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| **RECRUITER EPLOY PRE-CHECK** |  |
| Vacancy Number  **12326 & 12327** | Recruiter Name  **Basanti Lama** |
| Hiring Manager | Date |
| Location: | Region: |
| Role correctly added to Eploy Y/N | JD & salary uploaded Y/N |
| **If not, please refer back to the Manager** | **If not, please refer back to the Manager** |
| **BASICS** |  |
| Attendees | Introductions & Recruiter to explain their role & purpose of the briefing call |
| Vacancy Job Title/ Job title for advertising purposes  **Night Paramedic**  **Senior RGN** | Salary range to be advertised  **Paramedic –42,000 - 47,250**  **Senior Nurse - 46,525 - 52,507** |
|  | Hours  **Night Paramedic**  **Working 11.5 hours. Will be working mainly nights however there’s an expectation to work days.**  **Nights: 20:30 – 08:00**  **Days: 07:30 – 20:00**  **Senior Nurse; 50/50 days and nights. 2 weeks of day shifts & 2 weeks of nights. i.e. working a mix of shifts days and nights over a 4 week rolling rota.7 nights in 4 week period.** |
| Number of headcount required  **1** | Job category |
| Current staffing levels within the department  **In Primary care - PC Lead, x4 B6, x4 B5, Public Health, LTC, NA’s, HCA, ACP trainee.** | Reason for the vacancy  1 left, still outstanding |
| **JD review** |  |
| **IDEAL CANDIDATE** |  |
| Tell me about the key attributes of your ideal candidate?  **Ability to work autonomously, prison experience, clinical, experience of emergencies response, new receptions, medicate patients, escalations pathways. Will be on site with a Nurse. X2 per shift. Min 3 years’ experience . Can run a shift. Able to triage, adapt, dynamic, prevention Hospital admission.**  **Senior RGN. Will need be able to undertake assessments, triage, 3 min years’ experience. Team player, desire to learn new things, proactive. Independent, team player** | What are the essential skills & criteria for this role?  Nurse Prescribing Qual in SMS? RCGP?  **Paramedic - HCPC**  **Nurse – Adult NMC**  What are the nice to have skills?  **Practice based experience, prison. Wound care, detox - withdrawal** |
| What does career development look like for this role in the next few years? | Are you aware of any internal candidates that want to apply?  Are there any external candidates you’d like us to approach/ avoid? |
| **ENVIRONMENT** | **NB: Edit if Central/Regional role** |
| Can you describe your healthcare environment to me? | Type of patients’ successful candidate will work with  **Cat B 650 males. Patients with LTC, acute issues, infections, self-harm, drug use.** |
| Can you tell me about the impact of this position on your site? *(Or what’s the impact of NOT having this role?)* | What generally has impacted recruitment &/or retention for this site in the past? |
| **TEAM/SITE** |  |
| What can you tell me about the team?  Enthusiastic team | Overall culture & how they work together?  **Supportive** |
| Is there anything about the role/site/team that you think is a good “sell” to potential candidates? | (*Examples – wellbeing/ social aspect/ supportive etc)* |
| **THE MANAGER** |  |
| As the Manager, tell me about you, your LOS. What other roles have you experienced here?    What's your style? What keeps you at PPG? Why HIJ for you? *(Great for candidates to hear their story!)* | How do you prefer to be contacted throughout this process?  Is there anyone else in your team supporting this recruitment that we can contact if needs be? |
| Any annual leave coming up that could impact shortlisting/interviews? | Do you have any questions? |
| **INTERVIEW FORMAT** |  |
| Are you happy to have a virtual chat for any quality “on the fence” candidates ahead of formal interview? (*Might be more applicable for niche roles)*  What can you tell us about the interview format so we can manage candidate time & overall expectations? *(formal/ informal/tour of the department etc.)* | What should candidates expect at the gate on arrival? (*Full scan/search etc)*  **Panel – Claire Boyd-Phillips & One SLT**  **Interview availability: w/c 18th either Mon 18th am or Thurs 21st pm.** |