

**QUEEN'S UNIVERSITY BELFAST**  
**SCHOOL OF NURSING AND MIDWIFERY**

**The Selection Process – Guidelines for Applicants to  
undergraduate programmes for 2016-17 entry.**

Undergraduate Nursing and Midwifery programmes are traditionally very popular and the number of applicants far outstrips the number of places available each year.

We have four stages to our selection process, which is governed by standards and requirements set by both the Nursing and Midwifery Council (NMC) and the Northern Ireland Practice Education Council (NIPEC).

Funding: eligible students may have their fees paid for the duration of the three-year degree by the Department of Health, Social Services and Public Safety (DHSSPS) and may also receive a bursary. Further information can be found on our [website](#) at:

<http://www.qub.ac.uk/schools/SchoolofNursingandMidwifery/StudyattheSchool/OurCourses/UndergraduateProgrammes/>

Please note: If you have previously started a nursing or midwifery programme in Northern Ireland and accepted a fees-paid and bursaried place, you **MUST** tell us. Even if you left after a few weeks, it really matters. It may affect your ability to access a free place.

Most of our communication with you is by email. You should give an email address that you use regularly; let the Admissions and Access Service know if you change it at any time! You must check your email regularly and read carefully any emails from the University and UCAS throughout the selection period. We will not contact you unless it's important!

### **Stage 1 - Applications**

All applicants must submit their application through [UCAS](#) by the closing date of 6pm on 15 January 2016. Please make sure you fill in your details correctly as we will be using this information to get in touch with you – check your spelling! All applications must include a reference.

The academic requirements for all of the programmes are listed on the University's [Coursefinder](#) (<http://www.qub.ac.uk/home/StudyatQueens//CourseFinder/>) as well as on UCAS (<http://searchucas.com/>). If you have an academic qualification that isn't listed please contact the Admissions and Access Service at [admissions@qub.ac.uk](mailto:admissions@qub.ac.uk) for clarification. Once you have submitted your application, you will receive an email acknowledgement normally within 24 hours.

Only applicants who are able to demonstrate that they will achieve the required qualifications before 31<sup>st</sup> August of the academic year of entry will be brought forward to stage 2.

If you have a criminal record (including traffic offences and cautions), tick the box. We will contact you to find out the detail of the offence and it will be assessed by professional nurses to determine the correct course of action under NMC and University guidelines.

Note: If at any stage of this process you acquire a criminal record or have a prosecution pending you **MUST** contact the Admissions and Access Service immediately and inform them of the situation. It will not necessarily mean that you will be prevented from joining the programme – but non-disclosure in itself is unprofessional behaviour and it won't look good if it is discovered that you have been avoiding telling us. This includes driving offences and cautions.

## **Stage 2 – Review of UCAS Personal Statements - January**

Your personal statement will be reviewed, assessed and graded by a member of academic staff within the School and will form part of the overall assessment of your eligibility. Due to the volume of applications we carry out the reviews in batches and aim to have all statements assessed by mid-February.

When you are writing your statement, you should tell us about:

- Why you want to be a nurse/midwife and what inspired you to do it
- Any experience of caring for others and why you enjoyed it / how you were able to help others. Whether this is within the family, as a first-aider, or in a voluntary or paid role, it is relevant and you should consider including it.
- Your understanding of your chosen career
- Your understanding of the demands of our degree programme.
- Situations in which you have undertaken a responsible position and made decisions affecting others

You should ensure that you cover all of the points above in your statement, giving examples from your own experience to support your evidence.

Successful applicants – i.e. those who meet the academic criteria and pass the assessment of their personal statement – will progress to Stage 3 and be invited to interview.

## **Stage 3 – Interviews – March/April**

**Invitations to interview are expected to be sent out in batches in February and March 2016. Interviews are planned to be conducted in March/April 2016 – any changes will be posted on our website.**

Every applicant shortlisted has to be interviewed. We are using the Multiple Mini Interviews (MMIs) format. The MMIs will be held in the School of Nursing and Midwifery, MBC, Lisburn Road, in our Clinical Education Centre. Each interview will last approx. 30 minutes though you should plan to be here for 1 to 1 and a half hours in total to allow for the briefing session, verification of identity and other paperwork. The interviews will be conducted by members of academic staff and professional nurses and midwives. Only in exceptional circumstances

will we interview candidates via Skype (for example international students who cannot travel).

The interview is your opportunity to show us that you have the qualities and attributes required to be a good nurse or midwife. There will be a list of items to bring with you in your interview letter. Please read it carefully and bring everything listed; good preparation is key to a successful interview.

The format will be as follows:

1. You will arrive and register for interview – you will need photo ID and other documentation we require for Access NI purposes.
2. You will sign a confidentiality agreement.
3. You will be directed to a waiting room, where you will receive a briefing on the MMIs process.
4. You will leave all of your belongings, phones, etc. in the waiting room (which will be locked), and you will be directed to one of the interview circuits, which will be labelled by colour.
5. There will be eight stations within each circuit including one rest station, and you will progress between each one, spending 5 minutes at each.
6. There will be one minute to prepare for each station and read the instructions; then you will enter and begin.
7. There will be a rest station to allow you to gather your thoughts.
8. When you have completed all of the stations you will go back to the waiting area, collect your belongings, and there will be an opportunity to feed back or ask questions.
9. You will then be free to leave. You will be expected to keep details of the interview stations confidential; any breach will be treated extremely seriously and you may be putting your chance of a place on the programme at risk.

The stations will test value based skills such as communication, empathy, accountability, integrity and trust. A number of the stations will have Simulated Patients and you will be given specific scenarios that you will be required to manage or respond to. Simulated patients are role players who have specific training in MMIs and will help you to engage in the scenarios.

We recommend that you should:

- Arrive 15-20 minutes early with all your papers organised and ready for inspection (failure to bring appropriate paperwork, including photo ID, may result in your interview not going ahead)
- Dress appropriately – neat, business like attire, and a tidy, professional-looking appearance. There may not be parking nearby so you may need comfortable shoes.
- Be ready to talk to Simulated Patients, who may be present at a number of stations.
- Be ready to deal with scenario based mock situations.
- Try to stay relaxed and smile.
- You will be asked to sign forms at interview to tell us which area or course within nursing you would prefer to study. Please read them carefully as we use these to help us decide which course you will be offered.

If you bring someone with you for support, we recommend that you find a coffee shop nearby where they can wait in comfort as there may not be space for them to wait at the interview venue.

## **Interview scoring**

The stations do not require any technical knowledge – they are designed to find out if you would make a good nurse or midwife and to find out why you have chosen this career. At each station the interviewer will use a grid to record scores on each aspect of your performance. The simulated patients (role players) will provide the interviewers with feedback which will contribute to the overall score.

We do not currently test for Maths or English, and you are not required to sit the HPAT test.

## **Stage 4 – Offers – May**

**Decisions following interviews will be made at or around 5<sup>th</sup> May 2016. Please don't worry about the offer coming in late in the process – we will definitely let you know either way before the UCAS deadline for decisions. You don't need to reply to any of your offers from other institutions until after you have received all of the decisions from all of your UCAS choices. Do take the time to consider each one carefully.**

Offers are made on the basis of scores at interview. The top-scoring candidates will be made an offer dependent on their academic qualifications – for example, a top scorer who is awaiting A levels might receive a conditional offer; a top scorer who has all the necessary qualifications already might receive an unconditional offer. We will inform you as soon as possible if you have been unsuccessful at any stage.

The September adult nursing cohort is always oversubscribed. Therefore some students may find they have been offered a February place instead. Places in each group / cohort are allocated on the basis of random selection and this is not an indicator of how well you have performed at interview.

All offers are subject to successfully undergoing an [Access NI](#) and Occupational Health check. We will be in touch to make arrangements for these and ask you to pay for your Access NI check. Students on the Children's Nursing programme will also need to undergo a Social Services check to allow them to undertake placements in the Early Years sector.

## **Reserve List**

Those who have narrowly missed being made an offer may be invited to have their names retained on our Reserve List in the event that vacancies occur in late August after the publication of all the results. For those who accept our invitation for the Reserve List, any commitments you may have to other Nursing / Midwifery programmes at other institutions must be taken into consideration. To remain on our Reserve List you must forward copies of your qualifications to the Admissions and Access Service as they become available during the summer. Please note that there is no guarantee that you will eventually be placed. The Admissions and Access Service will write to eligible applicants in May / June with full details.

## **Stage 5 – Taking up a place – August/September**

Places will only be confirmed to candidates who satisfy all of these criteria *and* meet all of the academic requirements after the A Level results are published in mid-August. Final decisions will be communicated via UCAS.

### **Starting the programme**

Nursing and Midwifery programmes have an earlier starting date than other undergraduate courses and therefore all candidates are expected to be available to register for their programme in *early* September 2016 or February 2017. Deferrals are normally only be considered on the basis of a medical report or pregnancy.

Enrolment & Registration is usually held in the second week in September. Late starts are not normally possible, as attendance at Enrolment, Registration and Welcome Week is compulsory. You will also need to be fitted for a uniform and receive inoculations.

The Nursing and Midwifery programmes at Queen's are **full time** programmes.

When you start the course you will be attending lectures, tutorials and skills workshops for around 16-20 hours per week, and you will be expected to study for an additional 7-10 hours. After 6 weeks you will go out for your first [clinical placement](#), and you will be working a 37.5 hour week alongside your mentor. During your placements you are be expected to work shifts and conform to the needs of the host workplace.

The programmes run for 52 weeks a year; please do not book holidays until you have seen your calendar of classes and you know when you will be free.

### **Questions**

We will be posting updates and answers to frequently asked questions on the [School Facebook page](#), [Twitter feed](#) and the [Prospective Student Portal](#) throughout the process. If you cannot find an answer to your question you can contact us by email at: [nur.registry@qub.ac.uk](mailto:nur.registry@qub.ac.uk) and we will endeavour to answer your query. Alternatively, if your enquiry relates to entrance requirements or your application, contact [admissions@qub.ac.uk](mailto:admissions@qub.ac.uk)

### **Where can I get feedback if my application is unsuccessful?**

The Admissions and Access Service will provide feedback to unsuccessful applicants on request. More detail is available in the University's [Admissions Policy](#). There are no fees for feedback.