

Appendix 3

Recruitment and Training - Key Headlines

**From sign off by workforce review group

	Approval at workforce Review Group	Recruitment Process - Weeks (Advert, Short list, Interview, References and contract issued)**	Training and Induction Period - Weeks	Comments	Minimum Recruitment Time	Maximum Recruitment Time	Training time (supernumery)
AFC Admin Staff	2 to 4 weeks	12-16 Weeks*	1 month	on job training	14 weeks	20 weeks	1 month / on the job training
AFC Optometrists	2 to 4 weeks	12-16 Weeks*	1 month	on job training	14 weeks	20 weeks	1 month on the job training - before up to full clinic numbers
CSPD	2 to 4 weeks	12-16 Weeks*	1 year	on job training	14 weeks	20 weeks	Requires 12 months before fully competent in all areas
Medical physics	2 to 4 weeks	12-16 Weeks*	1 month	on job training	14 weeks	20 weeks	
e health - 5,6,7	2 to 4 weeks	12-16 Weeks*	1 month	on job training	14 weeks	20 weeks	
Health Records - 2 s	2 to 4 weeks	12-16 Weeks*	1 month	on job training	14 weeks	20 weeks	
Housekeeping	2 to 4 weeks	12-16 Weeks*	1 month	on job training	14 weeks	20 weeks	
Infection Control	2 to 4 weeks	12-16 Weeks*	1 month	on job training	14 weeks	20 weeks	
Pharmacy	2 to 4 weeks	12-16 Weeks*	1 month	on job training	14 weeks	20 weeks	
Medical Staff	2 to 4 weeks	24-36 Weeks*	n/a	Experience has been this can take up to 6 months sometimes longer depending on notice periods / existing commitments	6 months	12 months	