



Trainee Advanced Nurse Practitioner-
Derry, Down, East Belfast, Mid Ulster, and
Armagh & Dungannon Federations

TANP/2024/23

Applicant Information

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Vacancy Information

The Trainee Advanced Nurse Practitioner is a developmental post that is working towards becoming an Advanced Nurse Practitioner (ANP). The trainee ANP will fulfil this role under the supervision of named General Practitioners within each Federation and will complete a MSc programme in Advanced Clinical Practice, Primary Pathway with the University of Ulster.

The supervision will be clearly linked to the competencies that require completion within a prearranged and designated time frame. The focus will be on developing autonomous practice.

We have Trainee Advanced Nurse Practitioner vacancies available within the following GP Federation areas:

- **Armagh & Dungannon**
Federation geographical area covers Armagh, Moy, Keady, Richhill, Markethill, Tandragee, Stewartstown, Coalisland, Dungannon, Fivemiletown, Aughnacloy & Ballygawley.
- **Derry**
Federation geographical area covers Derry covers Derry/Londonderry, Strabane, Limavady, Eglinton, Claudy, Castlederg.
- **Down**
Federation geographical area covers Ardglass, Downpatrick, Crossgar, Ballynahinch, Newcastle, Killyleagh, Saintfield, Clough and Dundrum.
- **Mid Ulster**
Federation geographical area covers Castledawson, Cookstown, Coagh, Draperstown, Maghera, Magherafelt & Moneymore.
- **East Belfast**
Federation geographical area covers Ballyhackamore, Ballyhanwood, Ballymacarrett, Belmont, Bloomfield, Cherryvalley, Cregagh, Downshire, Dundonald, Gilnakirk, Knock, Lisnasharragh, Lower & Upper Braniel, Orangefield, Stormont, Sydenham, The Mount, Tullycarnet .

Northern Ireland GP Federations

GP Federations were established in Northern Ireland with two main aims:

- To support and protect GP Practices.
- To help deliver the transformation agenda in Health and Social Care.

GP Federations aim to provide better care, delivered in a more responsive way and closer to home, for patients registered on the lists of practices within the Federation. The focus is on working across the local health and social care community, in collaboration with a wide number of agencies, to design and implement innovative healthcare strategies and ways of delivering high quality care.

Across Northern Ireland, there are 17 GP Federations which have been established by GPs to support General Practice and facilitate the transformation of health and social care in a Primary Care setting. Each Federation has been established as a Not-For-Profit Community Interest Company and any financial surplus generated through efficiency is re-invested in front-line services.

Each Federation covers a patient population of approximately 100,000 patients and, because of scale, provides services which would not otherwise be delivered at individual Practice level.

The Federation Support Units (FSUs)

All 17 Federations are supported by 1 of 4 FSUs. Each FSU has been designed to provide Federation members with support, advice and expertise in the design and delivery of service provision. FSU functions include central management expertise, planning, accounting, communication, corporate governance and human resources. In some instances, these services will be outsourced.

The core purpose of the FSU is to ensure that clinicians are free to focus on ensuring that they provide the best clinical outcomes for their patients, while improving the quality of care that they receive.

Direct Service Provision

As Federations grow, develop and mature, they are increasingly recognised as an efficient and effective model for staff employment and service provision as part of the transformation of services in primary care and the community. A range of exciting services have already been introduced for example, Practice Based Pharmacy, GP locum pool, Social Prescribing, Practice Based Learning (PBL) events and the shared management of a new and enhanced multi-disciplinary team (MDT) in Primary Care MDTS includes practice based staff, district nurses, health visitors' social workers, physiotherapists and mental health workers.

Job Description

JOB TITLE:	Trainee Advanced Nurse Practitioner – Primary Care
FEDERATION:	Derry, Down, East Belfast, Mid Ulster, Armagh & Dungannon Federations

REPORTS/RESPONSIBLE

TO: The Federation Professional Nurse Adviser

DURATION 2 Year Training Contract with transition to an Advanced Nurse Practitioner role on successful completion of training.

JOB SUMMARY

The Trainee Advanced Nurse Practitioner is a developmental post that is working towards becoming an Advanced Nurse Practitioner (ANP). The Trainee ANP will fulfil this role under the supervision of named General Practitioners within each Federation and will complete a MSc programme in Advanced Clinical Practice, Primary Pathway with the University of Ulster. The supervision will be clearly link to the competencies that require completion within a prearranged and designated time frame. The focus will be on developing autonomous practice.

The qualified Advanced Nurse Practitioner (ANP) will use their expert knowledge and complex decision-making skill, guided by The Code¹ in all situations. The ANP is accountable for the total episode of care for patients with undifferentiated and undiagnosed needs and is shaped by the context of their clinical practice.

The ANP trainee must be able to demonstrate competence across the four key areas of the Advanced Nursing Practice Framework². In addition, the trainee must demonstrate the ability to work at an advanced level and be able to apply the competencies in the key areas of their scope of practice.

Demonstrated proficiency and successful completion of training will advance this role from a Trainee Advanced Nurse Practitioner to an Advanced Nurse Practitioner.

The post holder will be employed by a GP Federation but will be expected to provide a service as required to GP Practices within that Federation.

¹ Nursing and Midwifery Council 2105 The Code. NMC London

² DoH 2014 The Advanced Nursing Practice Framework. DoH. Belfast

NOTE: *The Federation would recommend that this role is considered equivalent to a Band 7 on the Agenda for Change scale, rising to the equivalent of Band 8A on successful completion of the Advanced Nurse Practitioner qualification.*

Trainee Advanced Nurse Practitioners will, under the required supervision requirements, be able to:

- Assess individuals, families and populations with an undifferentiated diagnosis, holistically, using a person-centred approach and a range of different methods, such as physical assessment and history taking, ordering, performing and interpreting diagnostic tests or advanced health needs assessments.
- Use their expert knowledge and clinical judgement to decide whether to refer patients for investigations and make diagnosis.
- Decide on and carry out treatment, which may include the prescribing of medicines, or referring patients to an appropriate specialist.
- Ensure streamlined episodes of care.
- Assess and evaluate, with patients and/or carers, the effectiveness of the treatment and care provided and make changes as needed.
- Work autonomously within a wider health care team.
- Work across professional, organisational and system boundaries and proactively develop and sustain new partnerships and networks to influence and improve health, outcomes and healthcare delivery systems.
- Communicate and work collaboratively with the Primary Care team to meet the needs of patients, supporting the delivery of policy and procedures and providing nurse leadership as required.

Direct Clinical Practice

The Trainee Advanced Nurse Practitioner will demonstrate ability to use effective advanced communication and consultation skills to carry out the competent health assessment and management of individual patients and their families including health protection, risk management, management of their health and cultural needs within a climate of mutual trust:

Within their scope of Advanced Level practice, and appropriately defined boundaries and supervision requirements, the trainee Advanced Nurse Practitioner will:

- Work at advanced level practice autonomously as well as within a multidisciplinary team, using a person-centred partnership approach and are self-directed.
- Develop specialised clinical and theoretical knowledge, in order to independently and accurately assess, diagnose, plan, implement and evaluate treatment/interventions, including physical examination, medical history and psychosocial history to facilitate appropriate care for patients who present to the Area of Practice.

- Apply clinical reasoning and principles of evidenced based practice pertinent to their area of practice. This may include drug and non-drug based treatment, prescribing medication and evaluating the effectiveness of the interventions.
- Plan, prioritise and manage complete episodes of care which may include ordering, performing and interpreting common screening and diagnostic tests.
- Conducts appropriate follow up, delegating and referring on to other health care professionals and agencies when required to optimise health outcomes and resources.
- Recognise commonly occurring conditions including differential diagnosis and applies appropriate screening tools to confirm diagnosis.
- Use clinical judgment to prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care.
- Work with multi agencies and multi professionals to co-ordinate and organise safe and effective discharge.
- Promote a high standard of advanced specialist nursing by initiating and coordinating the holistic needs of patients /families through evidence based practice following agreed policies, protocols and guidelines.
- Practice a high standard of communication including highly sensitive and complex information to develop and sustain partnership working with individuals, groups, communities and agencies. Utilise evidence based information through a variety of communication media.
- Maintain adequate patient documentation, adhering to NMC standards for all patients seen and advice given in the practice setting.
- Contribute to clinical activity/data collection as required.

Leadership and Collaborative Practice

The Trainee Advanced Nurse Practitioner will demonstrate effective leadership behaviours and qualities to secure an appropriate culture and climate to advance the nursing contribution to the healthcare team, patients care and the wider health and social care team;

The Trainee Advanced Nurse Practitioner will:

- Collaborate with the multi-professional team to develop a shared vision of the service.
- Act as a role model and resource in expert clinical evidence based practice.
- Work collaboratively with colleagues to develop effective governance systems to include documentation, pathways, protocols and guidelines for care, and to demonstrate a commitment to share expertise and disseminate information.
- Contribute to the development of the team and the service to continuously improve patient care.
- Participate in implementing national standards and frameworks at a local level.
- Network locally, regionally, nationally and internationally and seek opportunities to develop the ANP role.
- Have an understanding of budgetary constraints.
- Demonstrate resilience as a clinical and professional leader.

- Use effective change management skills to initiate and implement service and practice development, making the best use of resources to improve practice and health outcomes.
- Participate in the selection, interviewing, appraising and professional development of team members.
- Maintain involvement and active input in multidisciplinary meetings and appropriate local bodies / forums to contribute to practice and service development.

Education and Learning

The Trainee will demonstrate ability to develop self and others and will:

- Work to successfully complete ANP training and obtain qualification.
- Have responsibility to undertake revalidation, annual appraisal and agree objectives which reflect local and national service needs and develop a personal development plan.
- Maintain, advance and develop personal theoretical knowledge, high standards of clinical competence and professional development through on-going self-education and attendance at relevant courses of study.
- Develop and maintain a peer network of support, information and learning with other nurse specialists at a local and national level.
- Assist in the provision of and participate in clinical supervision of others and provide the opportunity to reflect and discuss areas of practice.
- Contribute to the development and acquisition of specialist nursing knowledge, using a practice development approach, to enhance skills and extend the practice of other nurses and health care professionals within the service and beyond.
- Maintain own professional portfolio.
- Identify and address the educational needs of patients, families and carers involved in the delivery of this service.
- Provide an appropriate learning environment, including mentorship and coaching.
- Provide core educational programmes and in house study days, utilising a range of audit and evaluation strategies.
- Ensure statutory and mandatory training updates, as well as role / speciality updates are completed and necessary records maintained.

Research and Evidence-Based Practice

The trainee Advanced Nurse Practitioner will apply and promote quality governance strategies to ensure consultations, interventions and services are fit for purpose, evolving and dynamic, and will;

- Demonstrate an understanding and application of a range of research methodologies.
- Coordinate and participate in on-going service review and evaluation, including seeking and monitoring patient experience and outcomes.
- Regularly undertake and critically appraise research / audit to generate new evidence in area of speciality.

- Evaluate clinical practice in relation to its evidence base and clinical effectiveness including policy and guidance.
- Identify areas of risk and poor quality, and address these through appropriate governance structures and forums.
- Participate and actively seek peer review in practice and sound evidence for assurance purposes.
- Develop personal and professional knowledge through critical self-appraisal, clinical supervision and networking with other health care professionals locally, nationally and internationally.
- Contribute to a working environment that promotes continuous learning and development, evidence based practice and succession planning, as well as identifying learning opportunities at local and national levels.
- Have a high level of communication skills to enable the participation in the dissemination of practice through conferences and professional publications.

Environmental Cleaning Strategy

Health and Social Care Organisations recognize the key principle that 'Cleanliness matters is everyone's responsibility, not just the cleaners" Whilst there are staff employed who are responsible for cleaning services, all staff have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the general public.³

Infection Prevention and Control

Health and Social Care Organisations are committed to reducing Healthcare Associated Infections (HCIs) and all employees have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with on- going reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff.

GENERAL RESPONSIBILITIES

Employees of the GP Federations and FSU will be required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- Demonstrate their commitment by the efficient completion of all tasks allocated to them.
- Comply with the No Smoking Policy.
- Carry out their duties and responsibilities in compliance with health and safety policy and statutory regulations.

³ <https://www.health-ni.gov.uk/sites/default/files/publications/dhssps/cleanliness-matters-toolkit.pdf>

- Adhere to equal opportunities policy throughout the course of their employment, as in Section 75 of the Northern Ireland Act 1998.
- Ensure the on-going confidence of the public in service provision.
- Support the GP Federations and FSU in complying with its obligations under Human Rights legislation.
- Comply with the GP Federation and FSU and relevant professional codes of conduct.

RECORDS MANAGEMENT

All employees of GP Federations and Federation Support Unit are responsible to their Chair for all records held, created or used as part of their business including corporate and administrative records whether paper-based or electronic and also 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 Environment Information Regulations 2004 and the Data Protection Act 1998. Employees are required to be conversant with the organisation's policy and procedures on records management and to seek advice if in doubt.

This job description is subject to review in the light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the post holder works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

Please note that the GP Federations and FSU operate a “No Smoking” Policy and all employees MUST comply with this.

We are an Equal Opportunities Employer.

Personnel Specification

Job Title: Trainee Advanced Nurse Practitioner

A shortlist of candidates for interview will be prepared on the basis of the information contained in the application form. It is therefore essential that all applicants demonstrate through their application how and to what extent their experience and qualities are relevant to this post and the extent to which they satisfy each criterion specified.

Essential Criteria

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

	Essential	Desirable	Assessed By
Education /Qualification	<ul style="list-style-type: none"> • Live Registration with NMC • Have a Graduate Level qualification* • 3 years' experience in Primary, Community, Urgent or Acute Services Setting. • Hold V300 Non-medical prescribing qualification or qualify in summer 2024. <p><i>*Relates to either First Level Degree / Masters / PHD</i></p>	Teaching qualification or an education module at MSC level	Registration documents Application form
Skills and Abilities	<ul style="list-style-type: none"> • Evidence of Clinical Leadership skills • Previous experience of formal/informal teaching of patients and staff • Demonstrates a clear vision of the role and service • Demonstrates how the candidate has made decisions in their current role that has improved patient care • Demonstrates evidence of high-level commitment to support safe patient care 		Interview
Knowledge	<ul style="list-style-type: none"> • Knowledge of the key professional issues and 		Application form

	<p>NMC guidelines relating to professional practice</p> <ul style="list-style-type: none"> • Evidence of being able to work across organizational boundaries. • Experience of applying research evidence to clinical practice. • Knowledge of the role of the ANP within GP Federations 		Interview
Other	<ul style="list-style-type: none"> • Understanding of the Governance issues working as an ANP in a GP Federation • Evidence of CPD and revalidation as required • Basic level of IT Skills to meet the needs of the role • 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. <p><i>(** this relates only to any person who has declared that they have a disability, which debars them from driving).</i></p>		<p>Interview</p> <p>Application Form</p>
Personal Qualities	<ul style="list-style-type: none"> • Ability to work flexibly to meet the needs of the service in conjunction with other members of the team 		Interview

NOTE:

The Federation consider this role equivalent to a Band 7 on the Agenda for Change scale, rising to the equivalent of Band 8A on successful completion of the Advanced Nurse Practitioner qualification.

Candidates who are shortlisted for interview will need to demonstrate at interview that they have the required competencies as detailed below to be effective in this role. The competencies required are detailed in the NHS Leadership Qualities Framework document at <http://www.leadershipacademy.nhs.uk/resources/healthcare-leadership-model/nine-leadership-dimensions>

- Leading with care
- Evaluating information

- Connecting our service
- Engaging the Team
- Holding to account
- Developing capability
- Influencing for results

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 introduction of desirable criteria (if stated).

The 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.

Appointments may be subject to assessment by the Occupational Health Service.

Please note that the GP Federations and FSU operate a “No Smoking” Policy and all employees MUST comply with this.

We are an Equal Opportunities Employer.

Recruitment Process

Process	Dates
Open applications	Friday 3 rd May 2024
Close applications	12 noon, Friday 17 th May 2024
Anticipated dates for interviews	4 th & 5 th June 2024
Following the interview: <ul style="list-style-type: none">You will be notified that: (1) you have been successful at interview and will be made a job offer OR (2) you have been successful at interview and are on the *waiting list pending an offer being made OR (3) you have been unsuccessful at interview;References will be sought for all <u>successful</u> candidates. Please note this occurs in advance of a job offer being made. Referees will be given one week to respond. References not received within this time will delay your final outcome notification being sent. *Please see Appendix A - Waiting List Principles	

Further Information

We are happy to answer any queries you may have regarding the ANP Training Programme, please email recruitment@easternfsu.co.uk and your query will be directed to the appropriate Lead Nurse.

PLEASE NOTE: All formal communication in regard to the application and recruitment process will be made via email and phone, so please ensure to supply a phone number and current email address which is checked regularly (including junk folder).

Interviews

Please note a decision may be taken to hold interviews remotely.

Waiting List

A 12-month waiting list for further permanent and temporary roles may be compiled.

Interview Outcome

Following the interview:

- You will be notified that: (1) you have been successful at interview and will be made a job offer OR (2) you have been successful at interview and are on the waiting list pending an offer being made OR (3) you have been unsuccessful at interview.

References

References will be sought for all successful candidates at job offer stage. Referees will be given one week to respond. References not received within this time will delay your final outcome notification being sent.

Pre-employment Checks

The following pre-employment checks will be carried out prior to appointing someone to a post:

References

All appointments are subject to two satisfactory references being received. Please be specific when providing addresses/contact details for your referees. One of your references must have knowledge of your present work/or most recent employment and be in a supervisory/managerial capacity. Please note that we always seek a reference from your last employer, where applicable.

Professional Registration/Qualification Checks/Verification of Identity

The Recruitment Team will carry out checks to confirm professional registration and any qualifications which are listed as essential in the Personnel Specification. You will also be required to produce original documents to verify your identity, one of which must be photographic identification.

Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this within a reasonable time period (**10 working days from conditional offer of appointment**) the offer may be withdrawn.

If successful, staff will be required to produce documentary evidence that they are legally entitled to live and work in the UK e.g. Passport/travel documents. Failure to do so will result in non-appointment.

Health Assessment

Appointments may be subject to assessment by the Occupational Health Service.

Access NI Checks

As part of the Recruitment and Selection process it will be necessary to carry out an Enhanced Disclosure Check through Access NI before any appointment to this post can be confirmed. The above checks must be completed before an appointee commences employment.

A criminal record will not necessarily be a bar to obtaining a position.

The GP Federation Support Unit has a policy on the recruitment of ex-offenders and a policy on the secure handling, use, storage, and retention of disclosure information. Both policies are available on request by contacting recruitment@easternfsu.co.uk.

The GP Federation Support Unit adheres to the AccessNI Code of Practice, please see <https://www.nidirect.gov.uk/publications/accessnicode-practice>

Tips for completing / submitting your application form

All sections of the application form must be completed in full. Please note shortlisting will be carried out on the basis of the criteria set out in the Personnel Specification, using solely the information you provide on the application form. Therefore, you must ensure that your application form clearly indicates how you meet the criteria stated in the Personnel Specification, as failure to do so may result in you not being shortlisted.

For example, be specific about dates of employment; qualification subjects and levels (including any sub-parts); and number, expiry date and nature of professional registration (including part/branch of the register as appropriate).

Repeat information (if applicable) across questions – do not presume that if you have mentioned something in one question it crosses across all questions. Each criterion is marked separately.

Please note that essential and where relevant, desirable criteria may be used at shortlisting. Applicants should therefore make it clear on their application form whether or not they meet the desirable criteria, as per the Personnel Specification. Failure to do so may result in you not being shortlisted.

Candidates with a Disability

GP Federations are committed to ensuring that applicants with a disability have equality of opportunity and are considered solely on their merits. Therefore, if you require any assistance/reasonable adjustments during the recruitment process, please give details on your application form in the relevant section. If you would like to speak to someone about reasonable adjustments, please contact angela.emmett@easternfsu.co.uk

Late applications will not be accepted

Please note:

- It is your responsibility to check that your application has been submitted successfully. The GP Federation is not responsible for any technical problems you may experience and is not obliged to accept a late application from you in these circumstances.
- Additional information may not be included on your application after the closing date/time.

Appendix A: GP Federation Terms and Conditions

GP Federations offer a competitive remuneration package and terms and conditions of employment. Our employment practices and policies adhere to all relevant employment legislation and we are committed to promoting diversity and equality of opportunity in employment for our staff.

Place of Employment

The posts will be based within the Derry, Down, East Belfast, Mid-Ulster, Armagh & Dungannon GP Federations.

Working Hours / Pattern

Working pattern (distribution of working hours across the working week) will be determined by the GP Federation and must meet the business need of the GP Federation.

Continuous Service

Please note previous service with HSC/NHS employers will be recognised for determining entitlement for both annual leave and occupational sick leave.

Salary

Trainee Advanced Nurse Practitioner	Salary
The Federation would recommend that this role is considered equivalent to a Band 7 on the Agenda for Change scale, rising to the equivalent of Band 8A on successful completion of the Advanced Nurse Practitioner qualification.	£43,742 - £50,5056 per annum Rising to £50,952 - £57,349 per annum on *successful completion of the Advanced Nurse Practitioner qualification and transition to ANP role.

***Transition to Advanced Nurse Practitioner (ANP) Role**

Trainee ANPs will progress into a permanent ANP post dependent on successfully completing the required training, qualification and meeting the required ANP competencies. The contract may be terminated in accordance with Federation procedures at the end of or during the 2-year training programme if the training requirements are not satisfactorily fulfilled.

Annual Holidays

The holiday year runs from 1 April to 31 March. If you are in the service of the Federation on 1 April in any year, entitlement to annual leave with pay in that leave year will be 27 days in addition to statutory and bank holidays as specified below (annual leave will be allocated on a pro rata basis for part time staff). Entitlement to annual leave will increase to 29 days per annum pro rata after 5 years' service with the Federation, and 33 days per annum pro rata after 10 years' service.

Statutory Holidays

You will receive the following Statutory (Public) Holidays with pay. Part time staff will receive a pro rata proportion of the bank holiday entitlement regardless of the days on which they are required to work. When the public holiday falls on a Saturday or Sunday; the 'substitute day' is normally the following Monday.

New Year's Day	Last Monday in May (Spring Bank Holiday)
St Patrick's Day	12 th July
Easter Monday	Last Monday in August (Summer Bank Holiday)
Easter Tuesday	Christmas Day
1 st Monday in May (early May bank Holiday)	Boxing Day

Pension

This post will be pensionable from the date of commencement of employment. GP Federations have access to the HSC Pension Scheme as the company pension scheme, and appointees will be automatically enrolled into this scheme providing they meet the relevant criteria.

Mileage Claims

Costs associated with necessary business travel will be reimbursed. Members of staff will be reimbursed for miles travelled in the performance of their duties which are in excess of the home to agreed work base return journey.

Waiting List Principles

Following interview, once all immediate vacancies have been filled, a Trainee Advanced Nurse Practitioner 12 month waiting list will be created with candidates ranked in order based on their performance at interview.

Offers from the waiting list will then be made when vacancies become available in rank order.

The following rules will be applied:

- Formal offers of posts will be issued by email to the email address given at the point of application. Offer emails will require a response of acceptance or decline within 2 working days of issue. If the applicant does not contact the Recruitment Team within 2 working days of issue, then the Recruitment Team will move to the next person on the waiting list.
- In such instances the applicant will retain their rank order and will be contacted again when another suitable vacancy arises.

- If an applicant declines or does not respond to an offer which matches their stated preferences on 3 separate occasions, the applicant's name will be removed from the waiting list and they will not be considered any further, unless mitigating circumstances can be demonstrated.