

# Applying for a Job at MKUH

Sue Milner – Head of Resourcing



# Working at MKUH

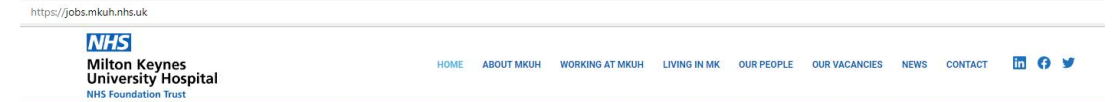
There is a wealth of information about **Our City, Our Hospital, Our People** on the MKUH website

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



There is information about;

- our hospital
- our future plans
- our values
- [#TeamMKUH](#)



Our City, Our Hospital, Our People.



TheMKWay

# What makes MKUH different?

The latest NHS Staff Survey revealed that at [#TeamMKUH](#)

- Our staff rated us above average in all nine categories
- Our staff look forward to coming to work in our hospital – we came top out of all NHS hospitals

[#TeamMKUH](#) represents all staff across our hospital.

- We are committed to improving the working lives of our staff.
- We want an inclusive workforce
- We encourage applications from people from all backgrounds.
- We promote equality, equity, diversity, inclusion and belonging at MKUH.
- Our staff networks and EDI team help build a more compassionate, diverse and fair MKUH for everyone.



# Searching for roles

All vacancies are listed on the MKUH 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’:

## We have vacancies in the following sectors



# Finding the right job



**Milton Keynes  
University Hospital**  
NHS Foundation Trust

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: £22,383 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**

# Creating a TRAC account

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

- It is a 5 step process
- You will need 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

 I'm not a robot 

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

Create your account

2

We have emailed **oliviaa.siann@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

15:02 >

Creating your account on Trac

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

4

Trac  
To: Olivia Milner-Thomas >

15:02

Creating your account on Trac

Hello,

Thank you for creating a new account on Trac with the email address: [oliviaa.siann@gmail.com](mailto:oliviaa.siann@gmail.com).

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

<https://apps.trac.jobs/auth/ppw0la2gKJgCNQzK5OxTXHAVUdSJ10hS>

5

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

Your account

Email address \*

oliviaa.siann@gmail.com

This is the email address you entered initially; you can change your email once you've set up your account.

Password \*

Confirm password \*

Password strength

Password advice

# Beginning your application

Complete each of the following sections before submitting your application:

- Personal details
- Application questions
- References
- Equal opportunities

View application

Download application

Submit application

## Start your application

Please answer the following questions to start your application:

Are you currently an employee of Milton Keynes University Hospital NHS Foundation Trust? \*

Please select...

Choose your immigration status \*

- I am a UK/EEA citizen with the right to work in the UK
- I have 'Indefinite Leave to Remain in the UK' with no time limit  
This applies to individuals who have Indefinite Leave to Remain or Enter with no time limit on their ability to stay in the UK.
- I have a 'Tier 1 (General) visa' (previously the HSMP - Highly Skilled Migrant Programme)  
The Tier 1 (General) visas were closed to new entrants on 6 April 2015. Existing Tier 1 visas are still valid until their expiration date, and may still be extended.
- I have a 'Tier 2 (General) work visa' that was sponsored for me by my current employer  
This type of visa has been replaced by the new 'Skilled Worker visa' and 'Health and Care Worker visa' on 1st January 2021. Existing Tier 2 visas are still valid until their expiration date, and may still be extended.
- I am an Overseas qualified Nurse or Midwife undertaking Adaptation/ Supervised Practice Placement  
The overseas nursing program has been replaced by the new 'Skilled Worker visa' and 'Health and Care Worker visa' on 1st January 2021. Existing visas are still valid until their expiration date, and may still be extended.
- I have a 'Student visa' and I am applying for a full time position  
This type of visa is usually held by an individual studying in the UK who has been offered a place on a course by a licensed student sponsor.
- I have a 'Student visa' and I am applying for a part-time or bank position  
This type of visa is usually held by an individual studying in the UK who has been offered a place on a course by a licensed student sponsor.
- I have a 'Study English in the UK (Short-term study visa)'  
This type of visa is usually held by an individual who is doing a short course in the UK as part of their overseas study for between 6 - 11 months; no work permitted.
- I have a 'Youth Mobility Scheme visa (TS)'  
This type of visa is usually held by someone aged between 18-30 currently living and working in the UK for up to 2 years.
- I have a 'Temporary Worker - Government Authorised Exchange visa (TS)'  
This type of visa is usually held by an individual in the UK for a short time, for the purpose of either work experience, training, a Government language programme, research or a fellowship through an approved government authorised exchange scheme.
- I have a 'Dependant / Spouse visa'  
These type of visas are usually held by spouses, children or dependant relatives staying with a partner or family member in the UK.
- I have a 'UK Ancestry visa'  
This type of visa is usually held by a Commonwealth citizen whose grandparents were born in the UK.
- I am a refugee or person with humanitarian protection applying for Indefinite Leave to Remain  
This applies to individuals who are applying to settle in the UK (known as 'Indefinite Leave to Remain') with a residence card as either a refugee or person with humanitarian protection.
- I have a 'Standard Visitor visa'  
This type of visa is usually held by an individual visiting the UK for either holidays, a short course of study, business activities or medical reasons. This cannot include paid or unpaid work and therefore will require sponsorship.
- I do not have a visa or right to work in the UK  
This applies to individuals WITHOUT the right to Work in the UK. They cannot undertake employment without sponsorship for a visa before applying for entry clearance.

Please supply details of any permit currently held including number, validity and expiry date

I have read and agree to [the privacy notice](#) that applies for the data submitted in my application. \*

Continue

Not started

### Personal details

Answers given in this part of the form are to help the Recruitment Centre to manage your application. If you have any difficulty completing this form please ask someone to help you. We would like to take this opportunity to thank you for applying.

Start section

Not started

### Application questions

Details entered in this part of the form will be made available to the shortlisting panel. Please make sure that you have read the job description and person specification before completing the application form, and ensure that your answers clearly and honestly demonstrate how your skills and experience are relevant to the post for which you are applying.

Start section

Not started

### References

Start section

Not started

### Equal opportunities

NHS organisations recognise the benefits of having a diverse workforce and therefore welcome applications from all sections of the community. In addition to this, under the provisions of the Equality Act 2010, all NHS organisations are required to demonstrate that their recruitment processes are fair and that they are not discriminating against or disadvantaging anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Therefore a series of questions need to be raised in order to ascertain who is applying for each position and to ensure that no one is being unfairly discriminated against or disadvantaged. This section of the application form will be detached from your application form and will not be used as part of the selection process nor will it be seen by anybody who is interviewing you. The information collected is only used for monitoring purposes in an anonymised format to assist the organisation in analysing the profile and make up of individuals who apply, are shortlisted for and appointed to each vacancy. In this way, they can check that they are complying with the Equality Act 2010.

The Equality Act 2010 protects people against discrimination on the grounds of:

- their age and sex.
- their race which includes colour, nationality, ethnic or national origin.
- their religion or belief, including a lack of any belief.
- their sexual orientation, be it bisexual, gay, heterosexual and lesbian.

The Equality Act 2010 also protects people who are married or in a civil partnership.

Start section

# 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





# Supporting information

## 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
- how you match the essential criteria

## 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

Use of PICC/Hickman lines

# Good example of supporting information

I volunteer at a Parent & Toddler group where I take a register of the parents and toddlers who come; this has to be accurate and done as they arrive as we need a list of names and details in case of emergencies and so the organisers can apply for funding.

The way I greet the families is important as if I am not welcoming they might not come in, feel able to join in the activities or make friends.

During the sessions, I talk to the adults and toddlers checking that they are enjoying the session, offering help and making sure that everybody is safe.

I help to set up so we can open on time and make sure we stick to the timetable because if not we cannot tidy up and leave the hall on time and get charged more.

Sometimes, I have to take on other jobs, for example, if one of the playworkers is working with a family I set up the activities and show parents how to help their toddlers but also stop doing that to help parents, for example, if their toddler is crying and their baby needs their nappy changing.

## Essential Criteria

- Ability to demonstrate commitment to high standards of care
- Accurate record keeping
- Ability to work under pressure
- Ability to prioritise tasks effectively at short notice
- Caring in a professional manner towards patients and their relatives
- Good time management

# Shortlisting

All applications are assessed by the recruiting manager and/or a Specialist Recruiter.

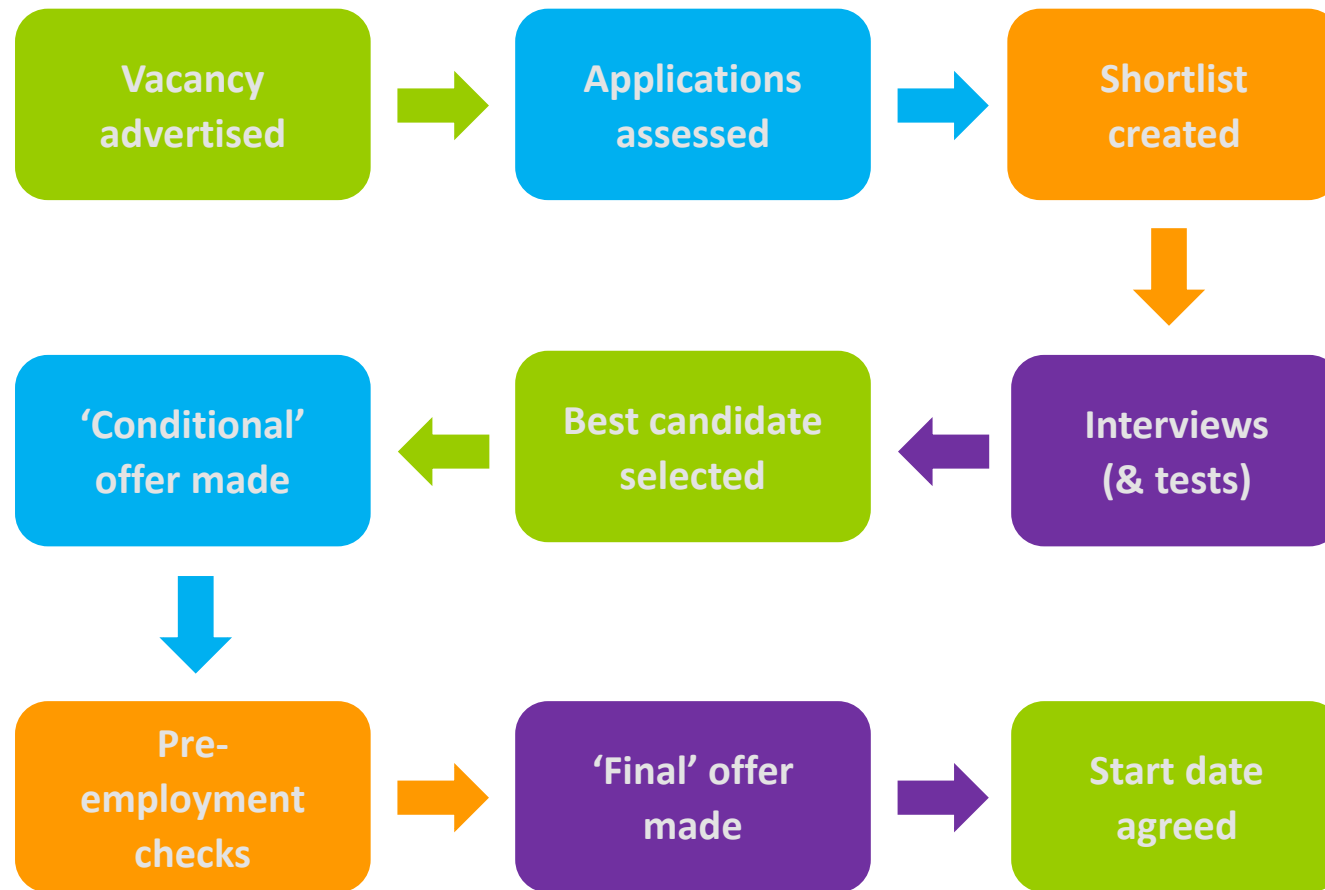
The shortlisters do not see your name, address, age, ethnic background. They only see your;

- qualifications and training attended
- professional registration
- work history
- supporting information

During shortlisting, the information you have provided is assessed against the Essential and Desirable criteria for the role.

The highest 'scoring' applicants will be the ones invited to interview.

# The recruitment process



# Advantage 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



**Milton Keynes  
University Hospital**  
NHS Foundation Trust

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