

Applying for a Job at MKUH

Sue Milner – Head of Resourcing

Why work at MKUH?

- Milton Keynes University Hospital (MKUH) sits at the heart of the city of Milton Keynes, one of the fastest-growing places in the UK.
- We pride ourselves on delivering excellent care to our patients and believe that the way to do this is to provide the best possible working environments for our staff.
- As a University Hospital, we seek to attract, train and retain the best clinical and corporate talent.
- It is an exciting time to join our hospital as we are one of 48 Trusts across England that are part of the government's New Hospital Programme, the largest hospital improvement programme in a generation.
- As well as improving our estate, we pride ourselves on being the 'first' to introduce significant enhancements to the care that our patients receive, such as the Versius Surgical Robot, where we became the first hospital in Europe to use the technology to perform major gynaecological surgery.

Working at MKUH

Learning about MKUH...

There is a wealth of information about **Our City, Our Hospital, Our People** on the MKUH website

- <https://jobs.mkuh.nhs.uk/>

You can learn about the hospital;

- our services
- our future plans
- what its like being part of **#TeamMKUH**

There is also a section about life in the city of Milton Keynes.



Our services:

- Medium sized hospital
- Rated 'good' by CQC
- Full range of acute hospital services – A&E, ICU, labour ward
- Increasing number of specialisms – cancer, Children's A&E, robotic surgery
- About 550 beds
- Treat over 400,000 patients per year

Our plans:

- New Women's and Children's Hospital
- New Elective Surgical Centre
- New Radiotherapy Centre

Our staff:

- Over 4,000 staff
- Variety of contracts – permanent, fixed term, full time, part time, Bank, flexi, apprenticeships, secondments
- Training in partnership with local universities for doctors, nurses, physiotherapists, radiographers

- Our hospital offers one of the best staff benefits packages throughout the NHS
- Free onsite parking, free refreshments, subsidised healthy meals in staff restaurant
- 27+ days annual leave incl buy, sell & bank options

What makes us different?

The latest NHS Staff Survey revealed that at #TeamMKUH

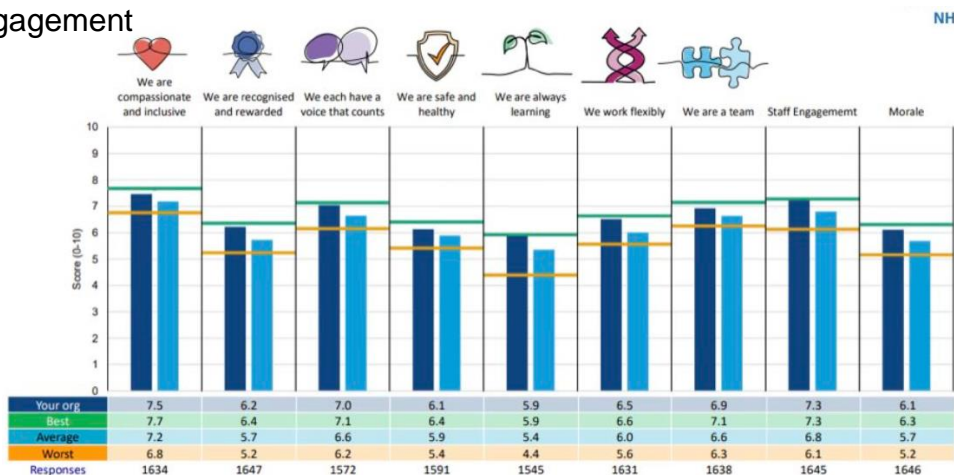
- we scored above average in all nine categories
- we have the most engaged NHS workforce in the country; improving on 'best in region'
- we had the highest scores in 'we are always learning' and 'we each have a voice that counts'
- the health and well-being of #TeamMKUH is a key priority and we act to ensure everybody remains happy and healthy, both physically and mentally

We are investing in ways to improve career progression and promotion opportunities for ALL #TeamMKUH to retain and attract the best people.



Each year, staff across all NHS acute and community Trusts are encouraged to provide their views and feedback on their organisation, with the survey broadly classified into nine overarching elements and themes:

- we are compassionate and inclusive;
- we are recognised and rewarded;
- we each have a voice that counts;
- we are safe and healthy;
- we are always learning;
- we work flexibly;
- we are a team;
- staff engagement
- morale.



TheMKWay

Our Values

We CARE

We deliver safe, effective and high quality care for every patient. We treat everyone who uses our services, and their families, friends and carers, with dignity, respect and compassion, and we treat each other as we would wish to be treated ourselves.

We COMMUNICATE

We say #hellomynames; we keep patients informed about and involved and engaged in their treatment and care, and each other informed about what's happening in our hospital. We know we can speak up to make sure our hospital is safe and our patients are well cared for.

We COLLABORATE

We are #TeamMKUH. We work together and with GPs, primary care, community care, social care and mental health providers and other hospitals to deliver great care and services for people in Milton Keynes, Buckinghamshire and beyond.

We CONTRIBUTE

We develop goals and objectives in support of the hospital's vision and strategy. We are willing to join in and play our part to make our hospital the best it can be. We acknowledge and share good practice so that others can learn what works well and why, and we learn from others so that we keep improving the care and services we provide.



We care: We deliver safe, effective and high quality care for every patient. We treat everyone who uses our services, and their families, friends and carers, with dignity, respect and compassion; and we treat each other as we would wish to be treated ourselves.

We communicate: We say #hellomynames; we keep patients informed about and involved and engaged in their treatment and care; and each other informed about what's happening in our hospital. We know we can speak up to make sure our hospital is safe and our patients are well cared for.

We collaborate: We are #TeamMKUH. We work together and with GPs, primary care, community care, social care and mental health providers and other hospitals to deliver great care and services for people in Milton Keynes, Buckinghamshire and beyond.

We contribute: We develop goals and objectives in support of the hospital's vision and strategy. We are willing to join in and play our part to make our hospital the best it can be. We acknowledge and share good practice so that others can learn what works well and why, and we learn from others so that we

keep improving the care and services we provide.

TheMKWay

#TeamMKUH



- #TeamMKUH represents all staff across our hospital.
- We are committed to the promotion of equality, diversity, inclusion and belonging in the workplace and in the services we provide.
- We are committed to improving the working lives of our staff.
- We want an inclusive workforce and take a stand against racism.
- We encourage applications from everybody.
- We welcome people from all backgrounds.
- Our staff networks support a fairer and more diverse MKUH for everyone.



#TeamMKUH represents all staff across our hospital and is our way of demonstrating our commitment and dedication to the individuals that make up our organisation.

Event in the Tent:

- our annual 3 day internal conference
- host a range of workshops, seminars, keynote presentations and round table discussions for all staff to get involved in.
- focus of the event varies each year but is an opportunity for all colleagues to directly input into the future workings of the hospital

Annual staff awards:

- opportunity for us to recognise and celebrate staff achievements from across the hospital.
- In 2022, we hosted our ninth awards event which has continued to grow in both stature and value each year, with more than 400 colleagues receiving a nomination.

GREATix:

- celebrate positive actions so that we can understand share these across the organisation so that more staff and patients can benefit.

Searching for roles

All vacancies are listed on the MKUH jobs website: <https://jobs.mkuh.nhs.uk/> and are updated daily

Vacancies are grouped into different sectors so you can see similar roles in one place.

All Healthcare Assistant (HCA) roles can be found under 'Nursing and Midwifery' as shown below:

We have vacancies in the following sectors



All jobs in the NHS are advertised in six categories;

- Nursing & Midwifery
 - nurses
 - midwives
 - Healthcare Assistants (HCAs)
- Medical & Dental
 - doctors
- Allied Health Professionals
 - Occ Therapists, Physiotherapists, Dieticians, Psychologists
- Health Science Services
 - Pharmacists, Cardiac Physiologists, Biomedical scientists
- Support Services
 - we run the largest hotel in Milton Keynes so need people to work in catering, estates, cleaning, maintenance
- Administrative Services
 - All the roles you find in any large company - HR, Finance, IT,
 - Plus NHS specific; medical records, patient pathways, clinical coders

Finding the right job

Scroll through the list of vacancies to find a role you are interested in.

Clicking on the job title will open a page giving greater detail about the role.

Ensure you read all the information describing the job overview, main duties, benefits of working for MKUH, as well as the essential and desirable criteria.

If you meet the criteria and are interested, click on the **Apply Online Now** button.

Ward Clerk

Speciality: Administration

Salary: £20,270 - £21,318 per annum

Weekly working pattern: Full time - 37.5 hours per week

Job overview

We are looking to recruit an individual to this Ward Clerk post who will thrive in a busy environment with differing priorities and the potential for sudden changes in workload.

This is a busy acute Children's Ward and the post holder will be working with families, staff, and the wider Multi-disciplinary Team.

Main duties of the job

The ward cares for children and their families with a range of conditions, so the successful candidate will be supporting the nursing and medical staff in maintaining computer records, organising paperwork and notes, answering the telephone, taking, and delivering messages appropriately.

There is a need to liaise with teams from other departments, managing mail and e-mails promptly, making outpatient appointments and supporting the team with the admission and discharge processes.

[Apply online now](#)

Scroll through the list of vacancies to find a role you are interested in. There might be several different versions of the same role so read carefully; they could offer different working hours, different contracts or different wards/departments.

Clicking on the desired position will open a page giving greater detail about the role.

Ensure you read all the information describing the job;

- Job overview
- main duties
- benefits of working for MKUH
- as well as the essential and desirable criteria.

Greater detail can be found by opening the documents attached;

- Job Description
- Person Specification

If you have any pressing questions, the name of the manager and a way to

contact them will also be included.

Creating a TRAC account

All jobs are applied for via TRAC and you will need to create a TRAC account.

This is a 5 step process and requires you to have an email address.

Once you have clicked the link to verify your email address you can begin creating your account.

Complete all the requested fields and then select Create Account.

Create account

1 Create an account

Create your account and apply for your new job

Email address

Email address

I'm not a robot

By creating an account you are acknowledging our [privacy policy](#).

Create your account

2 We have emailed oliviaa.stann@gmail.com with a verification link to finish setting up your account.

If you have been waiting for some time then please:

- Double check the address above is correct
- Check your spam / junk folder

Change email address

3 Trac

Creating your account on Trac

Hello, Thank you for creating a new account on Trac with the email address: oliviaa.stann@gmail.com. To c...

15:02 >

4 Trac

To: Olivia Milnan-Thomas > 15:02

Creating your account on Trac

Hello,

Thank you for creating a new account on Trac with the email address: oliviaa.stann@gmail.com.

To continue setting up your account, please confirm your email address is correct by clicking the following link:

<https://www.trac.nhs.uk/verify/02e01a20c-4c2c92a550c73116/L445.1105>

5 Fields marked with * must be completed, all other fields are optional.

Your account

Email address*

password@gmail.com

This is the email address you entered when you set up your email account and is your account.

Password*

Confirm password*

Password strength

Reset email

Sign up for a TRAC account by entering your email.

Check your mailbox for an email to verify your account.

Once you have clicked the link to verify you can begin creating an account.

Complete all the necessary fields and select Create Account.

Application questions

Things to remember...

Employment history:

- Include **FULL** employment history
- This means every employer in the last **10 years** and **ALL** healthcare roles
- Tell us what you did in each role

Qualifications:

- Include **ALL** qualifications relevant to the role you are applying for
- Provide details of any studying you are currently doing

References

- Check the email addresses you provide are correct
- Many companies now have a single email address to use to request factual references



Remember that whoever is reading your application doesn't know you.

If you don't identify your skills, knowledge, qualifications or previous jobs, we won't know about them and can only assume that you don't have them.

Likewise, we don't know what is required in every job. You need to tell us;

- what you did in each job
- what your priorities were
- what skills you used
- what knowledge you needed
- how you worked with other people

Please do **NOT** just 'copy and paste' chunks of text from your job description, we want to know;

- what you actually did
- how you organised your work
- how you made sure you did a 'good' job

You can write a few sentences about each job and then put more detail in the

personal statement.

Writing a personal statement

This is your opportunity to sell yourself

The person assessing your suitability for the role will only know how 'good' you are if you tell them.

Read the **Person Specification** as this will tell you how we are assessing applicants.

Write about;

- why you want the job
- why you think you we ought to employ you
- your relevant experience, skills and knowledge
- who you are – your values, your transferable life skills

Person specification

Qualifications and knowledge

Essential criteria

Registered General Nurse
Care of the Patient receiving Chemotherapy (or equivalent) qualification
Awareness of NHS policies

Desirable criteria

Competent in drug calculation as assessed at interview
Awareness of infection control issues

Experience

Essential criteria

Computer literate
Experience working within Haematology or Oncology environment.
Experience of working in a team

Desirable criteria

2 years minimum experience at band 5 level

This person specification is a snippet from an advert for a Registered Nurse to join the team caring for patients in our Cancer Centre.

All Person Specifications (PS) include;

- Qualifications and knowledge
 - What you know
 - Evidence of your knowledge/competence
- Experience
 - What you have done
- Skills
 - What you can do
- Personal and people development
 - How you behave at work
 - Your desire and ability to learn new skills, knowledge

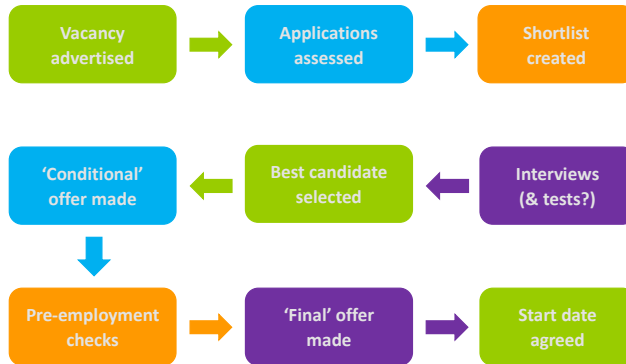
These are then split between essential and desirable. In this example;

- it is **essential** that a nurse has worked in Haematology or Oncology and is computer literate; this is because the role is in the Cancer Centre and requires daily use of computers. It does not state specific software or

hardware as training will be provided but the nurse needs to be competent and confident using computers.

- It is **desirable** that the nurse has at least 2 years experience but only having 1 years experience would not mean a nurse shouldn't apply.

What happens next?



Once you have submitted your application;

- ALL applications are anonymised and assessed
- a shortlist is created of the 'best' applications
- shortlisted applicants are invited for an interview
- after the interview, the manager selects the 'best' candidate
- the selected candidate is sent a 'conditional' job offer.

A 'conditional' offer means we want you to join #TeamMKUH but;

- You need to let us know that you want the job
- We need to complete pre-employment checks.

Pre-employment checks include verifying;

- who you are and where you live
 - passport, driving licence, utility/Council Tax bill or bank statement
- your Right to Work
 - passport, birth certificate, visa
- your qualifications
- your professional registration (for some roles)

- your work history
 - We will take references from current & previous employers
- any convictions or investigations
- You are fit to work

Advantages of applying via TRAC

Resubmit Applications

We often receive more 'good' applications than we have slots for interviews.

Don't be disheartened, resubmit your application.

Edit applications

You can review, amend and update your original TRAC application to apply for other roles.

Weekly vacancy emails

You can subscribe to a weekly email from TRAC with vacancies you are interested in;

- job title
- pay/band
- location.

Jobs-by-Email

Your personal Jobs-by-Email bulletin, provided by trac.jobs

Dear Susan,

Today, Friday 18-11-2022, there are 23 newly added or modified jobs matching your [requirements](#)

For more information on a vacancy and to find out how to apply, click the link on the job that interests you. Please do not reply to this email to request further information.

[HR Advisor \(Band 6\) - Human Resources](#)
North West Anglia NHS Foundation Trust
Hours: Full time, Part time - 37.5 hours per week., Ref: 176-C-4698512
per annum, Closing date: 01-Dec-2022

[HR Systems Manager \(Band 6\) - Administrative Services](#)
Milton Keynes University Hospital NHS Foundation Trust
Hours: Full time - 37.5 hours per week., Ref: 430-CORP767A
Per annum, Closing date: 28-Nov-2022



TheMKWay

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