



FdSc Nursing Associate

We are pleased to invite you to a Values Based Interview. Please read the information below carefully as it contains all the information required in preparation for this event.

Interviews will take place via video call on Microsoft Teams. The day before your interview you will receive an email with a calendar invitation for a Microsoft Teams meeting, this will specify your interview time. If you do not have Microsoft Teams you will need to create a free account online at the following webpage; <https://support.microsoft.com/en-us/office/sign-up-for-teams-free-70aaf044-b872-4c32-ac47-362ab29ebbb1>.

REQUIRED: It is essential that you have photographic ID ready to present to your interviewer as failure to do so will mean you will not proceed to the interview.

Guidelines for Microsoft Teams video call interview

- You should ensure that you are in a room that is appropriate for the interview where you will not be disturbed by others.
- No other individuals should be present during the interview unless they are there for IT support reasons
- Check your equipment the day before to ensure all is working and to avoid a last minute stressful set-up. The strength of your internet connection has a big impact on the quality of your call.
- You may be asked to confirm that you are alone at the start of the interview and to conduct a camera sweep of the room.
- Do check your lighting is in front of you. Strong light behind you, like a big window, can give you a dark silhouette and make your face difficult to see.
- Position your camera so your head and shoulders are on screen, use books to position your laptop camera roughly to eye level.
- If you are new to video conferencing, practise your set-up with a friend well in advance. A practice session will give you a feel-good boost and you can check your pace and volume of speech.
- You will be asked to produce ID at the start of the interview to confirm your identity so please have this ready to present to the camera.
- You should have access to a telephone that does not require you to enter another room, so that the interview can continue if problems develop with the use of video conferencing software.
- The University will telephone the number so that you do not have to cover the cost of the call.
- You must not record your interview unless agreed in advance.
- Make sure your software is updated to the latest version and check if any system updates are required.
- Remember there may be a slight delay, so it is all about pacing yourself.
- Watch your body language - don't show impatience or jiggle in your chair.
- Work on your rapport, eye contact, look at the camera rather than the screen.
- If there is a delay, ensure the other person has finished speaking.
- At the end, make sure you have closed the call before going on to anything else.

Interview Preparation Information

It is advisable to remind yourself of the NHS Constitution Values in preparation and consider how this may apply to your chosen field. This is available at <https://www.healthcareers.nhs.uk/about/working-health/nhs-constitution>.

During the interview, you will be asked if you have had any cautions, reprimands or convictions. NB: Nursing is exempt from the Rehabilitation of Offenders Act; hence, any past misdemeanour is taken into consideration – if you have any cautions or convictions, within the last two years, we will not be able to interview you and you will need to withdraw and reapply when you are two years clear. You are advised to declare anything that involved you with the police. Please note that UCLan adheres to the Disclosure & Barring Service Code of Practice; please refer to the website for further information - www.homeoffice.gov.uk/dbs.

When a decision has been made this will be processed via your UCAS Track Record. Successful candidates – if you accept UCLan's offer as firm choice you will be contacted by the School of Nursing over the summer to begin the Disclosure and Barring Service and health check processes. Once you have accepted an offer it is important that you let UCAS know of any changes to your personal details, i.e. email address, contact telephone number.

PLEASE NOTE that if for any reason you cannot participate in your interview then you should cancel your place at latest the week before it is due to take place. The School of Nursing provides significant staff resources for selection events, we ask that you give as much notice as possible cancelling your interview so that we can re-allocate your interview place and staff resources. If on the day of your selection event you cannot attend due to unexpected circumstances, you should call the Admissions Office on 01772 892444 to notify the university.

Additional Information

If you have a disability, please contact us if you require adjustments for the interview or you would benefit from an additional information interview to discuss the support you will need on the course.