



Date: as postmark

Dear applicant,

Thank you for your interest in working for Andover Nursing Services Ltd. Please find enclosed our application form as requested.

Andover Nursing Services Ltd was formed as a nursing agency in February 2000 with the aim of providing registered nurses and healthcare support Workers to NHS hospitals, specialist mental health units, learning disability units and independent nursing homes.

At interview stage candidates will be given further information in regard to the services we provide to our clients, as well as details of mandatory training provided by Andover Nursing Services Ltd.

Our agency staff are paid at hourly rates with additional holiday pay on a pro rata basis. More information and details will be given at interview stage.

Candidates are required to have 6 months experience of working in a nursing or caring environment within a general, mental health or learning disabilities capacity in order to register with Andover Nursing Services Ltd. Other training as required will be provided by Andover Nursing Services Limited.

All appointments are subject to satisfactory references and an enhanced DBS disclosure.

We look forward to receiving your application form which should be returned to the address below.

Yours sincerely

## Susan Kelly

Susan Kelly

**Operational Director**



## Andover Nursing Services Ltd aims to be an Equal Opportunity Employer

In order for us to monitor the effectiveness of the recruitment policy and process, would you please complete the sections below. This information will not be used for any other purpose and will remain confidential.

Completion of this document is optional.

Nationality:

Please tick boxes, which are most applicable to you:

Ethnic Origin		Marital Status	
Asian (Inc UK)	<input type="checkbox"/>	Maiden Name:	
Afro Caribbean (Inc UK)	<input type="checkbox"/>	Single	<input type="checkbox"/>
European White	<input type="checkbox"/>	Married	<input type="checkbox"/>
North African/Arabic (Inc UK)	<input type="checkbox"/>	Separated	<input type="checkbox"/>
Other:		Divorced	<input type="checkbox"/>
(Please Specify)		Widowed	<input type="checkbox"/>
Decline to comment	<input type="checkbox"/>		

Sex

Male	<input type="checkbox"/>
Female	<input type="checkbox"/>



# Andover Nursing Services

Please return this application form within 2 weeks, by .....

Position Applied for:     Registered Nurse Care Support Worker		Date sent out:
How did you hear of us:		Date Received:
Title:	Surname:	Forename(s):
Address for further communication:		Telephone Home:
		Mobile Number:
		Email address: please print clearly

## Qualifications

General Education Subject	Level	Year	Grade



# Andover Nursing Services

Further Education Degrees/Professional	Level	Year	Grade

Qualifications being studied for:

Courses Attended	Dates



**Current employer:** If you are employed at present, please give details below.

Name and Address of Present Employer	
	Post Held.....  Salary.....  Grade.....  Commencement Date.....  Period of Notice Required.....

**Previous jobs:** Please list below your full employment history, continue on a separate sheet if necessary.

All employment gaps must be explained.

Name and Address of Employer	Job Description	From dd/mm/yyyy	To dd/mm/yyyy	Reason for Leaving



# Andover Nursing Services

**Information in support of your application:** Please give a general account of your experience which will support your application including achievements and/or contributions you have made in your work or outside activities. Continue on a separate sheet if necessary.



**References:** Please provide the name and address of two referees who have agreed to give a reference on your behalf. One must be your present or previous employer. The second reference should be from your recent employment history.

Name:..... Position:..... Company Name..... Address..... ..... Telephone:..... Email:.....  Contact prior to interview: YES      NO	Name:..... Position:..... Company Name..... Address..... ..... Telephone:..... Email:.....  Contact prior to interview: YES      NO
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**Other Information:**

<u>Professional Registration</u>		
Registration Type:.....		
Registration Number.....		
Renewal Date.....		
<u>Driving Details</u>		
Do you hold a current valid Driving Licence?	YES	NO
Are you a car owner?	YES	NO
Is it free from endorsements?	YES	NO
<u>National Insurance</u>		
Number.....		
Where did you see the advertisement for this post? Please specify.		



## Rehabilitation of Offenders Act 1974

The post you are applying for is exempt from the provisions of the above Act.

You are not entitled to withhold any information about any convictions you may have had, including any spent convictions. Any such information will be kept in strict confidence and used only in consideration of your suitability for the post for which you are applying. In any event, failure to disclose such convictions may result the end of your contract of engagement with us.

Do you have anything to disclose?      YES      NO

Details.....  
.....  
.....  
.....  
.....

Any appointment will be made on the basis that the information on this form is true and correct. Failure to disclose, or being incorrect, may result in an offer of employment being withdrawn, or in disciplinary action or dismissal at a later date.

Please note, the offer of this post is subject to the receipt of two satisfactory employer references, medical screening and a DBS (Disclosure and Barring Service) Enhanced check at a cost of £51.00 per application, payable by you.

I certify that I have read and understand the above and that the information I have given is true and correct.

Signature.....

Date.....



## Frequently Asked Questions

As a company we recognise that our biggest asset and core strength is our agency staff team who we value highly.

Andover Nursing Services has been operational since 2000 with great success. During this time Andover Nursing Services Ltd has developed a very high profile amongst its purchasers and a first class reputation for providing a quality service via its large bank of experienced and high calibre staff.

Andover is a market leader providing Specialist Nurses and Healthcare Support Workers in the areas of mental health, learning disabilities and general health (adults) within the NHS Trusts and Local Health Boards via the All Wales Agency Contract. Andover also works in close partnership with several independent sector providers throughout South Wales.

The Company has achieved "Investors in People" in October 2005, October 2009 and October 2011.

Andover Nursing Services Ltd prides itself on delivering a high standard of care and this is achieved by recruiting high calibre individuals. Staff registered with our company can expect comprehensive training and continuing professional development through our training programme and supervision sessions.

We offer very competitive rates of pay, holiday pay, clinical supervision, appraisal system, induction programme, free uniform, staff mentoring and a 24 hour on-call support system.

Please read the FAQ's below which will answer many of your initial questions.

Andover is keen to talk to anyone who wants further information or is interested in joining the agency. You are more than welcome to send in your CV, but you need to complete our application form also.

### **1. I haven't got any care experience; can I still apply to be a care support worker?**

We require that you have 6 months paid care experience within the health and social care sector. If you have experience as a carer within a professional setting for children, young adults and/or the elderly we would like to hear from you.



## **2. I have another job, can I still work for you?**

Yes you can. If you already work in the NHS we cannot supply you into the same Trust via the Agency but we can provide you with work elsewhere. We supply both to the NHS and the private sector throughout Wales, so you can fit in the shifts and locations that best suit you. We have different shifts that you can fit in around your substantive post. We can advise you if you have any concerns and work with you to find shifts that suit your working pattern whilst being mindful of the working time regulations.

## **3. I can't drive, can I still apply?**

Due to the wide variety of locations you need to be a car owner/driver. Otherwise you will not get to all the locations on time using public transport.

## **4. Do I need to fill out a DBS form?**

Yes. All individuals need to have a DBS Check. The cost of the DBS is £51.00, payable by you. We use a rapid response online service company to complete our DBS checks and providing there are no in depth checks needed or further checks the DBS is usually returned within 3-5 days. However, if you are registered with the update service, we will still need to see the original DBS Certificate and do an online check with the DBS.

## **5. How many references do I need to supply?**

We require 2 professional references. 1 reference must be from your current or most recent employer.

## **6. Where will I be placed?**

We place throughout South Wales within the NHS trust and Independent Sector-Nursing Homes, Residential Homes and Secure Units. Placements are predominantly within the areas of Cardiff, Newport, Swansea, Bridgend, Abergavenny and Rhondda Cynon Taff. The level of care experience and current training you have will determine where we will place you. We will never place you in a setting that we feel is above your skill level. If you are already working for the NHS and hold a substantive post, we cannot place you there, but we can place you in many other settings.

## **7. What training do I need and will you provide it?**

We have an extensive Induction Programme in place to ensure you meet all of our training requirements. Individuals will not be placed until all training is completed in full. Induction training is via E-learning and is charged per module and this covers the following modules: Adult Abuse, Infection Control, Fire Safety, Food Hygiene, CoSSH, Health and Safety, Equality and Diversity etc.

Emergency First Aid and Manual Handling requires a deposit which is refunded to you after a period of undertaking shifts with us.



Non-mandatory training such as Management of Violence and Aggression (MOVA), PBM (Positive Behaviour Management) and other interesting courses we source do carry a fee which is payable in advance or deducted from your pay.

The majority of training is either held at our premises, within the Cynon Valley or at our external trainers in Swansea/ Cardiff areas. Please ask for our full Training Programme and any applicable charges for training.

## **8. Do I get a free uniform?**

The first issue uniform is free and there is a small charge for subsequent uniforms.

## **9. How long does the application process take?**

Andover Nursing has a robust recruitment procedure and training programme in place. This is to ensure that all checks and training is satisfied to our high standard before we offer any individual placements. If all runs smoothly we expect to have completed the whole process within within 3-5 weeks, longer if there are any delays with you being available for training and if your references are slow to come back.

## **10. How many hours a week will I get once I'm registered?**

We have many work contracts but we cannot guarantee any hours – full or part time. If we have the placements available we will offer them to all registered individuals. The more flexible you are about when and where you work, the more work is available to you.

## **11. What are the pay rates?**

Pay rates will vary from placement to placement. However, they are above minimum wage rising to £17ph for care support workers depending on type of placement, shift times and whether it is in the weekday or weekend. Registered Nurses pay rates will be discussed at interview stage. Full pay details will be discussed at interview stage if successful.

## **12. When will I be paid?**

You will be paid weekly, commencing 2 weeks in arrears. We deduct tax and national insurance at source on your behalf.

## **13. Do I get mileage paid?**

We do not pay mileage unless stipulated when we offer you the work placement.

## **14. Do you have a pension scheme?**

We operate auto-enrolment into the People's Pension scheme, full details of which will be enclosed with your welcome pack once registered.



## Job Description

**Title:** RMN

**Responsible to:** Nurse in Charge or Deputy Manager

**Location:** Care Settings

**Purpose:** To assist the Nurse in Charge, or Deputy Manager, in the planning and implementation of quality nursing care, supervising care assistants and ensuring the full and professional delivery of care to the patients.

To help maintain the quality service, which will be in accordance with, standards set down by Andover Nursing Services Ltd.

**Duties:** To assess, plan, implement and evaluate Nursing Care for Patient.

1. Supervise the Practise of other Staff and Students.
2. To assist in the Management and Organisation of work as required.
3. To supervise the delivery of nursing care, promoting at all times high standards by regular care plan evaluation.
4. To develop a good rapport with patient's families, friends and visitors.
5. To maintain good relationships with other professionals visiting the Hospital.
6. To supervise the scheduling of assignments to staff, to ensure that assignment is consistent to that staff member's education, training and experience.
7. To ensure that correct accident and incident reporting procedures are followed.
8. To assist in stimulating interest and positive attitudes in staff, to develop an understanding of patients.
9. To assist in induction and orientation of new members of care staff.
10. To attend meetings of staff, patients and relatives, as requested by the Deputy Manager or Nurse in Charge.
11. To inform the necessary medical staff and the Deputy Manager or Nurse in Charge of untoward changes in-patient's condition.



12. To ensure the correct maintenance of care documentation, ensuring accuracy and legality.
13. To carry out the effective ordering and stock control of patients prescribed medication.
14. To ensure the correct, accurate, maintenance of drug records, paying particular attention to the storage, handling and recording of controlled drugs.
15. To be fully conversant with Andover Nursing Services Ltd policies and procedures.
16. To understand the importance of correct staffing levels, to report any shortfalls and to assist in the effective cover of the Hospital, for staff absence and sickness.
17. Ensure you maintain your professional integrity and accountability as laid down in the Nursing and Midwifery Councils 'Code of Professional Conduct' and the nurse's professional responsibilities under the Mental Health Act (1983) and 'Code of Practice'.

## **Person Specification:**

### *Education/Qualifications:*

- Registered Nurse Mental Health with current NMC Registration
- Applies the Care Programme Approach

### *Skills/Abilities:*

- Effective Communication skills able to escalate information appropriately
- Good interpersonal skills
- Able to work as an effective team member
- Able to supervise and teach junior staff
- Able to prioritise and meet deadlines
- Able to manage difficult and high risk situations
- Self motivated, uses own initiative and is able to take decisions
- Able to maintain clear and legible documentation in line with NMC guidelines on documentation
- Must have attended control and restraint course within the last 12 months
- Competent in Basic Life Support

### *Experience:*

- At least 12 months registration with NMC with a minimum of 6 months current experience within the field of assignment
- Experience of working within multi-disciplinary team



*Knowledge and Understanding:*

- Practices within the scope of the NMC Code of Conduct/Practice

*Knowledge of:*

- Mental Health Act 1983 & 1996/Code of Practice
- Draft Mental Health Bill
- Capacity Act
- Current knowledge of modernisation roles & practices in Mental Health
- Knowledge of the ageing process and related mental and physical health problems
- Ensures that own actions support equality, diversity and human rights
- Clinical Governance & a Commitment to Reflective Practice
- Individual's responsibility towards Health & Safety
- Customer Care and Complaints handling
- Protection of Vulnerable Adults Procedures
- Child Protection
- Principles of Fundamentals of Care
- Awareness and understanding of Local Trust Policy & Procedures