

The Role of the Lay Representative in Recruitment

Nick Sowerby



BOOKING

- The HEYH Recruitment Team will contact Sue Grange to ask for Lay Representatives for Specialty Interviews and Selection Centres. Sue will contact the group accordingly and then provide confirmation and all relevant details, i.e. date, time, specialty, etc.
- Lay Representatives will ideally be provided with two to three months' notice of Recruitment based events
- Lay Representatives are an integral and statutory part of the Recruitment process

PRE-INTERVIEW/SELECTION CENTRE

We would expect Lay Representatives as part of their role to do some pre-reading to familiarise themselves with the specific specialty and the processes (both local and national) encompassed within it.

Details can be found on the following pages of the PGMDE website:

- Postgraduate Schools -
<http://www.yorksandhumberdeanery.nhs.uk/>
- Recruitment -
<http://www.yorksandhumberdeanery.nhs.uk/recruitment/>

You may also find the information contained on the Oriel national recruitment portal useful for these purposes:

<https://www.oriel.nhs.uk/Web/>

INTERVIEW/SELECTION CENTRE

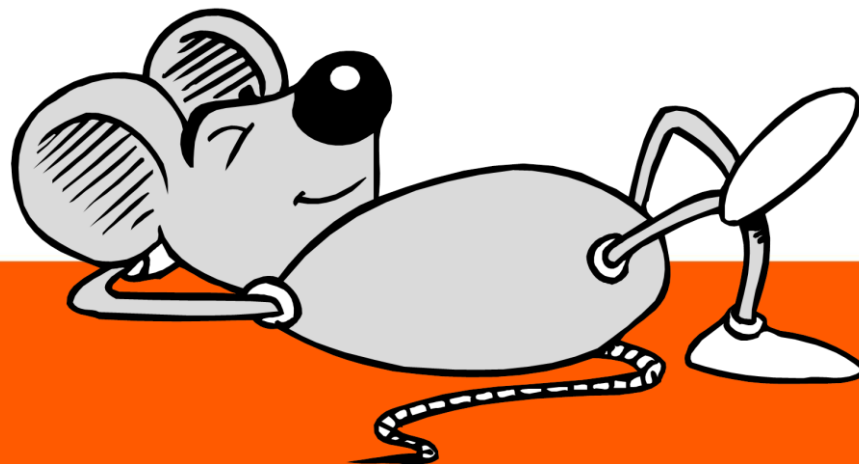
- Arrive promptly in accordance with defined times
- Lay Representatives to be provided with a pack for the day containing all the relevant details (timings, etc.)
- Observe behaviours of candidates, interviewers and HEYH staff
- Try to observe as many of the stations as possible during the day

EXPECTATIONS

- If you have any concerns about anything you observe please feed this back to the Clinical and Administrative Lead at an appropriate time, i.e. a break
- Similarly if you have any questions or feedback you feel needs to be provided with immediate effect

EXPECTATIONS

- Please advise one of the administrators in advance when you are going to observe a station to ensure there is no disruption to the timings and process
- Please act professionally at all times – no nodding off!!!



AFTER THE INTERVIEW/ SELECTION CENTRE

- Fully complete the feedback form provided by Sue Grange
- Contact the Clinical and Administrative Lead if you have any further specialty specific feedback. We welcome all suggestions for development and improvement, but obviously these need to be in accordance with the parameters that we work to centrally, i.e. National and College processes, staffing, resources, etc.

AFTER THE INTERVIEW/ SELECTION CENTRE

- Will be provided with your Resource Fee (£250) in the standard manner
- May be consulted for feedback and comments in the future in relation to any complaints that are received from candidates by HEYH.

FURTHER DETAILS

- Further details about the HEYH Lay Representative process can be found at the following page of the website:

<http://www.yorksandhumberdeanery.nhs.uk/layreps/>

You will need to contact Sue G for log in details for this part of the website if you haven't already been provided with these.





Health Education
Yorkshire and the Humber

**THANK YOU FOR YOUR CONTINUED
HELP AND SUPPORT**

<http://yh.hee.nhs.uk>