



15 January 2024

Our Ref: RFI 55580

Dear

**Freedom of Information Act 2000
Information in Relation to the Recruitment Campaign in 2024 for Nursing
Assistants**

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for information relating to above which you requested on 29 December 2023.

A response to each of the questions raised has been provided by the AHP, Nursing, Midwifery & User Experience Services Directorate and is attached in Appendix A.

If you are unhappy as to how this request has been handled, you have the right to seek a review within the Trust in the first instance. You should write to the Information Governance Department, Lough House, Ards Community Hospital (informationgovernance@setrust.hscni.net) within two months of the date of this response and your complaint will be considered and a response provided, within 20 working days of receipt.

If, after receiving a response, you remain unhappy, you can refer your complaint to the Information Commissioner at The Information Commissioner's Office –Northern Ireland, 3rd Floor, 14 Cromac Place, Belfast, BT7 2JB. It is important to note that if you refer any matter to the Information Commissioner, you will need to show evidence of having gone through the Trust's internal review procedure to try to resolve the matter with the Trust in the first instance.

If you have any queries about this letter, please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

Rebecca Manning
Information Governance Officer

Q1. *Approximate dates and/or time of year for when the next recruitment campaign in 2024 will take place for both Band 2 Nursing Assistants and Band 3 Senior Nursing Assistants.*

A1. Within the Trust there is no set timetable for Band 2 Nursing Assistants and Band 3 Senior Nursing Assistants. There is at least 1 recruitment drive on an annual basis which creates a waiting list for a year – should the Trust find that this waiting list looks as if it will be exhausted before the year is up, or there are a number of vacancies that have been declined by those on the waiting list, the Trust would either complete a ‘top of exercise’ or re-advertise. The Nurse recruitment monitor this situation closely and proactively recruit as needed.