



Northern Ireland Ambulance Service
Health and Social Care Trust



APPLICANT INFORMATION BOOKLET FOR THE ROLE OF: AMBULANCE CARE ATTENDANT





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SECTION 1: INTRODUCTION

Dear Applicant

Thank you for expressing an interest in the role of Ambulance Care Attendant (ACA) 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 ACA. **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, permanent positions which may arise. **Please note that the associated 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.**



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).

- **Scheduled 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.

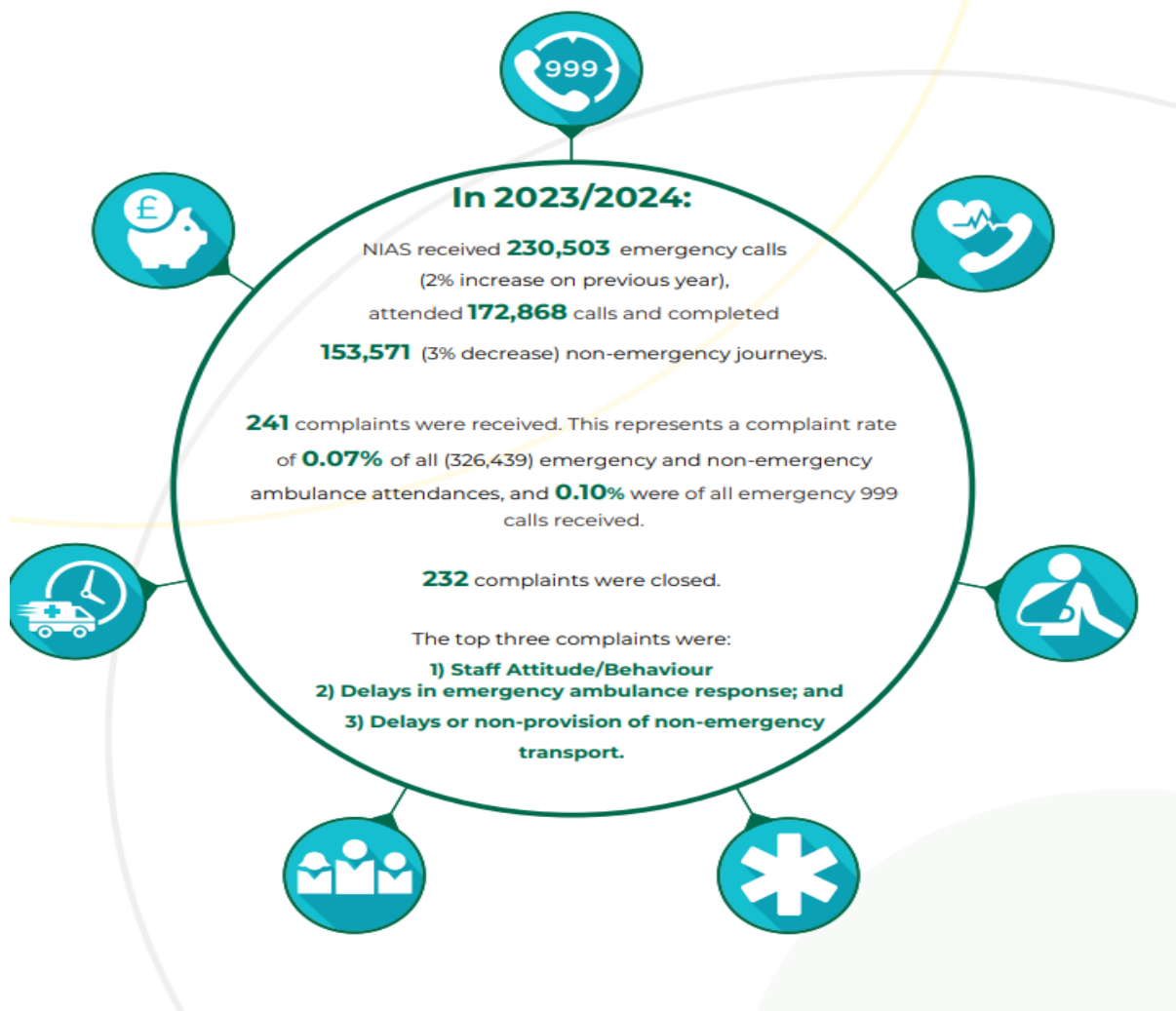
- **Community Resuscitation**

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**

Our Clinical Education Department facilitates ongoing education to existing staff as well as delivering core education to new recruits to the roles of ACA and AAP/EMT. We also are the sole provider of emergency vehicle placement for BSc Hons Paramedic Science students from Ulster University. We also provide full driving tuition to our staff as required by job role.

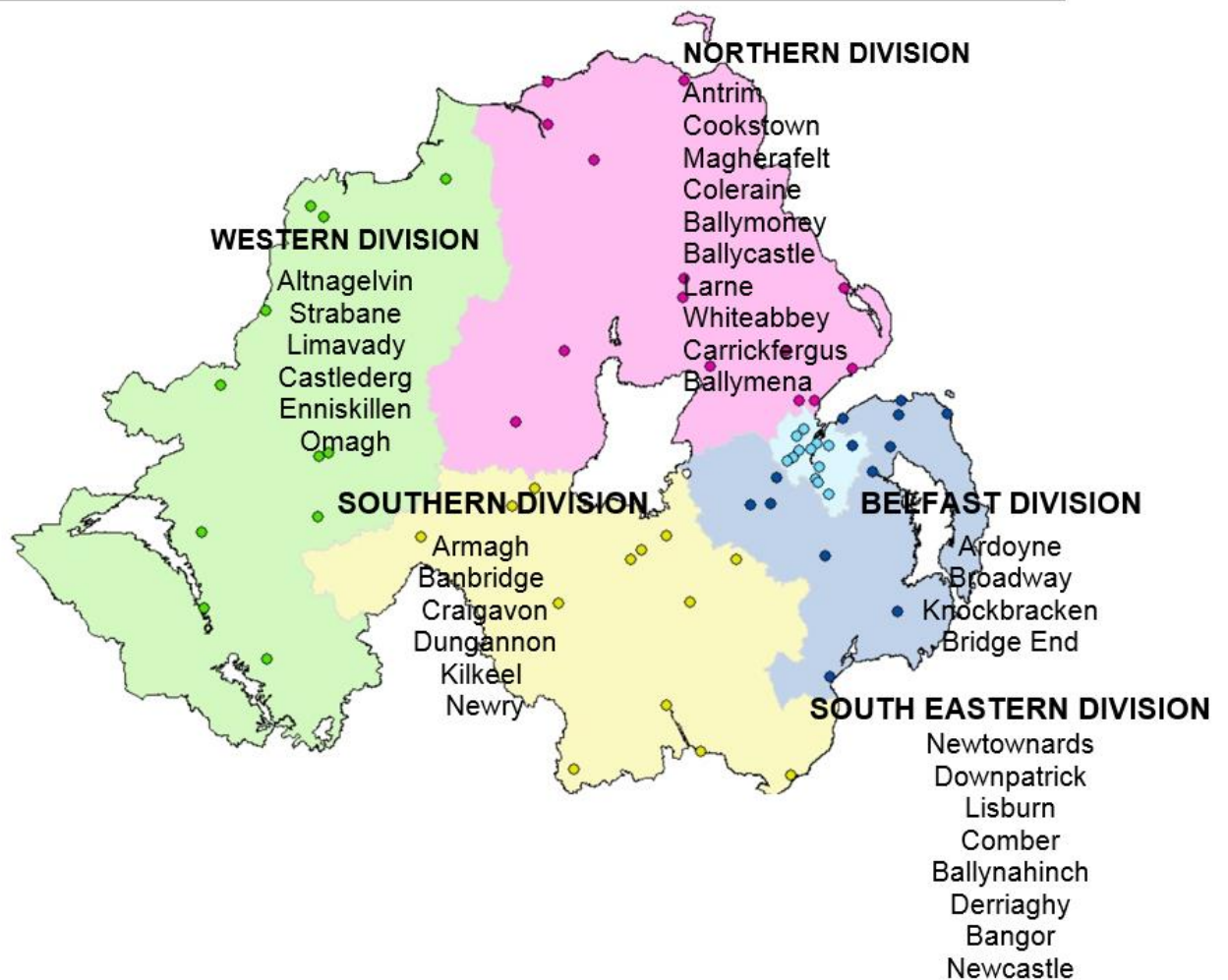
NIAS Facts and Figures



LOCATIONS OF AMBULANCE 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



*Under review as outlined in section 4



SECTION 3: AMBULANCE CARE ATTENDANT (ACA) TRAINING PROGRAMME

ROLE OF THE AMBULANCE CARE ATTENDANT

The Scheduled Care Service tier of NIAS plays a dynamic role in the care, management and transportation of patients to and from healthcare facilities who do not require the skills and interventions of an Emergency Medical Technician or Paramedic. The Trust recognises the important contribution SCS makes to the smooth running of the whole healthcare system.

The ACA provides a quality, caring service for those patients who may require transport based on mobility need, for example if wheelchair or stretcher bound, or for patients who may require support care, such as oxygen therapy. Many of these patients are vulnerable and are dependent upon SCS for their transport needs. In an average year PCS covers 2.12 million miles. The journeys undertaken include admissions, hospital outpatient appointments, discharges and inter-hospital transfers.

PROGRAMME AIM

The overall aim of the training programme is to equip learners with the essential theoretical and practical skills to fulfill the roles and responsibilities of the ACA.

PROGRAMME DELIVERY

The delivery of the programme will include a combination of classroom learning, written examinations, practical assessments and ambulance driver training.

PROGRAMME DURATION

The programme lasts 6 weeks, comprising the following:

2 weeks: Induction and Ambulance Driver Training, including:

- Corporate Induction day
- Introduction to Ambulance driving
- Vehicle and Equipment familiarisation
- Practical driving

4 weeks: NIAS ACA Clinical Programme - Future Quals are the awarding body for the qualification – Level 3 Certificate in Ambulance Patient Care: Non-Urgent Care Services - L3CAPCNUCS.

All elements of the programme require mandatory attendance.



TEACHING & ASSESSMENT

The Ambulance Care Attendant Training Programme offers development of key proficiencies by balancing theoretical and practical studies with observation of operational performance. Suitably experienced tutors, deliver the programme. This structure encourages the invaluable contribution of their 'real world' experiences, helping students to see the links between theory and practice.

A range of teaching methods, including lectures, seminars, skills demonstrations and self-directed learning are employed; the balance between these modes of teaching varies according to the requirements of the programme. The overall aim of the teaching strategy is to support students to be successful in the completion of the course, including examinations and practical assessments and thus meet the intended learning outcomes.

The assessment strategy is designed to reflect the philosophy that assessment is part of learning, not something that is undertaken at the end of the learning process and cast aside. A range of assessment methods will assess not only the student's theoretical learning but also their ability to select and use appropriate equipment in a safe and effective manner. Assessment of the learning will be measured individually. Specific skills will be both formatively and summatively assessed.

EXAMINATIONS

Within the Driver Training Programme, students must successfully complete the following assessments:

- Theory examinations - including recognition of road signs.
- Students must demonstrate competency in all practical aspects of the course.

Within the 4 week Clinical Programme (L3CAPCNUCS Level 3 Certificate in Ambulance Patient Care: Non-Urgent Care Services) students will undertake the following assessments:

- Theory examination;
- Practical demonstration of CPR and AED;
- Practical demonstration of secondary assessment and placing a patient in the lateral/recovery position;
- Practical demonstration of dealing with a wound and shock;
- Moving people - manual handling (moving people) forms an integral part of the training and role of the ACA; as such, assessment in this aspect will be on-going throughout the programme.



Students must demonstrate competency in all aspects of the assessment process in order to complete the programme and remain on the course.

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. Ambulance driving training will be delivered from NIAS Headquarters, Knockbracken Health Care Park.

RESIDENTIAL ACCOMMODATION

If deemed necessary, in accordance with agreed criteria, 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 RACTC 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: OPERATIONAL MANAGEMENT RESTRUCTURE

The Operational Management tier within NIAS is currently being restructured to support:

- The development of a Team-based working model in both Emergency (Unscheduled) and Non-Emergency Care (Scheduled) Services
- The introduction of 24/7 leadership cover for Unscheduled Care and 18/7 leadership cover for Scheduled Care Services
- The organisation's resilience in responding to 2 simultaneous significant and/or major incidents
- The transfer from five divisions to four regional sectors, to better align with the other blue light services.

Key elements of the Operational Management Restructure include:

- The introduction of new management roles in the Scheduled Care Service to ensure visible leadership and to support partnership working with NEAOC, to ensure the delivery of safe, effective, caring, responsive and well led SCS across the region
- The introduction of new management roles in Unscheduled Care to support Emergency and Urgent Care staff as well as facilitating the function of EAC in delivering emergency services across the region
- The training of operational staff and operational leaders in Leadership skills, People Management and Incident Response to better support the all staff in the organisation and to provide an improved and safer working environment
- Career development and progression opportunities within NIAS across both Scheduled and Unscheduled Care Services.



SECTION 5: RECRUITMENT & SELECTION PROCESS

STAGE 1 – APPLICATION

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.



STAGE 2 – SHORTLISTING

Only those applicants who clearly demonstrate in their application how they meet the essential (and desirable where stated) criteria, as outlined **on the Personnel Specification**, will be shortlisted. It is essential that you **detail under the relevant headings on the application form how, and to what extent, your qualifications, knowledge, skills and experience fulfil each of the criteria.** Failure to do so will result in you not being shortlisted.

It should be noted that in the case of large numbers of applicants the desirable criteria will be used to shortlist. You should therefore make it clear on your application form how you meet these criteria. Failure to do so may result in you not being shortlisted



STAGE 3 – SELECTION

a) Interviews

Please note: candidates will be expected to present their Driving Licence (original, both parts) on arrival at the interview venue

**It is anticipated that interviews will take place on:
Week commencing 1st September 2025**

b) Driving assessment in an ambulance-type vehicle with a NIAS Qualified Ambulance Driving Instructor

**It is anticipated that driving assessments will take place on:
20th/21st September 2025
27th / 28th September 2025**

Please note: Alternative dates for Interviews or Driving Assessments are NOT available.

Interviews will take place face to face, virtual interview requests will not be accommodated.



STAGE 4 – CONDITIONAL OFFER/PRE-EMPLOYMENT CHECKS

Completion of Personal Declaration
Confirmation of Driving Licence (both parts of the licence must be presented)
Confirmation of Identity
Confirmation of Right to Work in the UK



Pre-Employment Health Assessment (**NB: includes assessment to Group 2 Driving Medical Standard**)
Access NI Criminal Records Check
References

Please note: It is the applicant's responsibility to comply with Recruitment Shared Service Centre (RSSC) requests regarding the above pre-employment checks in a timely manner.



STAGE 5 – FINAL OFFER OF A PLACE ON

ACA TRAINING PROGRAMME - L3CAPCNUCS
Level 3 Certificate in Ambulance Patient Care: Non-Urgent Care Services

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 NIAS HQ at Knockbracken Healthcare Park, Belfast.

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 6: JOB DESCRIPTION

JOB TITLE:	Ambulance Care Attendant
PAY BAND:	3
DIRECTORATE:	Operations
LOCATION:	All Operational Areas
REPORTS TO:	Station Supervisor
ACCOUNTABLE TO:	Station Officer

JOB SUMMARY

The post holder will be responsible for the care and safe transportation of patients. He/she will carry out those responsibilities as trained in a reliable and professional manner whilst adhering to the policies, protocols, procedures and standards inherent within the job role.

KEY DUTIES / RESPONSIBILITIES

1. To care for patients in a professional and empathetic manner whilst transporting them to and from their home and/or treatment centre, as trained and assessed by Ambulance Tutors.
2. To maintain an appropriate level of care for patients whilst transporting them, ensuring that the patient is treated in an understanding and empathetic manner as per procedure.
3. To administer first aid, oxygen therapy and provide appropriate care to patients with injuries and illnesses.
4. To provide first aid treatment at the scene of emergency situations prior to the arrival of the emergency services, and assisting at major incidents.
5. To utilize lifting and handling techniques and equipment such as wheelchairs and stretchers, whilst ensuring patients are comfortable and are treated with respect and dignity at all times.
6. To drive in a safe and smooth manner in accordance with local traffic regulations and ambulance driving programmes, whilst considering patients comfort and safety.
7. To prepare journey plans, ensuring the most economical use of journey times.



8. To maintain radio contact with Ambulance Control as per procedure.
9. To maintain and clean ambulance vehicles as required, ensuring that the vehicle is in a legal and roadworthy condition and adequate supplies of clinical equipment and consumables are available.
10. To ensure timely and accurate record keeping and completion of report forms as required.
11. To liaise with other professional services and agencies whilst ensuring continuity of patient care and promoting the image of the Trust.
12. To adhere to relevant Codes of Conduct as specified for the job role.
13. To attend all training courses NIAS may deem necessary for staff and/or organisational development.
14. To participate as a team member within the Patient Care Service.
15. To ensure confidentiality is adhered to on behalf of patients, colleagues and others with whom you come into contact with.

General

1. To ensure that statutory regulations and Trust policies and procedures are implemented and adhered to at all times.
2. To take part in staff development programmes and annual development reviews and/or undertake further training if and when required.
3. To act at all times in a manner consistent with legislation, policy and procedures in respect of Equality and Diversity.
4. To work to the mission and values of the Trust and display high standards of integrity and professionalism towards clients and colleagues.
5. To continuously develop and update own knowledge and skills within the job role and contribute to setting own work objectives.
6. 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 (HCAs) 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.



RESPONSIBILITIES OF ALL NORTHERN IRELAND AMBULANCE SERVICE 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 'Action on Smoking 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.

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 ie 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.



SECTION 7: PERSONNEL SPECIFICATION

JOB TITLE: Ambulance Care Attendant

PAY BAND: 3

DIRECTORATE: Operations

LOCATION: All Operational Areas

REPORTS TO: Station Supervisor

ACCOUNTABLE TO: Station Officer

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 Trust 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
Other	Currently hold a full unrestricted manual driving licence which satisfies local road traffic legislation (a maximum of 3 penalty points will be considered).	Closing date	Application Form/Presentation of Driving Licence

SECTION 2: The following are **ESSENTIAL** criteria which will be measured during the interview/ selection stage:

Factor	Criteria	Required By	Method of Assessment
Skills / Abilities	Possess excellent communication and interpersonal skills in order to work effectively with clients and colleagues at all levels, both internally and externally.	Closing date	Interview / Test
Skills / Abilities	Demonstrate ability to work as a member of a team and on own initiative.	Closing date	Interview / Test
Skills / Abilities	Demonstrate ability to prioritise workload and to work to tight timescales.	Closing date	Interview / Test





DESIRABLE CRITERIA

SECTION 3: these will **ONLY** be used where it is necessary to introduce additional job related criteria to ensure files are manageable. You should therefore make it clear on your application form how you meet these criteria. Failure to do so may result in you not being shortlisted

Factor	Criteria	Required By	Method of Assessment
Experience	Experience of working in a caring environment.	Closing date	Application Form



SECTION 8: 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		



SECTION 9: TERMS & CONDITIONS OF EMPLOYMENT

The terms and conditions of employment for ACA'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

ACA's are paid on the Band 3 AfC payscale. You will be assimilated to the Band 3 payscale in accordance with the AfC T&C Handbook.

Unsocial Hours

In accordance with Annex 5 of the AfC T&C Handbook (Unsocial Hours Payments for Ambulance Staff), ACA'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 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 programme your base location will be the training venue identified for your specific cohort. On completion of the programme, your base location will be your allocated ambulance station.

Please note that appointment is for duty in the area 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 ACA 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 ACA is dependent on learners successfully completing all stages/elements of the ACA training programme. In the event of you being unsuccessful in completing the programme NIAS will be unable to continue to employ you as an ACA. 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, NIAS will endeavour to redeploy you to a position with the same/similar terms and conditions as your previous post.



APPENDIX 1

Ambulance Care Attendant (Band 3) Recruitment Reference No: 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 / part-time 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.



APPENDIX 1 cont'd

Ambulance Care Attendant (Band 3)
Recruitment Reference No:
Waiting List

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 NIAS Retained Recruitment Team at niashr.recruitment&selection@nias.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 attached Pro-forma



**Ambulance Care Attendant (Band 3)
Recruitment Reference No:
Waiting List**

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**



**Ambulance Care Attendant (Band 3)
Recruitment Reference No:
Waiting List**

LOCATION PREFERENCE PROFORMA

SECTION 2 – PREFERRED LOCATIONS

NIAS currently have vacancies at the following ambulance stations, however, this is subject to change. We would ask you to consider the below vacancies in the first instance when completing the below location preference proforma.

**Purdysburn, Ardoyne, Broadway, Bridge End,
Craigavon, Newry, Armagh, Banbridge**

I am interested in working in the following locations within the Northern Ireland Ambulance Service HSC Trust (please indicate which locations 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	

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