHS Scientists who meet the required criteria (see roles and responsibilities) and who would like to take part in this process can also

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