



## Bellspire Agency – Registered Nurse Interview Preparation Pack

### Ration Pack

(For Band 5 / 6 / 7 Roles – Please Specify Clearly)

Supporting Excellence in Healthcare Staffing

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### 1. Interview Cover Sheet

Please ensure the following is completed prior to your scheduled interview.

- **Candidate Full Name:** \_\_\_\_\_
- **Position Applied For:** Registered Nurse (Band 5 / 6 / 7 – Circle or specify)
- **Interview Date & Time:** \_\_\_\_\_
- **Interview Format:** (e.g., Microsoft Teams / In-Person / Telephone)
- **Location or Platform:** \_\_\_\_\_
- **Name(s) of Interviewer(s) (if known):** \_\_\_\_\_

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### 2. Personal Statement – What Makes You Stand Out?

Write a concise, engaging, and tailored personal statement (approx. 250–350 words) including:

- **Nursing registration and qualifications:**

(e.g., NMC Registered Adult Nurse, Mental Health Nurse, Children's Nurse)

- **Experience overview:**

Years of experience, clinical settings (acute wards, surgical, A&E, community, mental health), Band level(s)

- **Core values and professional qualities:**

Compassion, accountability, leadership, adaptability, critical thinking, cultural competence

- **Why this specific Trust/organisation:**

Reflect on its values, CQC performance, community impact, innovation, or training opportunities

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### 3. Comprehensive CV Checklist

Ensure your CV includes the following and is ready for submission or interview sharing:

- **Professional Summary:** 2–3 lines highlighting core strengths
- **NMC Registration & PIN Number**
- **Education History:** Nursing degree, relevant diplomas, CPD courses
- **Employment History:** In reverse chronological order
  - o Include job title, Band, ward/unit, employer, dates, and core duties

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- **Training & Certifications:**
  - o Basic/Intermediate Life Support (BLS/ILS)
  - o Infection Prevention & Control
  - o Manual Handling
  - o Safeguarding Adults/Children (Level 2 or 3)
  - o Medication Management
  - o Conflict Resolution
- **Referees:** Two professional references from clinical supervisors, Band 6+, or Matrons

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### 4. Required Documents – Bring Originals or Certified Copies

Prepare and present the following documents to your interviewer or recruiter:

- NMC Registration Certificate
- Valid Passport or BRP (Right to Work in the UK)
- Enhanced DBS (on Update Service if possible)
- Proof of Address (bank statement or utility bill, dated within 3 months)
- Degree Certificate or Nursing Diploma
- CPD and Mandatory Training Certificates
- Vaccination & Immunisation Record (if applicable to clinical setting)

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### 5. Interview Preparation – In-Depth Questions by Band Level

#### Band 5 – Staff Nurse (Entry-Level Registered Nurse)

**Key Focus:** Safe practice, accountability, basic clinical knowledge, teamwork

**Sample Questions:**

1. **Tell us about a time you managed a high-pressure situation on a busy ward.**
2. **How do you ensure patient dignity and respect during personal care?**
3. **Explain how you would escalate concerns about a deteriorating patient.**
4. **How do you handle medication errors or near-misses?**
5. **What is your understanding of safeguarding and how would you report a concern?**
6. **Describe a time you provided emotional support to a patient or family.**

#### Example STAR Answer (Patient Deterioration):

- **Situation:** Elderly patient post-op became short of breath.
- **Task:** Recognise deterioration and respond quickly.
- **Action:** Performed obs (NEWS2 score 8), applied oxygen, escalated to nurse-in-charge and medical team.
- **Result:** Patient was transferred to HDU and stabilised.



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### Band 6 – Senior Staff Nurse / Junior Sister / Charge Nurse

**Key Focus:** Leadership, delegation, managing teams, clinical expertise, mentorship

**Sample Questions:**

1. How do you delegate tasks across skill-mix staff while ensuring patient safety?
2. Describe a time you had to manage a conflict within your team.
3. How do you ensure junior staff are supported and supervised appropriately?
4. Give an example of how you've improved care on your ward.
5. Describe your approach to mentoring student nurses or newly qualified staff.
6. Have you ever had to challenge poor practice? What did you do?

### Example STAR Answer (Conflict in Team):

- **Situation:** Disagreement between two HCAs affecting handover
- **Task:** Maintain a professional and collaborative atmosphere
- **Action:** Mediated a private discussion, reinforced role expectations, followed up in supervision
- **Result:** Conflict resolved, improved shift collaboration, praised by ward manager

### Band 7 – Ward Manager / Clinical Nurse Specialist / Team Lead

**Key Focus:** Strategic thinking, service development, risk management, multidisciplinary leadership

**Sample Questions:**

1. What changes have you implemented to improve patient outcomes or staff wellbeing?
2. Describe your leadership style and how it supports a positive ward culture.
3. How do you manage resource allocation during a staffing shortfall?
4. Give an example of how you handled a serious incident or complaint.
5. How do you balance clinical duties with administrative responsibilities?
6. What is your role in audit, quality improvement, or service evaluation?

### Example STAR Answer (Leadership):

- **Situation:** Staff burnout post-COVID
- **Task:** Reduce staff sickness and improve morale
- **Action:** Introduced wellbeing initiatives, rota adjustments, peer support groups
- **Result:** Sickness rates dropped by 20%, positive staff survey feedback

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### 6. STAR Technique Refresher

Use the STAR model for structured, impactful responses:

- **S – Situation:** Briefly describe the setting or context
- **T – Task:** What was required of you
- **A – Action:** What you specifically did (not "we")
- **R – Result:** What happened, what you achieved, what you learned
- Always end on a positive outcome or reflection.

### 7. Organisation/Trust Research Guide

Before the interview, know the following:

- **Trust's Mission, Vision & Core Values** (e.g., compassionate care, inclusivity, innovation)
- **Latest CQC Rating** (Safe, Effective, Caring, Responsive, Well-Led)
- **Any unique initiatives or challenges** (e.g., digital transformation, community outreach)
- **Demographic needs** (urban vs rural, high elderly population, mental health trends)

### 8. Competency Framework & Professional Behaviours

You will be assessed against NHS core values and nursing standards. Prepare examples for:

- **Communication & Documentation**
- **Teamwork & Respect**
- **Safe Practice & Risk Management**
- **Compassionate and Inclusive Care**
- **Professional Development & Reflection**
- **Clinical Governance & Accountability**

### 9. Scenario-Based Questions – What to Expect

Be prepared to respond to real-life situations. Examples:

- **Clinical Judgement:**

"A patient becomes unresponsive. What is your immediate action?"

(Check response, call for help, ABCDE, escalate to crash team)

- **Safeguarding:**

"You notice bruising on a patient with dementia. How do you proceed?"

(Document, report to safeguarding lead, follow Trust policy, escalate to social services)

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- **Infection Control:**

"What do you do if a colleague is not following PPE protocol?"

(Immediate feedback, escalate to line manager if repeated, ensure patient safety)

- **Aggression/Violence:**

"A patient becomes aggressive during care. How would you de-escalate?"

(Use calm tone, maintain safe distance, call for assistance, document incident)

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### Final Reminders from Bellspire Agency

Arrive/log in 10–15 minutes early

Dress smartly and professionally

Bring/wear a working watch for clinical questions

Maintain eye contact and positive body language

Use clinical language and guidelines (e.g., NEWS2, SBAR, NMC Code)



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