

## **BSc (Hons) Operating Department Practice**

On behalf of the University of Central Lancashire, we would like to thank you for your interest in the BSc (Hons) Operating Department Practice at this university and we look forward to meeting you at the course selection event.

**Please read the information below carefully as it contains all the information required in preparation for your interview.**

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>.

### **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.

### **Additional Information**

If you have a disability, please contact the Course Leader Guy McClelland via email ([GMcclelland@uclan.ac.uk](mailto:GMcclelland@uclan.ac.uk)) if you require adjustments for the interview, or would benefit from additional information on the support you will need whilst studying on the course.

We aim to involve Theatre Practitioners from NHS Trusts where students are placed to participate in the selection of student Operating Department Practitioners. In addition to being interviewed by a member of the teaching team, you may also be interviewed by a representative from a clinical placement area.

The Course Selection Event should last no longer than approximately 45 minutes and consists of a welcome and overview of the programme by a member of the lecturing staff. We will then progress to the interview. You will need to do some preparation for the interview. We ask you to review this video presented by Dr. Kate Granger on You Tube by following this link <https://www.youtube.com/watch?v=UmeQjgy4QnE> You will be asked questions on this video and the topics raised by it.

You should also review the Standards of Proficiency for Operating Department Practitioners and the Guidance on Conduct and Ethics for Students that are published by the Health and Care Professions Council. These can be found at <http://www.hpc-uk.org/registrants/standards/download/index.asp?id=46> and <http://www.hpc-uk.org/publications/index.asp?id=219#publicationSearchResults> .

It is also advisable to familiarise yourself with the NHS Constitution Values, further information can be found at: <https://www.healthcareers.nhs.uk/about/working-health/nhs-constitution>

Questions relating to these sources will be asked during the interview.

At the end of the interview, you will be asked if you have had any cautions, reprimands or convictions. Operating Department Practice is exempt from the Rehabilitation of Offenders Act, hence any past mis-demeanour is taken into consideration. If you have any cautions or convictions you must declare you have these, but you do not have to state what the actual offence is at the interview. You will need to complete a Disclosure and Barring Service declaration at a later stage and any mis-demeanour should be declared at this stage too.

Please note that if we are delayed in meeting with you, it is because a previous interview has over-ran. We will interview you on the day that you have requested.

### **Clinical Placement Information**

The BSc(Hons) in Operating Department Practice is a full time University course, with approximately 50% of a student's time on the course is spent at the University. The remaining element of the course takes place within the clinical setting (operating departments) at NHS Trust hospitals. The NHS Trust hospitals within UCLan's geographical area for ODP are:

- Blackpool Teaching Hospitals NHS Foundation Trust
- East Lancashire Hospitals NHS Trust (Blackburn and Burnley hospitals)
- Lancashire Teaching Hospitals NHS Foundation Trust (Preston and Chorley hospitals)
- North Cumbria University Hospitals NHS Trust (Carlisle and Whitehaven hospitals)
- University Hospitals of Morecambe Bay NHS Foundation Trust (Lancaster, Kendal and Furness hospitals)

In addition to these Trusts, we also place students in a number of private hospitals in Lancashire.

At interview, we ask candidates to select their first and second choice NHS Trust to undertake their clinical placements. **If you are successful in being offered a place onto the course, we cannot always honour your first or second choice NHS Trust.** If you are unfamiliar with Lancashire please review this map to assist with your choice

<https://www.google.com/maps/place/Lancashire/@53.8598563,->

[3.1252085,9z/data=!3m1!4b1!4m5!3m4!1s0x487a4d4c5226f5db:0xb5497dd10c461b65!8m2!3d53.7632254!4d-2.7044052](https://www.google.com/maps/place/Lancashire/@53.8598563,-3.1252085,9z/data=!3m1!4b1!4m5!3m4!1s0x487a4d4c5226f5db:0xb5497dd10c461b65!8m2!3d53.7632254!4d-2.7044052)

When choosing your clinical placement preference we ask you to consider carefully the NHS Trust hospital identified. Start time when at clinical placement is usually 0800 although sometimes this can be earlier. Car parking at hospitals is notoriously difficult. This means if you are intending to travel by car you will probably have to park your car some distance away from the hospital. If you are travelling by public transport, you will need to account for any potential delays that can occur either on the train or on the bus. All of this means that in order to report for 'duty' in the operating department and be changed into scrub suits for 0800, you will need to arrive at the hospital by 0750 at the latest. You are likely to be on-duty until 1800 in the evening. For those candidates who are intending to travel some distance from the clinical placement area, please consider the travel implications. These include both the time aspects and also the financial aspects. For example, if you live in Greater Manchester or Merseyside and are intending to travel to clinical placement each day to the Lancashire Teaching Hospital NHS Foundation Trust (Royal Preston Hospital or Chorley Hospital), what time will you need to leave home in order to arrive for duty at 0750? How much will the travel costs amount to each week either in petrol or public transport? What is the likely time you will arrive home each evening?

