



Northern Ireland Ambulance Service
Health and Social Care Trust



APPLICANT INFORMATION BOOKLET FOR THE ROLE OF EMERGENCY MEDICAL TECHNICIAN (EMT) / ASSOCIATE AMBULANCE PRACTITIONER (APP)





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SECTION 1: INTRODUCTION

Dear Applicant

Thank you for expressing an interest in the role of Emergency Medical Technician (EMT)/Associate Ambulance Practitioner (APP) within the Northern Ireland Ambulance Service Health & Social Care Trust (NIAS).

This Applicant Information Booklet aims to assist you in making an informed choice about whether to apply for the role of EMT. **Please read each section carefully and retain a copy for future reference.**

NIAS is an Equal Opportunities Employer. We welcome applications from all suitably qualified persons. **However, as women are currently under-represented in our workforce, we would particularly welcome applications from women.**

This recruitment is to create a waiting list for **12 months** for any full-time / part-time / temporary / permanent positions which may arise. **Please note, however, that the associated education and training programme is delivered on a full-time basis.**

NIAS delivers services to the population of Northern Ireland and, as such, positions are located across the region. **Please note that any offers of employment made will be based on where vacancies are located at the time of offer.**

It should be noted that the service operates on a 24/7 basis, therefore applicants will be expected to undertake shift working as part of the AAP/EMT role. The exact requirements of your shift pattern will depend on your allocated ambulance station and may require you to work 12-hour shifts, which will include day shifts, night shifts, weekend shifts and shifts on public holidays.



SECTION 2: ABOUT THE NI AMBULANCE SERVICE HSC TRUST

The Northern Ireland Ambulance Service Health and Social Care 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 provides high quality urgent and emergency care and treatment, as well as scheduled, non-emergency patient transport services, for all the population of Northern Ireland.

Working closely with the five other HSC Trusts in Northern Ireland, NIAS has a central role to play in the implementation of the Department of Health's *Health and Wellbeing 2026: Delivering Together* strategy. NIAS long-term strategy document, *Caring Today, Planning for Tomorrow – Our Strategy to Transform: 2020-2026*, sets out how we can address our current challenges, transform our service and bring tangible benefits to patients, staff and communities over the coming decade.

Our Mission

Our mission is to show compassion, professionalism and respect to the patients we care for.

Our Values and Behaviours

Our values, and the behaviours they instil, form the foundations for the culture and ethos for the whole organisation. NIAS has adopted the new HSC Values, which are

- Working Together;
- Excellence;
- Openness and Honesty; and



- Compassion.

Our Goals

- Our patients will feel professionally cared for; always with compassion and respect.
- Our staff will feel positive and proud to work for NIAS.
- Our stakeholders will have confidence in us as a reliable provider at the centre of urgent and emergency care.
- Our communities will continue to value and trust us.

Key Services

- **Emergency response to patients with sudden illness and injury**

In addition to providing timely ambulance response, treatment and transportation to hospital, we offer clinical triage, advice and referral to callers via our Clinical Support Desk and offer appropriate alternatives to hospital attendance and emergency ambulance response through the implementation of a range of Alternative Care Pathways (ACP's). **This service is provided 365 days per year & 24 hours a day.**

- **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 Northern 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, as well as providing a dedicated transport service for children and babies requiring urgent transfer between hospitals.

- **Co-ordination of planning for major events and response to mass casualty incidents and disasters**



We have a key role to play in the assessment of major events and in co-ordinating the health response to major incidents, complex and hazardous environments and mass casualties.

- **Helicopter Emergency Medical Service (HEMS)**

HEMS is a partnership between NIAS and a charity, Air Ambulance Northern Ireland (AANI), with the emergency medical team of doctors and paramedics being provided by NIAS and the helicopters and pilots being provided by AANI. The HEMS base is at Maze/Long Kesh near Lisburn, allowing the medical team to reach any part of Northern Ireland within 30 minutes.

- **Community Resuscitation**

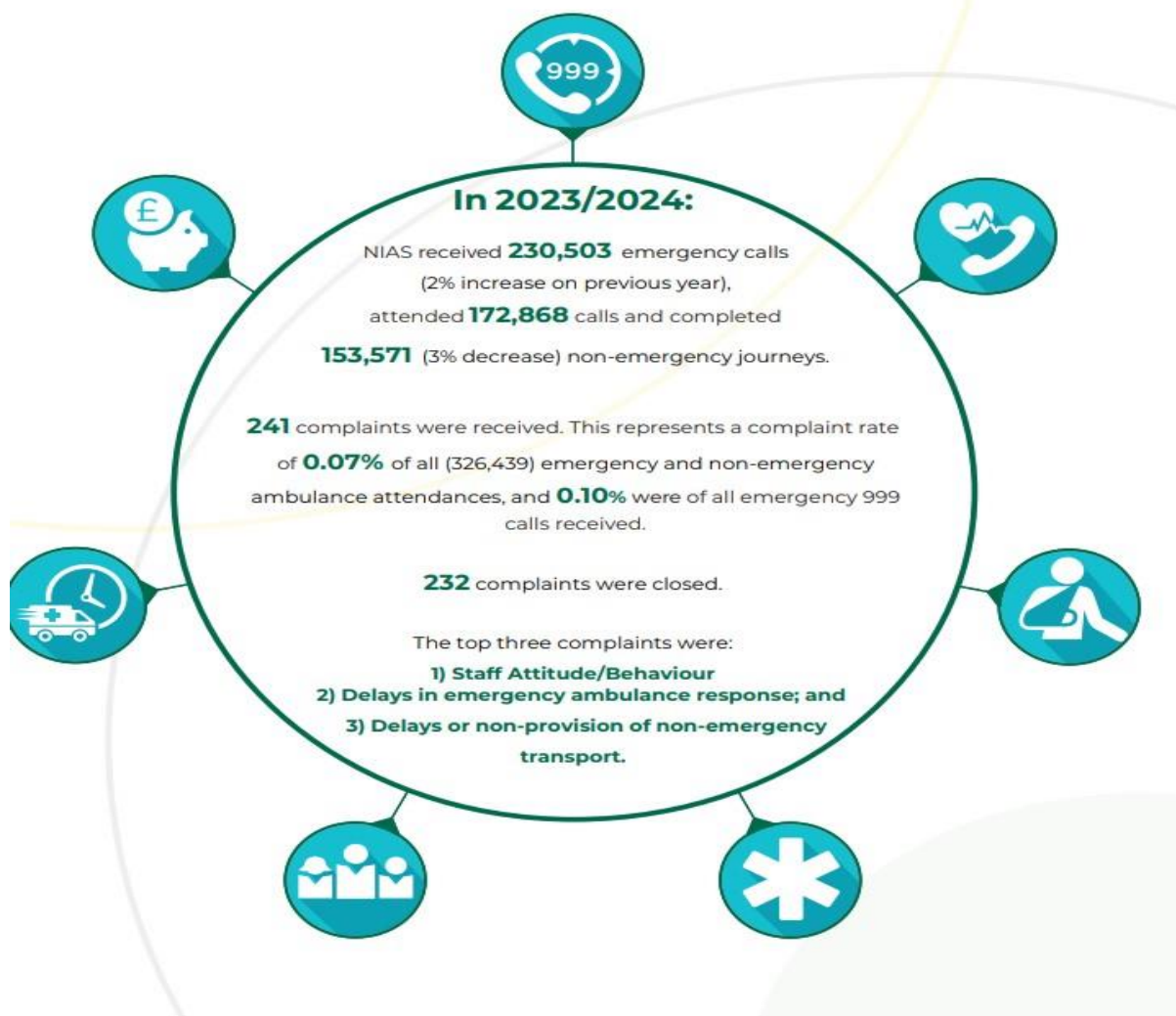
We are the lead agency for the implementation of the DoH Community Resuscitation Strategy. The role of NIAS Community Resuscitation Team is to promote awareness and practice of bystander CPR and the use of a defibrillator for people who suffer an out of hospital cardiac arrest.

- **Clinical Education**

In partnership with the Ulster University, we currently deliver a Foundation Degree in Science (FdSc) in Paramedic Practice, approved by the Health & Care Professions Council (HCPC). This represents an interim solution for pre-registration Paramedic education in Northern Ireland.

Key Facts & Figures

NIAS Facts and Figures

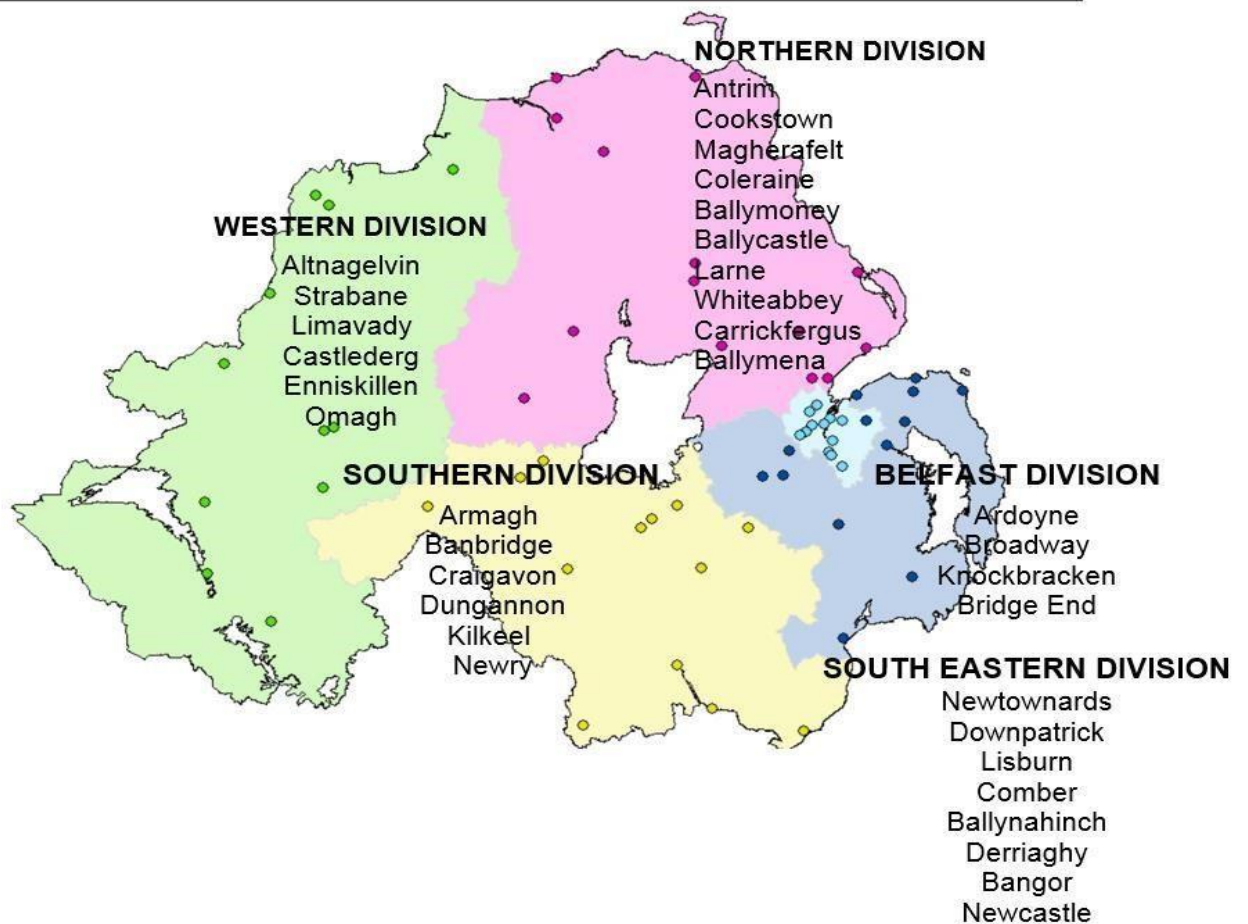


Locations of Stations

There are currently five Operational Areas within NIAS, comprising a total of 34 ambulance stations, as follows :



LOCATION OF NIAS STATIONS AND DEPLOYMENT POINTS





SECTION 3: EMERGENCY MEDICAL TECHNICIAN (EMT)/ASSOCIATE AMBULANCE PRACTITIONER (AAP) EDUCATION AND TRAINING PROGRAMME

Successful applicants wishing to fulfil the role of an EMT/AAP with NIAS are first required to undertake the EMT/AAP education and training programme, which requires the successful completion of:

- a Level 3 Certificate in Emergency Ambulance Driving; AND
- a Level 4 Diploma for Associate Ambulance Practitioners (AAP).

These programmes are all accredited by FutureQuals. The Level 4 AAP programme forms the basis of emergency and urgent care for frontline emergency staff and covers the required areas to prepare new recruits for work in a frontline emergency vehicle.

PROGRAMME AIM

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

PROGRAMME DELIVERY

The programme will be delivered by tutors from the NIAS Clinical Education Department, 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 education and training in specific areas.

The programme lasts approx. 23 weeks and will include a combination of face-to-face classroom-based learning, practice placements and 4 weeks' ambulance driving training. In addition, learners will be required to undertake self-directed study. On completion of the 23 weeks' taught elements, learners must complete a minimum of 750 hours (20 weeks) practice placement, during which they will receive appropriate mentorship, support and assessment by the Operational Area Training Team.

Achievement of the programme will be assessed through written examinations and practical assessments. **The assessments are an integral part of the programme**



and all elements (including clinical and driving) must be completed successfully in order to progress and achieve the AAP award and to undertake the role of an EMT/AAP.

The programme will be delivered on a full-time basis. During the taught elements, the programme will be based on a standard 7.5-hour day, exclusive of a 30-minute meal break, Monday to Friday. However, there will be a flexible approach to support learning; additional practice, study and tutorials, on either a group or one-to-one basis, will be facilitated, depending on learner requirements.

Periods of practice placement will require working as a member of a frontline Accident & Emergency (A&E) crew. Your placement hours will be based on a 37.5hour week (inclusive of meal breaks) 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, which will include day shifts, night shifts, weekend shifts and shifts on public holidays.

All elements of the programme, including practice placements, require mandatory attendance.

PROGRAMME VENUES

The Clinical Education Department is based at ::

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

However, delivery of specific programmes may be in other venues throughout Northern Ireland due to concurrent training and education activity and to meet the needs of the service. Moreover, ambulance driving training may be delivered from other locations (such as Operational Area Headquarters).

RESIDENTIAL ACCOMMODATION

If deemed necessary, NIAS may offer residential accommodation for elements, or all, of the 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 Clinical Education 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 NIAS, 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.



SECTION 4: RECRUITMENT & SELECTION PROCESS

<p align="center">STAGE 1 – APPLICATION</p> <p>Apply online at https://jobs.hscni.net by the stated closing date. Refer to https://jobs.hscni.net/Information/32/help-with-your-application for assistance if necessary.</p>
□
<p align="center">STAGE 2 – SHORTLISTING</p> <p align="center"><u>Please note:</u></p> <p>In the interests of managing applicant numbers, NIAS reserves the right to use any stated desirable criteria at shortlisting stage. It is therefore essential that applicants detail under the relevant headings on the application form how, and to what extent, they fulfil each of the criteria, including any stated desirable criteria. Failure to do so will result in not being shortlisted.</p> <p>In the interests of managing large numbers of applicants, NIAS reserves the right <u>not</u> to carry out a formal shortlisting exercise prior to the selection stage. In these circumstances, it will be assumed that applicants meet the essential criteria required by the stated closing date as outlined in the Personnel Specification. Applicants will be expected to provide evidence to this effect during the pre-employment checks stage. Failure to do so will result in a withdrawal of any conditional offer of employment.</p>
□
<p align="center">STAGE 3 – SELECTION</p> <p align="center">a) Multiple Mini Interviews (MMI's)</p> <p><u>Please note:</u> candidates will be expected to present their Driving Licence (original, both parts) on arrival at the interview venue</p> <p>It is anticipated that interviews will take place week commencing 6 January 2025 to include the weekend.</p> <p align="center">b) Driving Assessment*</p> <p>* Applicants who are currently employed by NIAS as an Ambulance Care Attendant will not be required to undertake this assessment.</p> <p>It is anticipated that Driving Assessments will take place on Saturday 18 January 2025 and Sunday 19 January 2025.</p>
□



<p>STAGE 4a – CONDITIONAL OFFER/PRE-EMPLOYMENT CHECKS</p> <p>Completion of Personal Declaration</p> <p>Confirmation of Driving Licence (both parts of the licence must be presented)</p> <p>Confirmation of Qualifications (as outlined in the Personnel Specification) Confirmation of Identity</p> <p>Confirmation of Right to Work in the UK</p> <p>Pre-Employment Health Assessment</p> <p>Access NI Criminal Records Check References</p>
<p>STAGE 4b – ACHIEVEMENT OF CATEGORY C1 DRIVING LICENCE</p> <p>It is the applicant's responsibility to achieve this prior to taking up a place on the programme. If successful in taking up a place on the programme, NIAS will reimburse the cost of this, up to a maximum of £1,000 upon production of receipts.</p>
□
<p>STAGE 5 – FINAL OFFER OF A PLACE ON EMT/APP EDUCATION & TRAINING PROGRAMME</p>

Please note that progression through the recruitment and selection stages is subject to successfully completing each stage.

FURTHER INFORMATION ON STAGE 3b - DRIVING ASSESSMENT

Driving assessments will take place at either a designated NIAS Ambulance Station or NIAS HQ at Knockbracken Healthcare Park, Belfast and will be carried out by a NIAS Qualified Ambulance Driving Instructor.

Applicants will be required to drive a minibus type vehicle (Category B) on both single carriageways, dual carriageways and possibly motorways. At all times the applicant must comply with road traffic law in regard to signs and speed limits.

At the conclusion of the driving phase, applicants may be asked to reverse the vehicle into a designated parking bay.

All applicants must have a working knowledge of the Highway Code and this will be tested at the end of the drive, to include verbal questions from within the Highway Code and recognition of road signs.

FURTHER INFORMATION ON STAGE 4 - CONDITIONAL OFFER PROCESS

Applicants' particular attention is drawn to **Appendix 1, Location Preference Proforma**. Applicants are asked to bring a completed copy of this proforma when attending for interview and retain a copy for future reference. **It is recommended that candidates submit more than one preference of location.** Please note, should any



details on the proforma subsequently change, it is the applicant's responsibility to communicate such changes to the RSSC as outlined. **Please also note that conditional offers will be made in accordance with the arrangements outlined in Appendix 1.**

Applicants' particular attention is also drawn to information provided by the RSSC in relation to the management of recruitment waiting lists. This information can be found at <https://jobs.hscni.net/Information/15/waiting-lists--what-you-need-to-know>.

Please note that conditional offers will be made in accordance with these arrangements.



SECTION 5: JOB DESCRIPTION

JOB DESCRIPTION

JOB TITLE:	Emergency Medical Technician/Associate Ambulance Practitioner
PAY BAND	5
DIRECTORATE:	Operations
LOCATION:	All Operational Areas
REPORTS TO:	Station Supervisor
ACCOUNTABLE TO:	Station Officer

JOB SUMMARY

The post holder is a health care professional who works in the specialised area of prehospital emergency care. They are employed to respond to and deal with cases arising from 999 calls received from members of the public and doctor's emergencies, urgent calls, inter-hospital transfers and other allocated details. The post-holder is required to comply fully with Trust operational arrangements and clinical guidelines and procedures, to respond promptly to instructions from Emergency Ambulance Control (EAC) and senior staff, and to help provide an appropriate level of care and treatment to patients which is caring and within the post-holder's level of training and scope of practice. In addition, the post-holder is required to drive safely and be responsible for the proper use of a Trust ambulance or other vehicle, and will normally work with another Emergency Medical Technician (EMT)/Associate Ambulance Practitioner (AAP) or Paramedic. When working with a colleague who is less clinically qualified or less experienced, the post holder will be expected to provide appropriate guidance and instruction as necessary. Duties must be carried out in accordance with all relevant Trust operational and clinical policies, guidelines and procedures.

KEY DUTIES / RESPONSIBILITIES

- Provide clinical care in the pre-hospital environment to a high standard in line with EMT/AAP scope of practice as defined in the NIAS scope of practice matrix.



- Assess and manage patients using appropriate urgent and emergency care techniques and referring patient to most appropriate pathway of care.
- Assess the most appropriate method of conveying patients using the relevant equipment and moving and handling techniques as necessary.
- Ensure patients are treated in the most appropriate environment, which may include home or homely setting.
- Practice as part of a team, but be able to practice independently without supervision.
- Responsible for compliance with the NIAS Management of Medicines Policy and Procedures with regard to all medicines including controlled drugs and POM (Prescription Only Medicine) management and security of drug stock including Controlled Drugs and P.O.M. (Prescription Only Medicine).
 - Complete medication paperwork to a high standard.
- Maintain patient confidentiality at all times.
- Maintain accurate clinical documentation for all patient contacts, using electronic patient report systems where provided.
- Carry out daily inspection of vehicle and report any damage or defects immediately.
- Maintain vehicle clinical stock as per trust guidance including NIAS vehicle response bag.
 - Check and maintain stock of:
 - patient care equipment and ensure that all equipment is safe, clean, in date and in good working order.
 - patient care consumables and ensure that all are in date and undamaged.
- Provide effective mentoring/clinical supervision for trainee EMT/AAP staff and promote and ensure high quality out of hospital care is delivered by competent colleagues.
 - Be supportive of Paramedic practice placements in NIAS.
- At all times maintain standards of conduct expected by the trust and meet HSC values/code of conduct.
- Carry out dynamic risk assessments when appropriate and assist line manager(s) as required with risk assessment of tasks to ensure safe working practices are followed at all times in line with Service Policy and current legislation.
- Be conversant with the Trust's Major Incident Plan and as the first ambulance representative on scene act as Incident Officer (until relieved) and make the decision to declare a major incident having due regard to the implications that this will have on the NHS organisations.
- Be aware of NIAS safeguarding policy and make referrals as required.



Education and Training

- Undertake mandatory non-clinical and clinical training and education as required.
- Be responsible for keeping up to date with any new developments and changes to clinical practice– through information provided by NIAS.
- Participate in any mandatory Health and Safety recognised courses/eLearning to ensure consistent management of health and safety within area and take personal responsibility to act within the Service's Health & Safety Policy to safeguard the health and well-being of patients, colleagues and members of the public.
- maintain driving qualification including participating in driving assessments as defined by trust policy.
- Ensure you have an account to the trust JRCLC app (provided by trust) for access to clinical guidelines and clinical updates.

Communications

- Required to deal with patients and family members in extremely sensitive and contentious situations professionally, assertively and tactfully i.e. sudden death
- Communicate relevant patient history, condition and treatment to receiving hospital staff and other relevant professionals.
- Required to respect religious beliefs and cultural differences
- Required to communicate effectively and professionally with other health and social care professionals as well as those from other agencies; Police & Fire for example
- Communicate effectively with staff across the Ambulance Service to ensure the best patient experience possible
- Providing witness statements and/or evidence in court as required
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General

- To take part in staff development programmes and annual development review and/or undertakes further training if and when required.
- To attend and contribute to quality reviews/clinical audits
- To commit to all statutory training/updates, online training courses, clinical education days and jrclac updates in line with their post to enhance their skills and competencies as a requirement for the job role.



- To ensure that statutory regulations and Trust policies and procedures are implemented and adhered to at all times.
- To act at all times in a manner consistent with legislation, policy and procedures in respect of Equality and Diversity.
- To work to the mission and values of the Trust and display high standards of integrity and professionalism towards clients and colleagues.
- 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.

Infection Prevention & Control

The Northern Ireland Ambulance Service Trust is committed to reducing Healthcare associated infections (HCAIs) and all staff have a part to play in making this happen.

All Staff should co-operate fully with regard to Trust policies and procedures relating to infection prevention and control and be aware of their local Operational Area initiatives being undertaken to reduce infection and enhance care delivery for patients/clients. They should know their role, in keeping with key principles as Infection Prevention and Control is everyone's business.

Staff, in delivery of all care must:

- Wash their hands thoroughly between each patient contact.
- Be compliant with Standard Infection Control Precautions, Hand Hygiene and decontamination and other relevant infection prevention and control measures.
- Be aware of the Trust's Infection Control guidance and the Northern Ireland Regional Infection Control Manual and ensure they obtain mandatory Infection prevention control training or other specific infection control related training as required.

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.

All staff are required to comply with the Trust's Smoke Free Policy.

The Trust is an Equal Opportunities Employer.



PERSONNEL SPECIFICATION

JOB TITLE:	Emergency Medical Technician/Associate Ambulance Practitioner
PAY BAND	5
DIRECTORATE:	Operations
LOCATION:	All Operational Areas

Notes to applicants:

- 1. You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.*
- 2. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form. Please note The Organisation reserves the right to use any desirable criteria outlined in Section 3 at shortlisting. You must clearly demonstrate on your application form how you meet the desirable criteria.*
- 3. Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.*



ESSENTIAL CRITERIA

SECTION 1: The following are ESSENTIAL criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

Factor	Criteria	Required By	Method of Assessment
Qualification	<p>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 may include either BTEC First Person on Scene (Basic) Award or BTEC Ambulance Care Attendant Award or Institute of Healthcare Development (IHCD) Module A Award.or FutureQuals Level 3 Certificate in Ambulance Patient Care: Non Urgent Care Services. *The Trust reserves the right to determine equivalency of qualifications.</p>	Closing date	Application Form/Presentation of Qualification Certificates



Shifts	We operate a 24/7 function and you must have the ability to undertake these duties 24/7, 365 days a year.	Closing Date	Application Form
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Other	Currently hold a full unrestricted driving licence which satisfies local road traffic legislation (a maximum of 3 penalty points will be considered).	Closing date and at any time prior to commencing the programme	Application Form/Presentation of Driving Licence
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SECTION 2: The following are additional **ESSENTIAL** criteria required for the role.

Other	Currently hold a Category C1 driving licence OR present evidence of attainment of a Category C1 driving licence prior to commencement of the programme.	Prior to commencing the programme	Application Form/Presentation of Driving Licence
Qualification	Must successfully complete and achieve FutureQuals Level 3 Certificate in Emergency Response Ambulance Driving AND a Level 4 Diploma for Associate Ambulance Practitioners (AAP) in order to take up a post as an Emergency Medical Technician	Within 24 months of commencing NIAS EMT Education & Training Programme	Successful completion of NIAS EMT Education & Training Programme



SECTION 7: HSC VALUES & BEHAVIOURS

HSC Value	What does this mean?	What does this look like in practice? – Behaviours
 Working Together	<p>We work together for the best outcome for people we care for and support. We work across HSC and with other external organisations and agencies, recognising that leadership is the responsibility of all.</p>	<ul style="list-style-type: none"> • I work with others and value everyone's contribution. • I treat people with respect and dignity. • I work as part of a team looking for opportunities to support and help people in both my own and other teams. • I actively engage people on issues that affect them. • I look for feedback and examples of good practice, aiming to improve where possible.
 Excellence	<p>We commit to being the best we can in our work, aiming to improve and develop services to achieve positive changes. We deliver safe, high quality, compassionate care and support.</p>	<ul style="list-style-type: none"> • I put the people I care for and support at the centre of all I do to make a difference. • I take responsibility for my decisions and actions. • I commit to best practice and sharing learning, while continually learning and developing. • I try to improve by asking 'could we do this better?'.
 Openness & Honesty	<p>We are open and honest with each other and act with integrity and candour.</p>	<ul style="list-style-type: none"> • I am open and honest in order to develop trusting relationships. • I ask someone for help when needed. • I speak up if I have concerns. • I challenge inappropriate or unacceptable behaviour and practice.
 Compassion	<p>We are sensitive, caring, respectful and understanding towards those we care for and support and our colleagues. We listen carefully to others to better understand and take action to help them and ourselves.</p>	<ul style="list-style-type: none"> • I am sensitive to the different needs and feelings of others and treat people with kindness. • I learn from others by listening carefully to them. • I look after my own health and well-being so that I can care for and support others.
All staff are expected to display the HSC values at all times		



Northern Ireland Ambulance Service
Health and Social Care Trust



SECTION 8: TERMS & CONDITIONS OF EMPLOYMENT

The terms and conditions of employment for EMT's are in line with the NHS Agenda for Change (AfC) Terms & Conditions (T&C) Handbook, which is available online at: <https://www.nhsemployers.org/tchandbook>.

Applicants' particular attention is drawn to the following:

Remuneration

Basic Salary

EMT's are paid on the Band 5 AfC payscale. The successful candidate can expect to be placed at the minimum point of the pay scale, although a higher starting salary, within the range of the pay band may be available if the person appointed has experience relevant and equivalent to the post. If the successful candidate is an existing HSC/NHS employee moving to a higher band, pay on promotion will apply as per the AfC Handbook.

Unsocial Hours

In accordance with Annex 5 of the AfC T&C Handbook (Unsocial Hours Payments for Ambulance Staff), EMT's have the potential to earn an additional unsocial hours payment of up to 25% of basic salary based on the shift pattern required to be worked. The exact requirements of your shift pattern will depend on your allocated ambulance station and may require you to work 12-hour shifts, which will include day shifts, night shifts, weekend shifts and shifts on public holidays. Please note that during the 23 weeks' taught elements of the EMT education and training programme, unsocial hours are NOT payable.

Previous Service

Terms & Conditions

In accordance with the AfC T&C Handbook, an employee's continuous previous service with any NHS employer counts as reckonable service in respect of NHS agreements on redundancy, maternity, sick pay and annual leave. If there is a break/breaks in service, any previous period/periods of NHS service will be counted towards the employee's entitlement to annual leave. If there is a break/breaks in

service of 12 months or less, a previous period/periods of NHS service will be counted towards the employee's entitlement to sickness absence.

Pension

If you have been a member of the NHS Pension Schemes elsewhere in the UK it is important to note that your benefits will not transfer automatically to the HSC Pension Scheme. You must apply in writing to HSC Pension Service for a transfer to be made. The scheme that these are transferred into will depend on which scheme you were in and how long ago you left that scheme.

Location

During the 23 weeks' taught elements of the EMT education and training programme, your base location will be the training venue identified for your specific cohort. During practice placements and on completion of the programme your base location will be your allocated ambulance station.

Please note that appointment is for duty in all areas administered by NIAS. You may therefore be required to work at other locations, as determined by the duties of the post and in order to meet fluctuations or priorities in work demands. On these occasions, you will be entitled to claim reimbursement for excess miles travelled in accordance with Section 17 of the AfC T&C Handbook.

Current employees of NIAS, who are successful in obtaining a place on the EMT education and training programme, should note that excess mileage expenses from their current base location is NOT payable.

NIAS operates a Transfer Procedure under which eligible employees may submit a request to transfer to a new base location. Please see the Transfer Procedure for further information.

Contract of Employment

Continued employment as an EMT is dependent on learners successfully completing all stages/elements of the EMT Education and Training Programme within the specified timeframe. In the event of you being unsuccessful in completing the programme, having exhausted all re-assessment and appeals processes, NIAS will be unable to continue to employ you as an EMT. In these circumstances and at that

stage NIAS will comply with its statutory employment obligations, which may include consideration of employment opportunities commensurate with your skill level as an alternative to dismissal.

If you are currently employed by NIAS and take up a place on this programme, you will be deemed to have left your current post and therefore relinquished any right to return to this post, including any associated location or unsocial hours allowance. In the event that you are unsuccessful in completing the programme within the specified timeframe, NIAS will endeavour to redeploy you to a position with the same/similar terms and conditions as your previous post.

If you are currently employed by NIAS as an Ambulance Care Attendant, should a vacancy not exist within the ambulance station which you left, you will be redeployed to an Ambulance Care Attendant post within the Operational Area which you left. The specific location will be agreed by the relevant Ambulance Service Area Manager in accordance with operational needs.

It should be noted that the service operates on a 24/7 basis, therefore applicants will be expected to undertake shift working as part of the AAP/EMT role. The exact requirements of your shift pattern will depend on your allocated ambulance station and may require you to work 12-hour shifts, which will include day shifts, night shifts, weekend shifts and shifts on public holidays.



Emergency Medical Technician (Band 5)

APPENDIX 1

Waiting List

LOCATION PREFERENCE PROFORMA

GUIDANCE ON COMPLETION

Dear Applicant

In order to assist us with the onward processing of your application, you are asked to proceed with the mandatory completion of the attached Location Preference Proforma, indicating your preference of base location, should you be successful in being offered a position.

Please note that in the offering of available posts you will **ONLY** be offered those available posts which match your preferences, as stated on your completed Proforma. Should a vacancy arise in a location which you have not included in your list of preferences, you will **NOT** be contacted in this regard. Instead the vacancy will be offered to the first highest ranking candidate with a preference in that location.

The following information is intended to assist you in the completion of the Location Preference Proforma. It is recommended that you read the information carefully **BEFORE** completing the Proforma.

HOW THE WAITING LIST OPERATES

Your name will be added to the waiting list in merit order, based upon your score at interview. From this list any future available permanent / temporary / full-time / parttime vacancies will be offered to successful candidates, in line with their completed preferences. The waiting list will remain live for a period of **12 months** from the date of interview.

Please see <https://jobs.hscni.net/Information/15/waiting-lists--what-you-need-to-know> for more guidance on how waiting lists operate.



LOCATION PREFERENCE PROFORMA

ADDITIONAL INFORMATION

Please note, it is **your responsibility** to ensure that all your contact details and preferences for work are maintained.

If you have a change of details or preferences, please advise the Recruitment Shared Services Centre by email at selection.ssc@hscni.net **Please state the Waiting List reference number on all correspondences.**

You will also need to include your name, address and National Insurance Number (as a unique identifier) in any correspondence in order to ensure your details are maintained by us as up-to-date. Failure to provide this detail may result in your information not being updated.

Please note your completed Proforma should be brought with you to interview and provided to the interview panel. Please keep a copy of your completed Proforma for future reference.

You should now complete the Location Preference Pro-forma



LOCATION PREFERENCE PROFORMA

PLEASE NOTE: When completing this Proforma, it is recommended that you refer to <https://jobs.hscni.net/Information/15/waiting-lists--what-you-need-to-know> for more guidance on how waiting lists operate.

SECTION 1 – CONTACT DETAILS

NAME			
ADDRESS			
POST CODE			
CONTACT NUMBERS Please include all standard Dialling Codes. *Please note that we will contact you via mobile in the first instance; therefore, please ensure you provide an up to date mobile number.	Home		
	Mobile*		
	Daytime Landline		
EMAIL ADDRESS Please only provide if you check your emails regularly and are happy for us to contact you in this way.			

PLEASE NOTE that it is your responsibility to keep us up to date with your contact numbers – please see the “ADDITIONAL INFORMATION” section of this Proforma.



**PLEASE COMPLETE PROFORMA AND BRING TO YOUR
INTERVIEW TO GIVE TO THE PANEL**

LOCATION PREFERENCE PROFORMA

SECTION 2 – PREFERRED LOCATIONS

I am interested in working in the following stations within the Northern Ireland Ambulance Service HSC Trust (please indicate which stations you are willing to work in by way of a number ranking system; you may rank more than one option):

STATION	RANK	STATION	RANK
Altnagelvin		Craigavon	
Antrim		Derriaghy	
Ardoyne		Downpatrick	
Armagh		Dungannon	
Ballycastle		Enniskillen	
Ballymena		Knockbracken	
Ballymoney		Kilkeel	
Ballynahinch		Larne	
Banbridge		Lisburn	
Bangor		Limavady	
Bridge End		Newcastle	
Broadway		Newry	
Carrickfergus		Newtownards	
Castlederg		Magherafelt	
Coleraine		Omagh	
Comber		Strabane	
Cookstown		Whiteabbey	

**PLEASE COMPLETE PROFORMA AND BRING TO YOUR INTERVIEW
TO GIVE TO THE PANEL**



LOCATION PREFERENCE PROFORMA

SECTION 3 – PREFERRED HOURS OF WORK

I am interested and available to work the following hours (please indicate what type of hours you are willing to work; you may tick more than one option):

Full-time ☐

Part-time ☐ _____ Hours (max) _____ Hours (min)

I understand that the EMT training programme is delivered on a full-time basis.

**PLEASE COMPLETE PROFORMA AND BRING TO YOUR INTERVIEW
TO GIVE TO THE PANEL**