

FAQs for Nursing and Midwifery

Can I add an additional code?

Q: I want to work in another area can I add another code to my profile?

A: To have a code added you must have

- 6 months experience or a minimum 48 shifts in the relevant area which has been gained in the last two years
- Successfully completed the relevant Interview and Assessment Centre (IAC) paper for the area

Example:

“I currently have the mental health code 03 and would like the general code 00 can I have this added?”

The code can be added if the criteria of 6 months or 48 shifts minimum in the last two years has been met and you have successfully completed the relevant IAC paper

Q: Can I sit the IAC paper to add another code to my profile?

A: To sit an IAC paper you must have evidence that you have worked 6 months or a minimum of 48 shifts in a relevant area in the last two years.

Example:

“Before I joined NHS Professionals I worked in a Learning and Disability Unit. The Unit Manager provided one of the references for NHS Professionals. I would like to sit the IACs Learning and Disability paper to enable me to add the 77 code to my profile”.

The IAC paper can be taken if there is **documented evidence** that experience has been gained in the relevant area in the last two years and is of 6 months duration or 48 shifts.

Q: I am a RN and would like to have the CSW code added to my profile to work as a CSW on some shifts?

A: NHS Professionals do not add CSW codes to RN profiles

Q: Will NHS Professionals allow me to gain experience in an area to allow me to sit the IAC paper and have a code added?

A: To work in any area of a Trust you must already have the relevant experience of 6 months or 48 shifts in the previous two years. NHS Professionals do not offer supervised placements.

Q: Where would I sit an additional IAC paper?

A: All IAC papers are taken under exam conditions at one of NHS Professionals formal IACs.

Dependent on availability at one of these you may have to travel to an available area. The cost of travel is the responsibility of the individual and not NHS Professionals.

Q: How long will the process take?

A: This is variable and there may be a waiting time of up to 3 months which will depend on the availability of a place at a formal IAC to undertake the paper.

If you are prepared to travel this may reduce the waiting time.

Q: How to I proceed with my request?

A: Before you proceed to complete the application form you must answer these questions.

If you answer No to either question 1 or 2 then you cannot proceed to the form:

1: Do I have 6 months or 48 shifts experience in the specialty in the last two years?

2: Do I have evidence of that experience in the form of a reference from a manager (Band 6 or above) confirming that I have the relevant experience?