Northern Ireland Ambulance Service
Health and Social Care Trust

APPLICANT INFORMATION PACK FOR THE POSITION OF

Emergency Medical Technician (Trainee)

Closing Date for Receipt of Completed Applications is:-

12 NOON ON FRIDAY 05 AUGUST 2016
## Contents

<table>
<thead>
<tr>
<th>Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guidance Notes</td>
<td>3 - 4</td>
</tr>
<tr>
<td>Profile of the Trust</td>
<td>5 - 6</td>
</tr>
<tr>
<td>Vision &amp; Values of the Trust</td>
<td>7</td>
</tr>
<tr>
<td>NIAS Organisational Structure: Department Structure</td>
<td>8</td>
</tr>
<tr>
<td>Job Advertisement for EMT (Trainee)</td>
<td>9</td>
</tr>
<tr>
<td>EMT (Trainee) Job Description</td>
<td>10 - 13</td>
</tr>
<tr>
<td>EMT (Trainee) Personnel Specification</td>
<td>14</td>
</tr>
<tr>
<td>Responsibilities of all NIAS Employees</td>
<td>15</td>
</tr>
<tr>
<td>Terms &amp; Conditions of Service</td>
<td>16 - 17</td>
</tr>
<tr>
<td>Completing Your Application Form</td>
<td>18 - 20</td>
</tr>
<tr>
<td>Useful Tips when Completing an Online Application</td>
<td>21</td>
</tr>
<tr>
<td>Closing Date for Receipt of Completed Applications</td>
<td>22</td>
</tr>
<tr>
<td>Selection Process</td>
<td>23 - 24</td>
</tr>
<tr>
<td>Regional Ambulance Training Centre</td>
<td>25 – 31</td>
</tr>
<tr>
<td>Useful Links / Further Information</td>
<td>32</td>
</tr>
</tbody>
</table>
Dear Applicant,

Thank you for considering applying for a job with the Northern Ireland Ambulance Service HSC Trust (the Trust). Below are some guidance notes to assist you with your application.

Please read carefully the information pack which contains all the necessary details for you to complete your application form. A Job Description and Personnel Specification are also provided. You are invited to read the supporting documents and visit our website www.nias.hscni.net

The Personnel Specification can be found at the back of the Job Description. Please note that elements of the Personnel Specification will be used to shortlist applicants. When shortlisting applications we select candidates using information you have provided in your application form. This is why it is essential that you provide as much information as possible and complete the form in full. You must demonstrate how you meet each criterion on the Personnel Specification providing relevant examples as appropriate.

ESSENTIAL INFORMATION

Please note that applicants must hold a full, unrestricted driving licence (a maximum of 3 penalty points may be considered) and are required to either hold Category C1 on their licence at the time of application or, (following successful interview and pre-employment checks), the Trust will facilitate applicants to achieve Category C1 as a final part of the selection process. Applicants must be successful at achieving Category C1 on their driving licence to be entitled to an offer of a place on the training programme. Failure to successfully complete all parts of the selection process will eliminate applicants from commencing the training programme.

Please note that applicants who have educational qualifications pending may apply but any offer of employment will be subject to confirmation of the appropriate qualifications no later than 31st August 2016.

Applicants successfully shortlisted will be required to take part in an Assessment Centre. Full details regarding the Assessment Centre will be forwarded to you if you are are shortlisted. If you pass these tests you will then be invited to attend an interview.

Please be aware that you will be required to provide evidence of a driving licence should you be invited to interview.

Please note that the post for which you are applying requires staff to have contact with vulnerable adults and/or children. NIAS are exempt from the Rehabilitation of Offenders Act 1974 and all convictions, cautions, fines and conditional discharges therefore need to be disclosed at the time of making your application. A Criminal Records Check will be carried out and appointments are conditional on this check being satisfactory.

Applicants will be asked to complete a Location Preference Proforma at the interview stage to indicate their preferred station. Whilst every effort will be made to place successful applicants in stations near to their home, it should be noted that applicants will be based where the vacancies exist. This may lead to applicants having to travel across Northern Ireland.
Applicants should also note that the Trust reserves the right to move staff from one location to another depending on service demand and to ensure service delivery.

If you have any questions please contact the Recruitment Department on Belfast 028 90 400742 or by emailing: recruitment@nias.hscni.net

Please note we do not accept CV's.

Good luck with your application!
The Northern Ireland Ambulance Service HSC Trust (NIAS) was established in 1995 under the Northern Ireland Ambulance Service Health and Social Services Trust (Establishment) Order (Northern Ireland) 1995, as amended by the Health and Social Services Trusts (Establishment) (Amendment) Order (Northern Ireland) 2008, and Section 1 of the Health and Social Care (Reform) Act (Northern Ireland) 2009.

NIAS directly employs in excess of 1,100 staff, across 61 ambulance stations/deployment points, 2 Ambulance Control Centres (Emergency and Non-Emergency), a Regional Education & Training Centre and Headquarters. NIAS has an operational area of approximately 5,450 square miles, serviced by a fleet of 313 ambulance vehicles.

The Service provides ambulance care, treatment and transportation services to the people of Northern Ireland twenty four hours per day, seven days per week, three hundred and sixty five days per year.

The principal ambulance services are:

Emergency response to patients with sudden illness and injury

In addition to providing timely ambulance response and transportation to hospital we offer clinical triage and advice to non-emergency callers and offer alternatives to hospital attendance and emergency ambulance response.

Non-emergency patient care and transportation

The journeys undertaken cover admissions, hospital outpatient appointments, discharges and inter-hospital transfers and we seek to prioritise on the basis of clinical condition with high priority accorded to cancer, renal and terminally-ill patients.
Specialised health transport services
We liaise directly with clinical professionals in N Ireland and beyond in an effort to ensure seamless movement of patients with specialist health needs such as organ transplant and access to critical/intensive care facilities.

Education and training of ambulance professionals
We have sole responsibility for the recruitment and training of ambulance professionals up to and including Health and Care Professions Council (HCPC) Registered Paramedics in N Ireland.

Co-ordination of planning for major events and response to mass casualty incidents and disasters
We have a defined role to play in the assessment of major events and in co-ordinating the health response to major incidents.

Community engagement and education
We seek through engagement with the public, and specifically our community education programme, to raise awareness of the role we play in society, ensure that our service is recognised and valued, and support and educate the public on how they can access and use the service effectively. In addition, we seek to build and maintain confidence in the ambulance service.

NIAS responded to a potential major incident on Strangford Lough when young sailors were hit by a freak wave.

Young students in Belfast watch on as NIAS staff are assisted by NIFRS in securing a patient following a road safety demonstration.
Vision & Values of the Trust

Purpose
“The Northern Ireland Ambulance Service is highly valued by the people of Northern Ireland. It exists to improve their health and well-being, and applies the highest levels of human knowledge and skill to preserve life, prevent deterioration and promote recovery. The Ambulance Service touches lives at times of basic human need, when care and compassion are what matter most.”

Mission
“The Northern Ireland Ambulance Service will provide safe, effective, high-quality, patient-focused care and services to improve health and well-being by preserving life, preventing deterioration and promoting recovery.”

Vision
“Improved health and well-being for the Northern Ireland community through safe, effective, high-quality care and services provided by the Northern Ireland Ambulance Service as an integral part of the whole healthcare system.”

Values

Respect and Dignity
We value each person as an individual, respect their aspirations and commitments in life, and seek to understand their priorities, needs, abilities and limits. We take what others have to say seriously. We are honest about our point of view and what we can and cannot do.

Commitment to quality of care
We earn the trust placed in us by insisting on quality and striving to get the basics right every time: safety, confidentiality, professional and managerial integrity, accountability, dependable service and good communication. We welcome feedback, learn from our mistakes and build on our successes.

Compassion
We respond with humanity and kindness to each person’s pain, distress, anxiety or need. We search for the things we can do, however small, to give comfort and relieve suffering. We find time for those we serve and work alongside. We do not wait to be asked, because we care.

Improving lives
We strive to improve health and wellbeing and people’s experiences of the health service. We value excellence and professionalism wherever we find it – in the everyday things that make people’s lives better as much as in clinical practice, service improvements and innovation.

Working together for patients
We put patients first in everything we do, by reaching out to staff, patients, carers, families, communities, and professionals within and outside the health service. We put the needs of patients and communities before organisational boundaries.

Everyone counts
We use our resources for the benefit of the whole community, and make sure nobody is excluded or left behind. We accept that some people need more help; that difficult decisions have to be taken and that when we waste resources we waste others’ opportunities. We recognise that we all have a part to play in making ourselves and our communities healthier.
NIAS Organisational Structure: Department Structure
Emergency Medical Technician (Trainee), Band 4
*£18,838 - £22,016 per annum pro-rata & Unsocial Hours Enhancement where applicable
Permanent, full-time (37.5 hpw)
Various locations across the Northern Ireland Ambulance Service
*(Salary under review pending the outcome of Agenda for Change Job Evaluation process)

A waiting list may be created for twelve months for similar permanent / temporary / full time / part time vacancies which may arise within the Trust.

Applicants are encouraged to apply online. For further information and to apply online please visit www.HSCrecruit.com.

An application form and further information may also be requested in writing (enclosing an A4 SAE to the value of £1.24) to the Human Resources Department, Site 30, Knockbracken Healthcare Park, Saintfield Road, Belfast, BT8 8SG; or by calling in person to the above address.
(CVs will not be accepted)

Closing date: Friday 05 August 2016 at 12 noon

The Northern Ireland Ambulance HSC Trust operates a SMOKEFREE WORKPLACE policy

We Are An Equal Opportunities Employer
POST: Trainee Emergency Medical Technician
REPORTS TO: Station Supervisor
RESPONSIBLE TO: Station Officer
LOCATION: All Divisions

JOB SUMMARY
The postholder will provide pre-hospital ambulance care and nursing to patients at emergency and other scenes and whilst en route to/from/between treatment centres. He/she will carry out these responsibilities in a reliable and professional manner, whilst adhering to the policies and standards inherent within the Northern Ireland Ambulance Service (NIAS).

Main Duties and Responsibilities

A. Getting Resources to the Scene

1. Preparing a vehicle and equipment for use.
   1.1 Ensuring that vehicle is in a legal and roadworthy condition.
   1.2 Checking and replacing equipment and materials as necessary.
   1.3 Ensuring that vehicle and equipment are in a clean and hygienic condition.
   1.4 Reporting vehicle defects and accidents to senior officers.

2. Travelling to Scene
   2.1 Preparing a journey plan.
   2.2 Driving a vehicle, safely and systematically, either single or double crewed, as required, with vehicle sympathy in mind.

3. Taking Initial Action at the Scene.
   3.1 Assessing the situation.
   3.2 Conveying equipment/personnel from vehicle to patient.
B. Ensuring Overall Safety

4. **Responding to and Minimising Danger**

4.1 Identifying threats to safety.

4.2 Eliminating / reducing threats to safety.

4.3 Ensuring safe working practices by adherence to the Health and Safety Policy of the Service.

4.4 Reporting accidents involving patients to Senior Officers.

C. Treating and Caring for Patients.

5. **Managing Patients with Injuries / Illness.**

5.1 Establishes treatment priorities.

5.2 Manages patient with life threatening conditions.

5.3 Manages patients with injuries.

5.4 Manages patients with illnesses.

5.5 Lifts, handles and assists patients to and from the ambulance.

5.6 Dealing with patients’ special needs.

5.7 Manages the circumstances associated with death.

5.8 Provides assistance to medical / paramedical personnel.

D. Working With Others.

6. **Handing over Patients.**

6.1 Transfers/accepts responsibility for patients.

6.2 Produces verbal and written reports on patients to staff in the receiving units.

6.3 Assists with handling of wheelchairs and other patient aids and effects.

7. **Contributing to the Control Function.**

7.1 Co-operating with Control Room colleagues.

7.2 Using radiotelephone as per Service instructions.

8. **Managing Incidents Until the Arrival of Senior Officers.**

8.1 Communicates with Control.

8.2 Co-operates with colleagues/others.

8.3 Organises colleagues/others.

8.4 Liaises with others.
E. Transporting Patients to Hospital / Elsewhere.


9.1 Driving a vehicle, safely and systematically, either single or double manned, as required, with patient comfort in mind.

F. Contributing to the Efficiency of the Organisation.


10.1 Maintain self-development.


11.1 Complying with Service policies and procedures, including the Code of Conduct for Ambulance Staff.

11.2 Reporting to senior officers on operational matters.

11.3 Attending core and non-core training as required by the Service.

11.4 Undertaking performance reviews with appropriate managers.

11.5 Identifying with superiors, through the individual performance review process, objectives for the post and agreeing an action plan aimed at ensuring personal development.

11.6 Wearing the correct uniform, as prescribed in Service instructions, and keeping it clean and tidy at all times.

11.7 Ensuring the achievement of activation standards.

11.8 Maintaining an up-to-date running record in the vehicle log.

General

1. To take part in staff development programmes and annual development reviews and/or undertakes further training if and when required.

2. To attend and contribute to quality reviews/clinical audits.

3. To assist in the training and development of mobile staff.

4. To continuously develop and update own knowledge and skills within the job role and contribute to setting own work objectives.

5. To commit to continuing personal and professional development.

6. To ensure that statutory regulations and Trust policies and procedures are implemented and adhered to at all times.
7. To act at all times in a manner consistent with legislation, policy and procedures in respect of Equality and Diversity.

8. To work to the mission and values of the Trust and display high standards of integrity and professionalism towards clients and colleagues.

9. To possess excellent communication and interpersonal skills in order to work effectively with clients and colleagues at all levels, both internally and externally.

10. To undertake any other duties relevant to the post as may be assigned from time to time which are consistent with the responsibilities of the Band.

The duties outlined in this job description serve as a guide to the current and major responsibilities of the post.

The duties and obligations associated with the job will inevitably vary and develop and the job description will be reviewed on a regular basis. Changes will be subject to consultation with the job-holder.
PERSONNEL SPECIFICATION

POST: Trainee Emergency Medical Technician

BAND: 4 (Under review pending the outcome of Agenda for Change Job Evaluation)

REPORTS TO: Station Supervisor

RESPONSIBLE TO: Station Officer

APPLICANTS MUST CLEARLY DEMONSTRATE IN THE APPLICATION FORM HOW THEY MEET THE UNDERNOTED CRITERIA. ONLY INFORMATION CONTAINED IN THE APPLICATION FORM WILL BE CONSIDERED AT SHORTLISTING

ESSENTIAL CRITERIA

1. Five GCSE’s at Grade C or above*, including English and Mathematics or equivalent educational qualifications.

OR

Three GCSE’s at Grade C or above* including English and Mathematics or equivalent educational qualifications and have successfully passed NIAS internal ACA training programme which includes either BTEC First Person on Scene (Basic) Award or BTEC Ambulance Care Attendant Award or Institute of Healthcare Development (IHCD) Module A Award.

2. Current full unrestricted driving licence which satisfies local road traffic legislation (a maximum of 3 penalty points will be considered) and currently hold or successfully complete category C1 theory and practical testing process** as facilitated by the Trust prior to commencement.

3. Must successfully complete a training course, which involves a driving module.

4. Ability to work 24/7 shift patterns.

* Please note that where applicants have academic results pending, proof of attainment of qualifications must be provided no later than 31st August 2016.

** This will form part of the selection process and failure to pass the test, within the allocated two attempts, will result in elimination from the selection process.

APPLICANTS WITH EDUCATIONAL QUALIFICATIONS WHICH ARE EQUIVALENT TO THOSE ABOVE MAY APPLY. THE ADMISSIBILITY OF THE QUALIFICATION WILL BE DETERMINED AT SHORTLISTING. THE TRUST RESERVES THE RIGHT TO DECIDE ON EQUIVALENCY
RESPONSIBILITIES OF ALL NIAS EMPLOYEES

Quality

The Northern Ireland Ambulance Service is committed to providing the highest possible quality of service to patients and the community. Members of staff of the Trust are expected, at all times, to provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.

Health and Safety

You have the responsibility to make yourself aware of, and to conform to, the Trust’s Health and Safety Policy and other Health and Safety Policies applicable to your workplace and all relevant statutory provisions, including codes of Practice and Guidance.

Action on Smoking Policy

All employees must comply with the Trust’s ‘SMOKEFREE WORKPLACE’ policy.

Equality Schemes

All employees must adhere to the Trust’s Equality Scheme in accordance with Section 75 of the Northern Ireland Act 1998 to promote equality of opportunity:

- between persons of different religious belief, political opinion, racial group, age, marital status, or sexual orientation;
- between men and women generally;
- between persons with a disability and persons without;
- between persons with dependants and persons without.

Applicants must comply with all other policies and procedures of the Trust.

Human Rights

All employees must support the Trust in complying with its obligations under Human Rights legislation.

Data Protection

All employees are subject to the requirements of the Data Protection Act and must maintain strict confidentiality in respect of patient and staff records.

Records Management

The post holder has responsibility for the creation and maintenance of records in accordance with Trust’s Records Management Policy, Freedom of Information Policy and Data Protection Act 1998 Policy i.e. if required to do so, obtain, process and or/use information held on a computer in a fair and lawful way, to hold only for specified registered purposes and to use or disclose the data only to authorised persons or organisations.

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER

15
TERMS & CONDITIONS OF SERVICE

Hours – Full Time 37.5 hours per week.

The training course will be delivered from Monday to Friday, based on a standard 7.5 hour training day, commencing at 0800 each day and finishing at 1600, inclusive of a 30 minute meal break.

Upon successful completion of the classroom-based parts of the course, all learners will undertake a minimum of 750 hours practice placement working as a member of a frontline Accident & Emergency (A&E) crew. Placement hours will be based on a 37.5 hour week, covering a 24/7 shift pattern. The exact requirements of the shift pattern will be depend on the allocated ambulance station and may require to work 12 hour shifts including night shifts.

Requests to work part-time may be considered on completion of training.

Remuneration
*£18,838 - £22,016 per annum pro rata & Unsocial Hours Enhancement where applicable
*(Salary under review pending the outcome of the Agenda for Change Job Evaluation process)

Location
Applicants will be asked to complete a Location Preference Proforma at the interview stage to indicate their preferred locality. Whilst every effort will be made to place successful applicants in stations near to their home it should be noted that applicants will be based where the vacancies exist. This may lead to applicants having to travel across Northern Ireland.

Applicants should also note that the Trust reserves the right to move staff from one location to another depending on service demand and to ensure service delivery.

Annual Leave and Statutory / Public holidays
The Trust offers excellent provision for annual leave and Public/Statutory Holidays.

On appointment 27 annual leave days per annum pro rata
After 5 years 30 days per annum pro rata
After 10 years 33 days per annum pro rate
Plus 10 statutory / public holidays.

HSC Pension Scheme / HPSS Superannuation Scheme
One of the leading pension schemes available, Trust staff may choose to join the Health & Social Care Pension Scheme. Further information may be obtained from the HSC Pension Service Website at [www.hscpensions.hscni.net](http://www.hscpensions.hscni.net). Applicants who are already members of the HPSS Superannuation Scheme may continue with their current arrangements. Current contributions are as follows:

Employer contribution rate: 16.3%
Employee contribution rate: 5% up top 14.5 % dependent on salary
Human Resources Policies
The Trust offers a wide range of Human Resource Policies to underpin the value that is placed on its staff such as:

- Work Life Balance/Flexible Working Policies;
- Special Leave;
- Child Care Voucher Scheme;
- Cycle to Work Scheme;
- Access to savings on Social and Leisure Activities;

Committed to Equality of Opportunity
The Trust recognises and values the diversity of its workforce and the population it serves. The Trust is committed to a working environment free from intimidation of any kind. Through a systematic and objective recruitment & selection process the Trust is committed to ensuring that appointment decisions are taken solely on the basis of merit.

It should be noted that Full Terms and Conditions for the post are in line with Agenda for Change Terms & Conditions Handbook. Full details can be found at the link provided below:

COMPLETING YOUR APPLICATION FORM

To ensure Equality of Opportunity for all applicants, the application form is designed to ensure that applicants provide the necessary information to determine how they meet the essential criteria.

- The space available on the application form is the same for all applicants and must not be altered;
- We will not accept CVs, letters, additional pages or any other supplementary material in place of, or in addition to completed application forms;
- Applicants must complete the application form on line or in either typescript font size 12, or legible block capitals using black ink;
- Applicants must not reformat electronic application forms;
- Information in support of your application will not be accepted after the closing date and time for receipt of application;
- Applications will not be examined until after the closing deadline;

Completing the Criminal Convictions / Offences Section

The Trust is committed to the equality of opportunity for all applicants, including those with criminal convictions. We undertake to ensure an open, measured and recorded discussion on the subject of any offences or other matters that might be considered relevant for the position concerned e.g. the individual is applying for a driving job but has a conviction history of driving offences. This will be conducted following the selection process if this applies to the successful candidate. Whilst the disclosure of information does not automatically prevent an individual from obtaining employment, it is essential that all convictions (other than protected convictions) are disclosed to allow the Trust to adequately consider their relevance to the post in question. The Trust considers failure by an applicant to declare complete and accurate information about convictions to be a serious breach of trust. Failure to disclose a criminal conviction/offence may result in the immediate disqualification of your application.

It is in this context that the application asks for information on Criminal Convictions. The Trusts positions fall under the Rehabilitation of Offenders Exceptions (NI) Order 1979 as amended. This requires you to tell us about any criminal convictions or offences that you may have. Within the Health Service, criminal convictions are never regarded as spent and therefore you must tell us about all previous or pending convictions or offences (including motoring convictions), even if they happened a long time ago (other than protected convictions).

Access NI Disclosure – the Trust operates in line with the Access NI Code of Practice. Further details can be obtained from www.accessni.gov.uk. It should be noted that some posts will fall within the definition of ‘Regulated Activity’. Further information on Regulated Activity can be obtained on request. Any post falling within the definition of Regulated Activity will be subject to an Access NI Enhanced Disclosure check with Barred list check.
Completing the Medical History Section

This section requires you to tell us about any periods of sickness you have had in the last 3 years, whether you have been in employment or not. Please ensure that you include all dates that fall within this time period giving relevant details of the nature of the illness / absence. Failure to disclose all periods of sickness may affect your application. Your sickness absence record will be verified through the reference checking process; therefore it is important that you give full and accurate information.

Meeting the Criteria set out in the Personnel Specification

- Always refer to the Job Description and Personnel Specification when completing your application form.
- Clearly demonstrate on your application form how you meet the essential criteria as detailed in the personnel specification. Failure to do so will result in you not being shortlisted for interview. Please remember that selection panels cannot make assumptions on whether or not you meet the essential criteria therefore assessment of whether an Applicant meets the essential criteria will be made on the basis of the information contained within the Application Form only.

Completing the Reference Section

We will want to seek references which cover the previous 3 years to the date of application in relation to your employment / training / education. The following is a useful guide when completing this section:

<table>
<thead>
<tr>
<th>Applicant Employment Position</th>
<th>Who is a suitable Referee?</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am currently employed</td>
<td>You must provide a referee from your current employment who holds a managerial / supervisory post in relation to your employment. Your second referee could be another from your current or previous employment. If you have previously been employed in the HSC / NHS you must provide a referee from that employment who held a supervisory / management role in relation to your employment.</td>
</tr>
<tr>
<td>Not currently employed</td>
<td>You must provide a referee from your most recent employment who holds a managerial / supervisory post in relation to your employment. Your second referee could be another from your most recent or previous employment. If you have previously been employed in the HSC / NHS you must provide a referee from that employment who held a supervisory / management role in relation to your employment.</td>
</tr>
<tr>
<td>Self employed</td>
<td>Character reference*/From previous employer/relevant Academic** reference/Other</td>
</tr>
<tr>
<td>Never been employed</td>
<td>Character* reference / relevant Academic** reference / Other</td>
</tr>
</tbody>
</table>

*Character Reference - e.g. Accountant, Banker, HM Revenue & Customs, Solicitor, Client references or voluntary organization

**Academic Reference - e.g. school, college, university
Disability Requirements
We ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend the interview or undertake the duties of the post. Details of any disability are only used for this purpose and do not form any part of the selection process. If you require any reasonable adjustments to be made during the Recruitment Process please contact Mrs Lynn Ferguson, Human Resources Manager, by email at lynn.ferguson@nias.hscni.net or by phone to 02890400742 who will be happy to discuss your requirements.

Completing the Personal Declaration
It is important to remember that when signing the personal declaration section or submitting your form via HSCRecruit.com / email you are stating that the information is true, complete and accurate. Giving wrong information or leaving information out could lead to the withdrawal of an offer of employment, or dismissal if you take up a post.

Data Protection
The information you provide the Trust will be processed in accordance with the Data Protection Act 1998.

Completing the Equal Opportunity Monitoring Form
Please note that this information is regarded as part of your application and you are required to complete this section. This information is treated in the strictest confidence and is for monitoring/statistical purposes only. Selection panels do not have any access to this information at any stage of the recruitment process. Whilst NIAS will treat the information given on the monitoring form as confidential, applicants are advised that legal processes may require NIAS to disclose the information given to certain statutory bodies, and in some circumstances, open Tribunal. Applicants should complete the form in the knowledge that it will be processed in line with the requirements of the Data Protection Act 1998.

Advising us if you are not available to attend for interview
If you have any planned holidays, it is useful to tell us about this by providing details on your application form. However please note that the selection panel are under no obligation to take these into account when arranging interview dates.

Submitting your completed Application Form to the Resourcing Team
Your Application Form must be received by the Recruitment Department by the stated closing date and time, which is Friday 05 August 2016 at 12.00 (noon). Late applications will not be accepted. Application Forms will not be accepted if they are incomplete or have been re-formatted.
Useful Tips when Completing an Online Application

Getting Started

- The online application can be found at: http://hscrecruit.com/
- Read the information provided online carefully
- If this is your first visit to HSCRecruit.com you will need to create an Account. Full details are available on the website.

Application Form

- There is no master form however when you select the post you wish to apply for you will be able to apply on line or download the application form.
- If you select the online application it will take you through a series of tabs which must be completed in full. Each of the tabs is a different section of the same form. Each tab/page MUST be completed.
- You should save your work regularly.
- You do not need to complete your form at one sitting. You can save it and come back to it later.
- No one has access to your form until you submit it and apply for a job except for you.
- Please, do not leave it until the last minute as something could happen to the internet at either end.
- When you submit/apply for a post, sometimes the computer will 'time out' if the internet is running slow. You will need to click on the back button and try submitting again to ensure the application is received.
- Once your form has been submitted you will receive an email confirmation.
- You can print your form before you submit it. It can also be printed after you have applied for a job.

Criteria

- There is a word limit for each criteria – approximately one A4 page of typed text
- You cannot change the font style or size.
- Main formatting tools at your disposal are:
  - New lines and line spaces
  - Capital letters for headings
  - Bullet points - use a hyphen (-) or an asterisk (*).
- When putting in acronyms e.g. HSC it will automatically change it to Hsc. To avoid this put in spaces between each letter H S C.
- If you have not used your word limit and want to space the text out on the page use returns.
Closing Date for Receipt of Completed Applications

The closing date for receipt of completed applications is FRIDAY 05 AUGUST 2016 at 12 NOON.

Applications can be submitted on line at www.HSCRecruit.com or in hard copy format to:-

Recruitment Section
Human Resources Department
NIAS Headquarters
Knockbracken Healthcare Park
Saintfield Road
Belfast
BT8 8SG

Please note the Trust will not accept any late, incomplete or reformatted application forms received after the closing date and time.

Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to the address above by the stated closing date and time. Existing Health & Social Care staff should not rely on the internal postal system.

SUBMISSION BY THE CLOSING DATE AND TIME
IS APPLICANT’S RESPONSIBILITY
Overview of Selection Process

A shortlist of candidates, to proceed to the next stage of the selection process, will be prepared on the basis of the information contained in their application form. It is therefore essential that all applicants demonstrate through their application form how and to what extent their experience and skills are relevant to this post and the extent to which they satisfy each criterion specified.

Please note this should be detailed under each appropriate criterion heading on your application form. Only those applicants who clearly demonstrate on their application form how they meet the essential criteria will be shortlisted.

**Failure to demonstrate clearly how you meet each element of the essential criteria will result in you not being shortlisted for further stages in the Selection Process.**

Shortlisted candidates will be required to attend an assessment centre and if successful will then be asked to attend for an interview. Applicants at the interview stage will be required to provide a completed Location Preference Proforma indicating their preferred station locality. However, it should be noted that applicants will be based where the vacancies exist and may be required to travel across Northern Ireland.

**PLEASE NOTE:**

Applicants must hold a full, unrestricted driving licence (a maximum of 3 penalty points may be considered) and are required to either hold Category C1 on their licence at the time of application or, following successful interview and pre-employment checks, the Trust will facilitate applicants to achieve Category C1 as a final part of the selection process. Applicants must hold Category C1 on their driving licence to be entitled to an offer of a place on the training programme.

Applicants who have educational qualifications pending may apply but any offer of employment will be subject to confirmation of the appropriate qualifications no later than 31st August 2016.

Candidates may be contacted by telephone at any stage of the selection process to confirm onward arrangements. This method, if used, is to ensure those being invited to the next stage have as much time available for preparation as possible. Candidates are therefore asked to ensure that mobile telephone numbers are provided, where possible, and that any other contact telephone numbers are provided for ease of contact. All such communication will be followed up in writing.

Please note that the Trust is under no obligation to take account of your planned holiday arrangements.

Following interviews Trustwide Waiting Lists may be compiled for future same or similar vacancies arising. These waiting lists may cover permanent, temporary, full time and part-time posts and, where applicable. Waiting Lists will normally be held for a period of 12 months.
Any offer of appointment is subject to the appropriate pre-employment checks, as detailed below:

- Two satisfactory references;
- Pre-employment health assessment;
- Access NI/ISA registration;
- Certificate of sponsorship;
- Eligibility to work in the United Kingdom;
- Alert database;

And verification of:

- Identity;
- Qualifications;
- Professional Registration;
- Driving Licence.

In accordance with best practice all appointments within the Trust are made under the ‘merit principle’ where the best person for any given post is selected in fair and competition.
Regional Ambulance Training Centre

OVERVIEW OF THE TRAINING PROGRAMME – TRAINEE EMERGENCY MEDICAL TECHNICIAN

Successful candidates wishing to become qualified Emergency Medical Technicians (EMT) with the Northern Ireland Ambulance Service HSC Trust (NIAS) are required to undertake and successfully complete a Level 2 Award in Ambulance Driving, a Level 3 Certificate in Emergency Ambulance Driving and a Level 4 Diploma Associate Ambulance Practitioner. These programmes have been developed by representatives from national ambulance services across England, Scotland, Wales and Northern Ireland and are all accredited by FutureQuals. FutureQuals is recognised and regulated by Ofqual in England and Northern Ireland, CCEA in Northern Ireland, the Scottish Qualifications Authority (SQA Accreditation) and Qualifications Wales, and offers a diverse range of qualification covering a wide range of vocational areas such as Health, Management, Customer Service, Care, Hospitality, Transportation and Education & Training.

The Level 4 programme forms the basis of emergency care for frontline ambulance staff, and covers the required areas to prepare new recruits for work in a frontline emergency vehicle. Throughout this document new candidates to this training programme will be referred to as a “learners”.

Programme Aim

The overall aim of the programme is to equip learners with the essential theoretical and practical skills and competences to fulfil the roles and responsibilities of an EMT.

Programme Delivery

The programme will be delivered by tutors from the Trust’s Regional Ambulance Training Centre (RATC) who all have practical experience as Paramedics and all hold appropriate teaching and assessment qualifications. In addition, other internal and/or external lecturers with specialist expertise may be commissioned to provide training in specific areas. The programme will include a combination of face-to-face and self-directed guided learning, written examinations and practical assessments. On completion of the Guided Learning Hours (GLH) learners must complete a minimum of 750 hours practice placement, during which you will receive appropriate mentorship, support and assessment by the Divisional Training team.

The overall programme will comprise of 4 weeks ambulance driving training, 14 weeks classroom based learning and a minimum of 750 hours of practice placement. Learners will be required to undertake self-directed study in addition to face-to-face classroom-based learning.

Clinical tutors will be made available to learners who wish to clarify or consolidate any cognitive or psychomotor elements of the course after normal classroom hours. This will contribute towards ensuring you meet all the learning outcomes and complete the 1112 GLH within the proposed timeframe.
**Course Director**

A nominated tutor will act as Course Director. It will be their responsibility to oversee the whole course and ensure all administration and logistics are in place for the smooth running of the course. He/she will be assisted by other tutors.

**Syndicate Leader**

Each learner will be appointed with a named Syndicate Leader. His/Her role is to:

- Provide a personal contact for the learner within the RATC;
- Act as a liaison between the learner and the Course Director;
- Offer guidance, assistance and support in managing the learner’s experience;
- Recognise when the problems presented are beyond the tutor’s competence, and seek guidance and support for the learner through appropriate referral processes;
- Work with the learner to review and reflect upon their progress at one to one tutorials;

Learners are encouraged to seek the help of the designated Syndicate Leader at an early stage if they are experiencing any difficulty with the programme.

**Programme Monitoring**

The training programme will be monitored and evaluated on an ongoing basis through regular training team standardisation meetings and through management meetings and through feedback from external examiners and learners as appropriate.

The course quality assurance strategy sets out in further detail the process for maintaining internal and external quality assurance.

An External Quality Assurer on behalf of Future Quals will also review the quality of training and ensure it adheres to Future Quals standards.

**Training Venues**

Training programmes are mainly delivered at the RATC facility based at:

**NIAS Headquarters**
Site 30
Knockbracken Healthcare Park
Saintfield Road
Belfast
BT8 8SG

If appropriate, the ambulance driving elements of the programme may be delivered on a local divisional basis. Depending on the volume of training activity at NIAS Headquarters, the RATC may on occasion source suitable alternative venues.
Residential Accommodation

The Trust may offer residential accommodation for elements of the training programme.

NIAS is acutely aware of the current financial climate in health and social care and the cost of providing residential accommodation for learners. In addition, the planning and booking of residential accommodation impacts on the RATC administration team and on the accommodation provider. It is therefore essential that, if you accept an offer of residential accommodation, you commit to staying for the dates agreed and booked. Should an unforeseen and/or extenuating circumstance arise that you no longer wish to avail of residential accommodation, it is the learner’s responsibility to advise the Course Director at the earliest possible opportunity.

In the event residential accommodation is offered, breakfast and an evening meal will be provided. Where possible each learner will have his/her own room and there should be no other person using the accommodation other than those registered to be there.

Learners are also reminded that they are representatives of the Trust not only in the classroom but also while staying in residential accommodation, it is therefore expected that you behave in a professional manner at all times.

Programme Duration and Schedule

To begin, you will undertake the Level 2 Award in Ambulance Driving and Level 3 Certificate in Emergency Response Ambulance Driving over 4 weeks and these must be successfully completed before progressing further.

Learners will then undertake the Level 4 Diploma Associate Ambulance Practitioner over a 14 week period (1112 Guided Learning Hours). You will also be required to undertake both self-directed and directed study, including assignments, after normal classroom hours.

You will be provided with a full programme timetable at the start of your training course and relevant text books and training materials. Current text used for this course: Ambulance Care Practice Manual, the UK Ambulance Services Clinical Practice Guidelines 2016, Emergency Care in the Streets 7th Edition and Ross and Wilson Anatomy and Physiology.

The course will be delivered from Monday to Friday, based on a standard 7 ½ hour training day, commencing at 0800 each day and finishing at 1600, inclusive of a 30 minute meal break. There may be occasions when these times will vary due to unforeseen circumstances; if this happens you will be informed by the Course Director. It is essential you are on time each day. Any Public/Statutory holiday which may fall during your course will be honoured and the training adjusted to take account of these.

Upon successful completion of the classroom-based parts of the course, all learners will undertake a minimum of 750 hours practice placement working as a member of a frontline Accident & Emergency (A&E) crew. Your placement hours will be based on a 37.5 hour week, covering a 24/7 shift pattern. The exact requirements of your shift pattern will depend on your allocated ambulance station and may require you to work 12 hour shifts including nightshifts.
Your 750 hour practice placement will be under normal rostered hours and will not include any overtime you chose to work. This will ensure an even distribution of clinical observations and support over the practice placement period.

Additional Learner Support

The L4DAAP will be delivered via a combination of face-to-face methods as well as self-directed study. During the classroom-based element of the programme learners will be allocated a syndicate leader who will actively support your learning needs from the start and throughout the programme.

In addition to the standard training day, the Trust will facilitate additional practice or study and tutorials on either a group or one-to-one basis, depending on learner requirements.

Whilst on practice placement learners will be supported by the Divisional Training Team who will work closely with you on the assessment of the required learning objectives.

L4DAAP Units

A Course Specification which includes all the Units and Learner Outcomes and further information on the L4DAAP will be provided.

PRACTICE PLACEMENTS

Upon successful completion of the 1112 GLH, learners will undertake a 750 hours practice placement working as a member of an A&E crew, normally with a Paramedic, providing patients with care and treatment in accordance with the scope of practice, skills and competencies required during the training programme.

Whilst strong theoretical underpinning knowledge is vital, of equal importance is that learners are able to obtain and continually develop competence in practice. Practice placements are designed to enable the learner to acquire actual patient care experience in the emergency care environment.

The aim of the placement is to integrate the theory and clinical skills taught during the GLH, with the reality of patient care in the pre-hospital emergency care setting under appropriate supervision. Appropriately qualified staff can act as expert witnesses and verify to the Clinical Training Team that you have shown competency in specific areas. This can then contribute towards completing your portfolio of evidence.

During the practice placement, learners will undergo observational assessments on several occasions by the Divisional Training Team. The first occasion will be timed to coincide with week 1 of your practice placement and subsequent occasions spaced throughout the 750 hour period. Observational assessment plays a key part in this qualification and upon successful completion of your portfolio you will be formally signed-off by the Clinical Training Team as eligible to apply for the Level 4 Diploma award.
TEACHING, ASSESSMENT AND ACHIEVING STANDARDS

The L4DAAP programme offers development of key proficiencies by balancing theoretical and practical studies with operational practice placement experience. Suitably experienced trainers deliver the programme.

This structure encourages the invaluable contribution of their 'real world' experiences, helping learners to see the links between theory and practice.

A range of teaching methods, including lectures, seminars, skills demonstrations and self-directed study all contribute towards Guided Learning Hours. The overall aim of the teaching strategy is to support learners to be successful in the completion of the course, thus meeting the intended learning outcomes.

A range of methods will assess not only the learner’s theoretical learning but also their ability to assess and treat a patient, selecting and using appropriate equipment in a safe and effective manner. Assessment of the learning will be measured individually. A number of specific skills will be both formatively and summatively assessed with learners required to achieve a pass mark before progressing onto the next part of the course. Psychomotor elements of this course require underpinning theoretical knowledge and this will be assessed via cognitive gateway exams throughout the 14 week timetable.

Learners are encouraged to seek the help of their named Syndicate Leader at an early stage if they are experiencing any difficulty with the programme.

SPECIAL LEARNING AND ASSESSMENT NEEDS

The Regional Ambulance Training Centre can offer a range of support to help candidates with disabilities or specific learning difficulties get the best from their training course.

It is the responsibility of individual candidates to inform the Clinical Training Manager or Course Director of any disabilities or specific learning difficulties they might have before the commencement of the training programme by completing and submitting a “Learning and Assessment Support Questionnaire”. This will enable the Clinical Training Team to discuss and understand your needs in order to identify appropriate approaches/reasonable adjustments to support you in the learning and assessment environment.

This will be considered in association with FutureQuals policy and procedure on Reasonable Adjustments and Special Considerations Policy and Procedures.

INDIVIDUAL MITIGATING CIRCUMSTANCES

Individual mitigating circumstances are conditions which temporarily prevent a learner from undertaking assessment or significantly impair the learner’s performance during the programme. Further information is available in the FutureQuals Reasonable Adjustments and Special Considerations Policy and Procedures.
EXTENSION OF COURSE DURATION

Learners will be given the opportunity to meet the learning outcomes as far as is reasonable practicable, however an extension of either Guided Learning Hours or Practice Placement must be put in writing to the RATC as soon as possible for consideration. This will be reviewed by the Clinical Training Manager and Course Director on an individual basis and may involve EQA input from FutureQuals.

Individuals who request an extension due to mitigating circumstances will be notified in writing of the decision.

APPEALS POLICY

In the event of a learner not being fully satisfied with an assessment decision made by an assessor, they have an automatic right to appeal in accordance with FutureQuals Appeals Policy also attached to this document.

COURSE COMPLETION

In the event a learner fails to successfully complete all elements of the L4DAAP programme, and after exhausting all opportunities and appeals processes as appropriate, any EMT contract of employment entered into with the Northern Ireland Ambulance Service will be terminated under the grounds that a permanent EMT post requires successful completion of the award.

COURSE ATTENDANCE

Having read through the above information, successful applicants will have a better understanding of the requirements of the L4DAAP programme and the learning to be undertaken in order to qualify as an EMT. It is therefore important to understand that all elements of the training course, including practice placements, require a mandatory attendance.

A register of attendance will be kept and learners will be required to contact the Course Director in accordance the Trust’s Attendance Management Policy & Procedure (copies of which are available on the Trust’s intranet) in the event circumstances, such as illness, prevent them from attending any aspect of the training course.

Dependent on the length of the absence, learners will be required to adhere to an action plan (drawn up with the learner and relevant course tutor) to address any learning outcomes they may have missed. Learners will be required to complete a learning contract to demonstrate that they have learned the topics covered in any of the sessions missed during a period of absence. If there is a prolonged absence during practice placement, an action plan to address any issues will be drawn up between the learner and their Divisional Clinical Training Team.
DRIVING LICENCE REQUIREMENTS

Applicants embarking on the L4DAAP programme must hold a full, unrestricted driving licence to include Category C1. A maximum of 3 penalty points may be considered.

**NOTE:** Applicants must hold a full, unrestricted driving licence (a maximum of 3 penalty points may be considered) and are required to either hold Category C1 on their licence at the time of application or, (following successful interview and pre-employment checks), the Trust will facilitate applicants to achieve Category C1 as a final part of the selection process.

Applicants must be successful at achieving Category C1 on their driving licence to be entitled to an offer of a place on the training programme. Failure to successfully complete all parts of the selection process will eliminate applicants from commencing the training programme.
**Useful Links / Further Information**

Further details on the HSCNI may be obtained from;

NIAS Trust Website - [www.nias.hscni.net](http://www.nias.hscni.net) or you can follow us on Facebook or Twitter. Click here to view the NIAS Trust’s Facebook page. Click here to view the NIAS Trust’s Twitter account. Click here to view the NIAS Trust’s YouTube Channel.

**Department of Health**
https://www.health-ni.gov.uk

**Further Enquiries / Information**

Applicants requiring any further information on the application process, shortlisting or interview arrangements should contact Mrs Lynn Ferguson, Human Resources Manager on 02890400742 or by email to lynn.ferguson@nias.hscni.net