

INFORMATION PACK FOR APPLICANTS

BSc (Hons) / Postgraduate Diploma in Specialist Community
and Public Health Nursing (SCPHN) School Nursing (SN) Option

Full Time

The Belfast Health and Social Care Trust is administering a recruitment exercise for the BSc Hons / PG Dip SCPHN (SN) Education programme. Subject to confirmation of funding from the DOH there are a number of funded positions available and the course will commence at the Ulster University in September 2021

We are seeking expressions of interest from BHSCT nursing staff with a permanent contract either Band 6 or Band 5 who wish to apply for the above course commencing **September 2021**.

Closing date : 5pm – Wednesday 12th May 2021

Dear Applicant

Thank you for responding to our recent advertisement. Please find enclosed an information pack which includes a job description and personnel specification. **It is essential that you read this applicant pack in full prior to applying; this will help you complete your application form.**

It should be noted that the location of this post will not be fixed. In the interest of the service the post holder may be required to change location within the Trust.

I would also wish to take this opportunity to draw your attention particularly to the personnel specification which details the skills, abilities and experience necessary to successfully undertake the requirements of this training post. The criteria for short-listing will be derived from the Personnel Specification section and the shortlisting of candidates for interview will be on the basis of the information contained against each criterion in the job specific questionnaire for each candidate. It is therefore essential that all candidates demonstrate through each criterion how and to what extent their experience and qualities are relevant to the personnel specification.

Please note that all sections of the application form must be fully completed - CVs will not be accepted. Candidates should also note that any attempt to influence the panel's decision either directly or indirectly will result in disqualification.

To apply please complete **expression of interest form/**. The closing date and time for receipt of completed form is **5pm 12th May 2021**. **All correspondence will be made via email; therefore, it is important that applicants continuously check emails including your junk mail to avoid missing important correspondence.** Candidates will be advised of the outcome of their application at each stage of the process (to the email address provided on their expression of interest form), once short-listing and subsequent interviewing has been completed.

The programme is funded by the Department of Health.

Confirmation of funding for the Specialist Community Public Health Nursing School Nursing Training Programme 2021/2022 by the DOH is still pending. Please note that if funding for the Training Programme cannot be fulfilled the number of positions available may be reduced or the course withdrawn.

If you have any further queries in relation to the School Nurse course, please note the following contact person:

Trust Area	Contact Person	Contact Details
Belfast Health and Social Care Trust	Yvonne McKeever – School Nursing Team Leader	07825304123
	Marie Canavan – School nursing Practice Teacher/ Practice Assessor (bank)	07748676365

May we take this opportunity to thank you for the interest you have expressed on this occasion

It is anticipated interviews will be held on week commencing; 17th May 2021.

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SECTION ONE

COURSE DESCRIPTION

Ulster University
Full Time

BSc (Hons) / Postgraduate Diploma in
Specialist Community and Public Health Nursing
(SCPHN) School Nursing (SN) Option

SPECIALIST COMMUNITY PUBLIC HEALTH NURSING PROGRAMME

The aim of this course is to prepare students to develop the knowledge, understanding and skills necessary to meet the Standards of Proficiency for Specialist Community Public Health Nursing (NMC 2004). This will contribute to practice that is safe and effective in maintaining and improving the health of the public and communities, acknowledging the responsibilities and accountabilities necessary for public protection. The programme is designed to prepare students to register on the 3rd part of the NMC Professional Register in School Nursing.

PRACTICE LEARNING

Students undertaking a programme leading to a Specialist Community and Public Health Nursing qualification complete a minimum of 52 weeks full time of practice to permit you to attain the required specialist competencies and enable you to make the necessary links between theory, 50% and practice, 50%. Each student has a Practice Assessor/Supervisor identified who provides the support, guidance and facilitation necessary for the student to develop the competencies/attributes needed and assesses their achievement.

WHY AM I STUDYING THIS?

While on the programme you will undertake a range of modules in Semesters 1 and 2 that will lead to a level of proficiency which is commensurate with the specialist nature of community public health nursing practice (NMC 2004). It will also build on your previous knowledge and skills to develop reflective professionals whose decisions are based on the best available evidence and who possess an in-depth understanding of public health practice and the differing needs of various client groups. Throughout the duration of the course, pathway specific seminars will focus on the theories and competencies required to meet the standard for that pathway.

The modules will be available at undergraduate and postgraduate level and on successful completion of each module the student will be awarded credit points at the appropriate level. The overall effort hours per module are 10 hours for each module credit. If you are unaccustomed to study you might find time management difficult. We therefore recommend you plan your time carefully and share information, experience and references where possible with your colleagues. For this reason we are timetabling in several tutorial groups and seminars which will enable you to work in partnership with lecturers to aid the relationship of theory with practice. We encourage all students to work together with colleagues to maximize effort and reduce stress.

Please ensure you fully understand the study requirements detailed in the BHSCT Assistance to Study Policy.(link below)

<http://intranet.belfasttrust.local/policies/Documents/Study%20Assistance%20Policy.pdf>

UNDERGRADUATE MODULES:

- Child Development and Life Perspectives
- Evidence and Research underpinning SCPHN practice
- Current Issues in Public Health
- Safeguarding Children and Decision Making

POSTGRADUATE MODIULES:

- Contemporary Issues in Public Health
- Safeguarding Children and Advanced Decision Making
- Advanced Child Development and Life Perspective
- Clinical Practice Development SCPHN Practice

WORKSHOPS:

- Solihull Parenting Approach

WHAT AM I GOING TO LEARN ON THESE MODULES?

Nursing and Midwifery Council (2004) Standards of Proficiency for Specialist Community Public Health Nurses specify the following proficiency framework for SCPHN (SN):

Principles of SCPHN (SN)	Competency Domain
Search for health needs	<p>Develop and sustain relationships with groups and individuals with the aim of improving health and well-being.</p> <p>Monitor and identify the health and social well-being and related needs of groups and individual within those groups.</p> <p>Identify groups and individuals who are at risk or in need of further support.</p> <p>Identify and evaluate service provision and support networks in the local area.</p> <p>Collect, collate and analyse data related to improving health and social well-being.</p> <p>Profile the health and social well-being of a community population and its related needs bases on an analysis of existing data relating to groups.</p> <p>Prioritise work and focus of activities.</p>
Stimulation of awareness of health needs	<p>Raise awareness about health and social well-being and related factors and services and resources.</p> <p>Raise awareness about the actions that individuals, groups and communities can take to improve their health and well-being. Work with groups to encourage and enable them to identify services, benefits and community resources that will improve their health and social well-being.</p>
Influence on policies affecting health	<p>Identify the need to change policies and influence the change process. Work with others to change policies that do not improve health and social well-being.</p> <p>Work with others to develop services and community resources based on the identification of needs related to health and social well-being.</p> <p>Develop, implement, evaluate and improve one's own practice based on research, evidence and evaluation.</p> <p>Contribute to the development, implementation, evaluation and improvement of practice based on research, evidence and evaluation.</p>

Facilitation of health enhancing activities

Lead individual practitioners in improving health and social well-being. Work effectively with other practitioners and agencies to improve health and social well-being.
Enable groups and individuals to develop their knowledge, skills, confidence and resources about health and social well-being.
Plan, deliver and evaluate programmes to improve the health and social well-being of groups.
Contribute to the protection of groups and individuals whose health and social well-being is at risk.
Develop partnerships with others to improve the health and social well-being of groups and individuals.

WHAT AM I GOING TO BE TAUGHT?

Public health; promotion of community health; protection of vulnerable groups; advocacy and empowerment; management and quality improvement; primary prevention and health maintenance; global aspects of professional practice;

Management of SCPHN (SN) practice including:

- Assessment of family health needs in families with school age children.
- Development of health plans to address need in individuals, families and communities.
- Responsibility for a defined caseload and responsibility for the management of that caseload.
- Safeguarding children.
- Universal and targeted health reviews in line with Healthy Child, Healthy Future Programme (DHSSPS 2010).

HOW WILL THE ABOVE CONTENT BE TAUGHT?

TEACHING METHODS AND ASSESSMENT

Teaching methods include lectures, seminars, group work and self-directed study time. There are some modules which are delivered through a blended learning approach so basic IT skills would be an advantage. Students complete a practice portfolio and clinical practice is assessed by the Practice Assessor/Supervisor to confirm that the required proficiencies for entry to the NMC register have been achieved in accordance with Nursing and Midwifery Council, (2018) Standards for Student Supervision and Assessment in Practice.

THE LEARNING RESOURCES CENTRE.....

As well as through teaching methods outlined above, we are expecting that you will research the topics, using the directed reading lists. We also strongly recommend the purchase of (SCPHN) SN texts.

In order to ensure you are well informed of the role of the SCPHN (SN) and know that this is the route in which you wish your career to progress, we strongly suggest you access and read relevant current literature, for example:

- De Stafano Lewis, K. and Bear, B.J. (2009) *Manual of School Health: A Handbook for School Nurses, Educators, and Health Professionals*. 3rd Edition. St Louis: Saunders Elsevier
- Nursing and Midwifery Council (2004) *Standards of Proficiency for Specialist Community Public Health Nurses*.
- Nies, M.A. and McEwen, M. (2014) *Community/Public Health Nursing-E-Book: Promoting the Health of Populations*. 6th Edition. Canada: Elsevier Health Sciences

Contact the named person for each Trust as detailed on page 3 to:

- Discuss the role of a School Nurse
- Facilitate access to a current job description.
- Facilitate access to a school nurse

Supplementary references are there if you have a particular interest or if a topic is relevant to your practice placement.

IT laboratories are available for web browsing through Blackboard Learning and you will be encouraged to search using various databases. You will be directed to relevant websites throughout the course.

ANNUAL LEAVE WHILST ON THE PROGRAMME

NB: This is a full time course of study, you should not plan any leave between 13th September 2021 and the -11th September 2022.

You will be informed of the timetable and academic holidays as soon as you commence the programme.

CONTACT PERSON:

Who will I contact if I have any queries about **the university information** provided in this guide?

Aishlinn Long, Lecturer in Nursing, Specialist Community and Public Health Nursing, Tel: 02890366366, e-mail a.long@ulster.ac.uk

Toni mcNaughton, Course Director, Specialist Community and Public Health Nursing, Tel: 02890368128, e-mail t.mcnaughton@ulster.ac.uk

See page 3 for contact persons in Trust

SECTION TWO

JOB DESCRIPTION

BSc (Hons) / Postgraduate Diploma in Specialist Community and Public Health Nursing (SCPHN) School Nursing (SN) Option

POST:	Student School Nurse
BAND:	Band 5 – Salary will be up to mid-point Band 5. (However, applicants currently working in the NHS will be remunerated at their current salary on commencement of the programme up to a maximum of top of Band 6 scale.)
LOCATION:	All Trusts across Northern Ireland
REPORTS TO:	Practice Assessor/Practice Supervisor on Placement/and Lecturer at University
RESPONSIBLE TO:	Line Manager in Trust

JOB SUMMARY

As a student (SCPHN) SN you will work under the direction of the designated Practice Assessor/Supervisor and within the Community Nursing team to develop skills and knowledge necessary for working within a community and public health setting. As a student, you will seek to become a confident and competent autonomous practitioner who can support the delivery of Specialist Community Public Health Nursing services to clients, families and a designated community.

MAIN RESPONSIBILITIES

1. To work under the direction of a Practice Assessor/Supervisor to develop an understanding of the role of the (SCPHN) SN and gain experience in all areas relating to the NMC (2002) requirement for pre-registration SCPHN (SN) programmes and NMC (2004) Standards of Proficiency for Specialist Community Public Health Nurses (SCPHN) including Healthy Child, Healthy Future, supporting vulnerable families and safeguarding.
2. To ensure all course work and assessments are undertaken and submitted within the relevant timescales.
3. To attend the University Ulster on all designated study days and attend all practice days with the Practice Teacher.
4. To undertake duties, under the guidance of the Practice Assessor/Supervisor, in order to meet the competencies necessary to complete the programme.
5. To participate in Trust training programmes as identified by the Practice Assessor/Supervisor and Nurse Manager.

6. To work as part of the SCPHN (SN) team and Community Nursing team to enhance personal knowledge and skills.
7. To work closely with the Practice Assessor/Supervisor and programme tutor/ lecturer to identify competencies, which require further development and agree an action plan to meet these needs.
8. To adhere to Trust, HSC, NMC and University policies and procedures.
9. To complete and return all statistical data on time as required by the employing Trust.

HEALTH & SAFETY

You should note that under the Health & Safety at Work legislation you are required to take all reasonable steps while at work to ensure your own Health & Safety and the Health and Safety of those who may be affected by your acts or omissions at work. You are also required to co-operate fully with regard to the implementation of Health & Safety arrangements and you should not interfere with or misuse anything provided in the interests of Health, Safety or Welfare at work. You are required to:

- Report all accidents or untoward incidents immediately to your line manager.
- Be familiar with the fire drill and safety precautions relevant to your department.
- Adhere to the policies laid down in the Food Safety Act (NI) 1991.
- Promote the Trust's policies on equality of opportunity through your actions and ensure that this policy is adhered to by the staff whom you have responsibility for.

All students/employees will be required to assist the employing Trust in the fulfillment of its statutory duty under Section 75 of the Northern Ireland Act 1998, to promote equality of opportunity and good relations, and also the Human Rights Act 1998 and the Disability Discrimination Order 2007.

CONFIDENTIALITY

Throughout the course of your employment you may become aware of information concerning patients or staff. All such information must be treated as confidential. Breach of this confidence will result in action under the Disciplinary Procedure and may lead to dismissal. In the case of information held on computer systems, you will be held personally liable at law if you in any way contravene the appropriate terms of the Data Protection Act. On termination of your employment with the Trust, you should not disclose any information or matter to which you had access during your employment. Should you do so, the Trust reserves the right to take any action considered appropriate in the circumstances.

RECORDS MANAGEMENT

All students/employees will be responsible for all records held, created or used as part of their business within their placement organisation including patient/client, corporate and administrative records whether paper-based or electronic, including emails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998. Employees are required to be conversant with the employing organisation's policy and procedures on records management and to seek advice if in doubt.

The Job Description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

It should be noted that the location of this post will not be fixed. In the interest of the service the post holder may be required to change location within the Trust.

A No-Smoking Policy operates across all HSC Trusts.

We are an Equal Opportunities Employer.

SECTION THREE

PERSONNEL SPECIFICATION

BSc (Hons) / Postgraduate Diploma in Specialist Community and Public Health Nursing (SCPHN) School Nursing (SN) Option

A shortlist of candidates for interview will be prepared solely on the basis of the information contained against each criterion in the job specific questionnaire below. It is therefore essential that all candidates demonstrate through each criterion how and to what extent their experience and qualities are relevant to this post.

Essential Criteria for applicants to the Specialist Community and Public Health Nursing – SCPHN (SN) is as follows:

University Course Entry Requirements

1. Current registration as a nurse or midwife on part 1 and/or 2 of the NMC Register. Clearly stating NMC PIN number and Expiry Date
2. Have a BSc Hons/ BSc degree in Nursing or a health related area (postgraduate study).

OR

A Diploma of Higher Education in nursing / midwifery, which is equivalent to 240 academic credits.

OR

Applicants without a Diploma of Higher Education in nursing / Midwifery must have successfully completed a portfolio of evidence for Accreditation of Prior Learning (APL) which demonstrates the achievement of all Level 4 and Level 5 learning outcomes.

Please note this APL portfolio must be successfully completed and assessed by Ulster University at time of application.

3. International students must achieve a score of 7 overall and 7 on each sub-scale on the International English Language Testing System (IELTS) test of proficiency in English.

Trust Programme Requirements

4. At least two years' experience, (excluding courses), of working in a clinical area as registered nurse/midwife at time of application.
5. Applicants who have registered for or completed a DOH post-registration funded specialist practice programme or any advanced standing programme within the past two years are not eligible to apply. This exclusion does not apply to applicants who may have attended a short course or stand-alone modules.

6. Hold a full current driving license (valid in the UK) and have access to a car at the closing date or have *access to a form of transport which will permit the applicant to carry out the duties of the post in full. (*This relates only to any person who has declared that they have a disability, which debars them from driving).

APPLICANTS PLEASE NOTE:

Whilst elements of the essential criteria of the Personnel Specification will form the basis for shortlisting, these may become more stringent by the tightening of the current criteria.

Only FULLY COMPLETED application forms will be considered.

Appointment is subject to proof of the attainment of any qualifications deemed essential to the post and used as a basis for shortlisting. Failure to provide evidence of the required qualifications prior to taking up the post will result in the offer of employment being withdrawn.

All appointments are subject to completion of satisfactory pre-employment checks

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER

SECTION FOUR

BRIEF OUTLINE OF SECONDMENT ARRANGEMENTS AND ASSOCIATED TERMS & CONDITIONS

SPECIALIST COMMUNITY PUBLIC HEALTH NURSE (SCPHN) SN OPTION

Health & Social Care Trusts may facilitate the secondment of successful candidates to the BSc/Postgraduate Diploma SCPHN (SN Option) at the Ulster University.

NB: *** Trust will discuss secondment arrangements/release of post with successful applicants**

CANDIDATES SEEKING SECONDMENTS

It must be recognised from the outset that there is no obligation upon any employer to second a candidate for the completion of this training programme. If an applicant is unsuccessful in obtaining a secondment arrangement with their current employer, then he/she has the option to resign from their current post and hold a fixed term contract with the host placement Trust for the duration of their training. (see section on secondment arrangements) Individual Trusts may have specific arrangements for temporary or permanent employment during and after training. Please discuss with the preferred placement Trust.

CANDIDATES SECONDED FROM EMPLOYING TRUST

In situations where the successful applicant is already employed and granted a secondment, then secondment arrangements will apply, and terms and conditions will be locally agreed between the applicant and employing Trust.

Applicants selected by their current employing Trust for secondment to SCPHN (SN Option) training will normally be granted leave of absence and will be expected to comply with the relevant Trust's terms of secondment.

SALARY (IMPORTANT – PLEASE NOTE)

Band 5 – Salary will be up to mid-point Band 5. (However, applicants currently working in the NHS will be remunerated at their current salary on commencement of the programme up to a maximum of top of Band 6 scale.)

ADDITIONAL ALLOWANCES

Each candidate is expected to use Health and Social Care and other libraries to meet his/her book requirements. Employers/ Trusts may contribute towards the cost of books and stationery, but this is discretionary. Payments made under this arrangement are subject to verification by the Course Director, that the expenditure was necessarily incurred in relation to the course.

UNIVERSITY OR PRACTICAL WORK PLACEMENT

The University or practical work placement will be regarded as base for the duration of attendance. Trusts have agreed all students will receive mileage payments for student practice placements i.e. business miles. Please note that mileage to and from own home to University or the practice placement will not be paid. All arrangements with regards to expenses and allowances will need to be confirmed by the seconding/employing Trust.

ANNUAL LEAVE - PLEASE TAKE NOTE OF THIS SECTION

A total of 25 days annual leave will be taken in accordance with University arrangements. It is expected that leave is taken during academic holidays and additional days must be taken outside university or placement scheduled days. **NB you should not plan any leave during the academic year commencing on 13th September 2021 through to 11th September 2022**, until you commence the programme when you will be informed of the timetable and academic holidays. Applicants must also ensure that all leave due (pro rata) is taken prior to commencement of programme. The University will not be able to facilitate more than 30 days leave over the 52 week programme thus those applicants who are entitled to more than 30 days per annum should liaise with their employer.

The link lecturer and practice teacher/manager should be notified of any absence from the course whether because of illness or for any other reason. Applicants should also notify the designated officer as per Trust procedures of any such absences.

PROGRAMME WITHDRAWALS

Seconded applicants who withdraw, fail, or are asked to withdraw from the course are required to comply with their employer's Terms and Conditions. Applicants should be aware of the financial implications of withdrawal and the cost to the public purse.

Should any successful candidate fail or refuse to fulfil any of the specifications of the terms of secondment, which will be individually agreed by the participating Trust with the successful candidates, except for such reasons as the Trust may consider reasonable, they may be required to pay, on demand, such monies as the Trust may determine in connection with expenditure incurred by them (excluding salary).

Each HSC Trust would also reserve the right, where satisfied that a person is unfit for any reason for a position in that Trust, to terminate his/her employment and training by giving the appropriate notice in writing (subject where necessary to the concurrence of the Department of Health) .

Deferral

Successful applicants in particular extenuating circumstances prior to commencement of course may be considered for deferral of commencement of course for maximum of 1 academic year or next available programme.

Commitment

Successful applicants will be expected to diligently pursue studies and training and complete the course in all respects to the satisfaction of the Trust. Where re-sits of examinations are required and are permitted, they must be taken at the first available opportunity.

This is a full-time (Monday to Friday, 9am to 5pm) course and you need to consider the potential impact on your individual work-life balance and financial circumstances and on appointment to a School Nurse Band 6 position which is routinely Monday to Friday, 9am to 5pm).

On successful completion of the course there is an expectation to take up a School Nursing Band 6 position within the HSC if posts are available.

Frequently Asked Questions

Question:	Am I eligible to apply?
Answer:	See essential criteria enclosed.
Question:	I will not have had 2 years post registration experience until the course starts in September. Can I apply?
Answer:	You need 2 years post registration experience at time of application.
Question:	I am a registered midwife/learning disability nurse am I eligible to apply?
Answer:	Current registration as a nurse or midwife on part 1 and/or 2 of the NMC Register is required.
Question:	My manager won't release me what can I do?
Answer:	Trust will discuss secondment arrangements/release of post with successful applicants (see section on secondment arrangements)
Question:	Am I guaranteed a job at the end of the course?
Answer:	Following successful completion of the course candidates need to apply for a post as a SCPHN School Nurse.
Question:	I do not have a diploma in nursing but have a lot of stand-alone modules can I apply?
Answer:	A Diploma of Higher Education in nursing / midwifery, which is equivalent to 240 academic credit, is required. OR Applicants without a Diploma of Higher Education in nursing / Midwifery must have successfully completed a portfolio of evidence for Accreditation of Prior Learning (APL) which demonstrates the achievement of all Level 4 and Level 5 learning outcomes. <u>Please note this APL portfolio must be successfully completed and assessed by Ulster University at time of application.</u>

SECTION FIVE

NOTICE TO APPLICANTS & REFEREES

REHABILITATION OF OFFENDERS (NORTHERN IRELAND) ORDER 1978 & EXCEPTIONS ORDER 1979 (as Amended)

The Rehabilitation of Offenders (Northern Ireland) Order 1978 which came into effect on 1 July 1979 allows certain convicted persons who have not been subsequently reconvicted to be considered as rehabilitated persons and their convictions treated as “spent”. The general effect of this is that under most circumstances no reference needs to be made to such a conviction or circumstances relating to it. The Order makes it a criminal offence to disclose information about “spent” convictions from official records without a valid official reason. A “spent” conviction cannot normally be used as a reason for refusing to employ someone or dismissing him/her from employment. It should be noted however, that if a person is given a sentence of more than 30 months then that conviction can never be “spent”. A more detailed guide to the Order is available from the Northern Ireland Office.

However, a number of exceptions have been made by the Rehabilitation of Offenders (Exceptions) Order 1979 (as amended) some of which are designed to ensure the protection of certain vulnerable groups of the public in particular circumstances. These exceptions include Health Service employees. Subsequently Health Service employers in both the public and private sector are entitled to ask an applicant for employment in the Health Service questions relating to the whole of their past particularly where;

- (a) The work normally involves direct contact with people who are receiving a Health Service and
- (b) The applicant is informed at the time the question is put that any spent convictions are, by virtue of the Exceptions Order, to be disclosed.

Health Service employers are therefore able to take into account any previous convictions, whether or not “spent” under the Order (other than protected convictions), in considering the eligibility of an applicant for a particular job if patients/clients will be at any risk from the employment of such persons.

In view of the foregoing, the following notices are relevant to applicants, referees and members of selection panels: -

NOTICE TO APPLICANTS

Because of the nature of the work for which you are applying, the post is excepted from the provisions of the 1978 Order. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Order (other than protected convictions). In the event of gaining employment failure to disclose such convictions could result in disciplinary action by the Agency, which may include dismissal.

NOTICE TO REFEREES

In order to protect the public, this post is excepted from the provision of (g) of the Rehabilitation of Offenders (Northern Ireland) Order 1978 by virtue of the Rehabilitation of Offenders (Exceptions) Order 1979. It is not therefore in any way contrary to the Order to reveal any information you have concerning convictions which would otherwise be considered as “spent” (other than protected convictions) in relation to this application and which you considered relevant to the applicant’s suitability for employment.

DISCLOSURE OF APPLICANT FORMS AND REFEREE RECORDS

All application forms and referee reports will be treated as strictly confidential. However, if in the case of an applicant taking a legal case against the Organisation it may be necessary to disclose information to the parties involved. The documents may also be disclosed to either the FEC or EOC as part of their investigations resulting from claims of discrimination.

ACCESS (NI) DISCLOSURES

The relevant Trust will seek an Enhanced Disclosure Check from ACCESS (NI) for the successful applicant(s).