



Northern Ireland Ambulance Service
Health and Social Care Trust



APPLICANT INFORMATION BOOKLET FOR THE ROLE OF HCPC NEWLY QUALIFIED PARAMEDIC





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SECTION 1: INTRODUCTION

Dear Applicant

Thank you for expressing an interest in the role of a Health & Care Professions Council (HCPC) Registered Newly Qualified Paramedic (NQP) 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 HCPC Registered NQP. **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.**

The Trust has a number of positions available for NQPs throughout the Region and would welcome applications **for the NIAS NQP Programme from eligible students, subject to registration with the HCPC, or HCPC Registered Paramedics who are recently qualified.** This recruitment will also create a waiting list **for 12 months** for any full-time / part-time / permanent / temporary positions which may arise.

The next Induction Programme is planned to commence on DATE

Please note: Apply online at <https://jobs.hscni.net>.

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

- **Unscheduled 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 incidents.

- **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 Department of Health 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**

The Clinical Education Department deliver various programmes of education to new recruits and existing staff members, these include Associate Ambulance Practitioner and Ambulance Care Attendant courses. There is a continuous programme of education focussing on improving outcomes for people we care for through clinical education courses, alongside delivery of mandatory education topics. Paramedic education in Northern Ireland is delivered via Ulster University, whom NIAS partner with to deliver the BSc Paramedic Science.

Key Facts & Figures

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





SECTION 3: THE ROLE OF THE HCPC REGISTERED PARAMEDIC **NEWLY QUALIFIED PARAMEDIC IN NIAS**

The role of the HCPC Registered Paramedic is varied, demanding and evolving. They are regularly one of the first healthcare professionals to arrive at any scene of an accident or medical emergency. They are responsible for managing the treatment, care and (where necessary) movement of patients to hospital without unnecessary delay. This often requires taking potentially life-saving decisions.

HCPC Registered Paramedics are required to work closely with other NIAS colleagues, healthcare professionals and emergency services. This can include the assessment and decision-making required for patients to be referred to another appropriate pathway. They are therefore required to be highly trained and skilled in all aspects of pre-hospital and out-of-hospital care ranging from crush injuries to cardiac arrest, and for appropriate referral. They need to be quick thinking and decisive, whilst at the same time provide a calm and reassuring environment for patients and relatives.

As Newly Qualified Paramedics (NQP's) NIAS has a supporting framework to support and develop NQP's safely into your Paramedic career. The outline principle of this framework is based around the completion of a portfolio with key area of focus being; clinical practice, professional practice, continual professional development, leadership, practice based education, wellbeing/resilience and reflective practice. This process will be supported and guided by the NIAS Clinical Support Officers (CSO) who will act as the lead practice educator. Completion of this process is 18-24 months dependant on progress, following this you will develop to a full paramedic scope of practice and band 6 salary/job description. The framework principles are aligned to those used across all UK ambulance services.

Induction Training

The next Induction Programme is planned to commence on DATE

Successful applicants will be required to successfully complete NIAS Corporate Induction, Operational Familiarisation and other associated training programmes on appointment and prior to the start of the NQP pathway. NQP Pathway Flow Chart below:

NQP - The Operational Journey

On Commencement

You will be allocated to an NQP position within one of our 34 Stations. This will be your base Station for months 1-12 of your NQP journey

Months 1-3

You will be planned to duties at your base Station alongside a qualified, experienced Paramedic (who is not supervising a student). On occasion, it may be necessary to allocate you a shift away from your base Station for which travel expenses can be claimed. During this time you will be allocated an Operational Station Supervisor who will be your first point of contact/support. Your grade on GRS will be shown as NQP1

Months 4-12

You will continue to work from your NQP Station but may now be allocated to duties alongside either a qualified, experienced Paramedic (with or without a student) or an EMT/AAP. On occasion, it may be necessary to allocate you a shift away from your base Station for which travel expenses can be claimed. Your grade on GRS will be shown as NQP2

Month 10

You will be asked to identify the Station at which you would like to work when you qualify as a Paramedic. This may include the Station at which you have been placed as an NQP

Month 11

You will be advised as to what Station you have been allocated a substantive Paramedic position



Month 13 - 15/24

You will commence in your substantive paramedic position. You may now be allocated to shifts alongside a qualified Paramedic, an EMT/AAP or a student AAP. As a Practice Educator, you may also be allocated a student Paramedic on placement. On occasion, it may be necessary to allocate you a shift away from your base Station for which travel expenses can be claimed. Your grade on GRS will be shown as NQP3



SECTION 4: 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.

In the interests of managing applicant numbers, NIAS reserves the right to use any stated desirable criteria at shortlisting stage.



STAGE 3 – INTERVIEW

Applicants who are shortlisted will be invited to attend for a face-to-face interview.

Anticipated date: DATES

Confirmation of Driving Licence (both parts of the licence including evidence of C1 must be presented)

Whilst it is not essential to hold a category C1 qualification to be shortlisted for interview, it must be noted that you must have obtained Category C1 licence by interview date. You will be required to present your Driving Licence or written confirmation from DVLNI that you have obtained Category C1 at Interview Stage.



STAGE 4 – DRIVING ASSESSMENT

Applicants who pass the interview will be asked to attend a pre-CERAD driving assessment.

It is anticipated that driving assessments will take place on:

DATES

Candidates with Level 3 CERAD (Pathway 1 or equivalent) qualification are not required to attend driving assessment. Proof of Level 3 CERAD (Pathway 1 or equivalent) qualification must be provided to ensure that you are exempt from this stage of the recruitment process.



STAGE 5 – CONDITIONAL OFFER/PRE-EMPLOYMENT CHECKS

Completion of Personal Declaration
Confirmation of Qualifications (as outlined in the Personnel Specification)
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 6 – FINAL OFFER

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

Please note that **all anticipated dates** above are subject to change.

Further Information on Stage 5 - Conditional Offer Process

Applicants' particular attention is drawn to **Appendix 1, Preference Proforma**. Applicants are asked to complete this proforma and email it to:



Northern Ireland Ambulance Service Health and Social Care Trust



NIASHR.Recruitment&Selection@nias.hscni.net as soon as possible following application and **no later** than the interview date and to 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 Recruitment Shared Service Centre (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 Title:	Newly Qualified HCPC Registered Paramedic (NQP)
Band:	Band 5
Location:	Trust-wide
Reporting to:	Station Supervisor
Responsible to:	Station Officer

Job Summary

To participate in a structured programme to properly integrate and support newly qualified paramedics into the ambulance service workplace, enabling time to consistently apply academic knowledge, skills and placement experience into confident practice, the newly qualified paramedic (NQP) will be expected to undertake a two-year consolidation of learning. This will include reflective practice and feedback, where through direct and indirect clinical supervision they will learn to apply their knowledge.

The NQP will be expected to operate within Trust clinical policies, JRCALC guidelines, protocols, procedures and SOPs and seek advice or refer to a more senior clinical colleague when a decision to deviate is needed, e.g., the Clinical Support Desk or other Health Care Professional/NIAS clinician on call.

The NQP will always have access to clinical advice and/or support but MUST take clinical advice as dictated by Trust protocol and/or support from an identified source e.g., the Clinical Support Desk or other Health Care Professional/NIAS clinician on call whenever they consider it may be necessary to deviate from protocols, procedures, SOPs and clinical guidelines.

Responds to emergency and urgent calls, delivering high quality and effective pre-hospital care (within the scope of practice and competence of the individual) and transportation. This may (but not exclusively) include 999 emergencies, inter-hospital transfers, urgent hospital admissions and other allocated responses commensurate with the role.

Carry out assessment, care, treatment and transportation of patients as an operational practitioner, working in a variety of locations.

Post-holders will initiate appropriate care and effective treatment to patients in the pre-hospital environment, selecting and applying appropriate skills and equipment safely and within appropriate level of education, competence and scope of practice.



While the NQP programme is ordinarily over a maximum period of 24 months, NQPs may complete the programme in a shorter timescale, for example if they already have previous relevant experience. All NQPs will need to demonstrate that they meet the standards required by the consolidation of learning period.

Main Duties and Responsibilities

- 1.1 Carry out paramedic duties as part of an operational crew, working within scope of practice and adhering to protocols, procedures, SOPs and clinical guidelines, seeking appropriate clinical advice and/or support* as required.

*(A person undertaking this role will always have access to clinical advice and support MUST take clinical advice as dictated by Trust protocol and/or support from an identified source e.g., the Clinical Support Desk or other Health Care Professional/NIAS clinician on call whenever they consider it may be necessary to deviate from protocols, procedures, SOPs and clinical guidelines.)

- 1.2 Work within scope of practice and limits of professional competence referring to clinical advice and/or support as required (defined in 1.1). Follows established care packages.
- 1.3 Reduce inappropriate demand for emergency services by referring patients to appropriate health and social care agencies in response to emergency/urgent calls not requiring hospital attendance, seeking appropriate clinical advice and /or support as required (defined in 1.1).
- 1.4 Assist in delivering a flexible ambulance service response crossing professional boundaries as necessary and strengthening the delivery of unscheduled care seeking clinical advice and/or support as required (defined in 1.1).
- 1.5 Ensures a continuous duty of care to patients to the required HCPC Standards of Proficiency and within the scope of practice and competency of this role, ensuring an appropriate level of monitoring and treatment is maintained until the patient is either discharged, referred or transferred on the advice of an experienced paramedic or handed over to the care of another healthcare professional and agency.
- 1.6 Make appropriate use of clinical decision support software where available.
- 1.7 Follow and adhere to Trust clinical policies, protocols, procedures and SOPs Treat and Release, or refer patients who access the health service through the 999 system, but who do not need hospital admission seeking appropriate clinical advice and/or support as required (defined in 1.1).



- 1.8 Attend patients in a variety of clinical and non-clinical settings. If arriving first on scene to critical emergency situations, undertake initial care and treatment of patients using Trust clinical policies, protocols, procedures and SOPs; promptly handing over responsibility to a more experienced paramedic/clinician when one is available on scene and seeking appropriate clinical advice and/or support as required (defined in 1.1).
- 1.9 Following Trust clinical policies, protocols, procedures and SOPs, undertake physical patient examinations and accurately triaging and prioritising patients by completing holistic patient assessments.
- 1.10 Following Trust clinical policies, protocols, procedures and SOPs administer drugs in accordance with national and local guidelines and relevant Patient Group Directives issued by the Trust and seeking appropriate clinical advice and/or support as required (defined in 1.1).
- 1.11 Record observations and findings appropriately including adverse incidents and Safeguarding issues, ensuring all records are kept confidential and stored safely in accordance with Trust information governance arrangements.
- 1.12 Work as an effective member of a multi-professional team, giving support to non-registered staff as required. Provide guidance and support, as required, to non-registered staff without assuming supervision, education or line management role.
- 1.13 Maintain an up-to-date knowledge of ambulance service practices, ensuring that these are reflected in compliance with Trust procedures and operations.
- 1.14 Communicate effectively with staff and managers on a regular basis.
- 1.15 Communicate with patients, relatives, colleagues and other health professionals and stakeholders in a calm, caring and professional manner, treating them with dignity and respect at all times.
- 1.16 Communicate condition related information to patients and their relatives requiring empathy and reassurance skills.
- 1.17 Provide verbal and written clinical input and feedback on matters of health and safety, risk assessments, accident reporting and investigations.
- 1.18 Promote Equality & Diversity and a non-discriminatory culture.
- 1.19 Identify and take action when other people's behaviour undermines Equality and Diversity.
- 1.20 Adhere to clinical governance policy requirements within the Trust.
- 1.21 Adhere to protocols controlling drug and clinical supplies.



- 1.22 Complete documentation (including electronic patient records where used as per Trust guidelines and Information Governance requirements, e.g. Data Protection).
- 1.23 Carry out any other duties commensurate with the post/role.
- 1.24 Exhibit standards of personal and professional conduct and performance required by the Health Care Professions Council (HCPC) or successor body. Maintain professional registration through the HCPC or successor body.
- 1.25 Demonstrate awareness and application of HCPC principles contained within the Standards of Proficiency and Standards of Performance Conduct and Ethics.
- 1.26 Take part in activities that lead to personal and/or team growth. Be open to constructive feedback and take steps to develop practice in response to feedback.
- 1.27 Maintain effective relationships with clinical supervisor and others engaged in their learning. Attend performance review, and plan activities with mentor/line manager.
- 1.28 Take a lead in identifying own development needs.
- 1.29 Reflect on clinical practice and behaviours and develop a portfolio of practice in line with HCPC guidance to demonstrate competence against the NQP framework.
- 1.30 Attend training and development programmes identified as individually appropriate.
- 1.31 Behave as an ambassador for the trust by displaying trust values and professionalism in all engagements.
- 1.32 Engage with CPD opportunities.

Note on clinical supervision:

Clinical supervision means 'a formal process of professional support and learning which enables individual practitioners to develop knowledge and competence, assume responsibility for their own practice and enhance consumer protection and safety of care in complex clinical situations' (DH 1993).

Under clinical supervision, a newly qualified Paramedic will be able to refer to a more experienced practitioner at all times.



Definition of advice and/or support:

A person undertaking this role will always have access to clinical advice and/or support but MUST take clinical advice as dictated by Trust protocol and/or support from an identified source e.g. the Clinical Support Desk or other Health Care Professional/NIAS clinician on call whenever they consider it may be necessary to deviate from protocols, procedures, SOPs and clinical guidelines.

Health and Safety

Remove immediately from service any identified defective medical or other safety equipment, following appropriate reporting procedures.

Promote a positive culture of Health & Safety awareness.

Infection Prevention & Control

The Trust is committed to reducing Healthcare associated infections (HCAIs) and all employees have a part to play in making this happen.

All Trust employees 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.

Trust employees, 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.

Information Governance

The post holder must understand the principles of the Data Protection/Freedom of Information Acts and their application within Management Information and keep up to date with any changes.

Apply this knowledge through ensuring that any information provided complies with the provisions of these Acts.



Safeguarding

The Northern Ireland Ambulance Service NHS Trust is committed to safeguarding and promoting the welfare of children and young people and adults at risk and expects all staff and volunteers to share this commitment and ensure they work in accordance with the NIAS Safeguarding Child and Adult at Risks Policies and Procedures.

Staff should ensure that they remain up to date with safeguarding training requirements and know how to report safeguarding concerns or allegations against staff and should follow safeguarding policy and procedures and the allegations against staff policy.



Responsibilities Of All NI Ambulance Service HSC Trust Employees

QUALITY

The Trust is committed to providing the highest possible quality of service to patients, clients and the community. All Trust employees 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

All Trust employees have the responsibility to make themselves aware of, and to conform to, the Trust's Health and Safety Policy and other Health and Safety Policies applicable to the workplace and all relevant statutory provisions, including Codes of Practice and Guidance.

SMOKE FREE POLICY

All Trust employees must comply with the Trust's Smoke Free Policy.

EQUALITY SCHEMES

All Trust employees must adhere to the Trust Equality's 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; and
- Between persons with dependents and persons without.

HUMAN RIGHTS

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

DATA PROTECTION

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

INFECTION PREVENTION & CONTROL

The Trust is committed to reducing Healthcare associated infections (HCAIs) and all employees have a part to play in making this happen.



All Trust employees 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.

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- 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.

All Trust employees must comply with all other Policies and Procedures of the Trust.



SECTION 6: PERSONNEL SPECIFICATION

JOB TITLE: Newly Qualified HCPC Registered Paramedic (NQP)

PAY BAND: Band 5

LOCATION: Trust-wide

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
Registration/	Health & Care Professions Council (HCPC) Registered Paramedic.	Prior to final offer of employment being made	Application Form/ HCPC Register Check
Other	Currently hold a full unrestricted manual driving licence which satisfies local	At Closing Date	Application Form







	road traffic legislation (a maximum of 3 penalty points will be considered).		
	Currently hold a Category C1 driving licence.	Required by Interview Date	Application Form / Presentation of Driving Licence / Evidence of Category C1
SECTION 2: The following are additional ESSENTIAL criteria required for the role.			
Experience	Demonstrate experience in dealing with a diverse range of people in a patient/ customer environment.		Interview
Knowledge	Demonstrate up-to-date continuing professional development (CPD) portfolio and a commitment to CPD.		Interview
Skills/Abilities	Demonstrate good interpersonal skills, with the ability to develop effective working relationships with colleagues and the public.		Interview
Skills/Abilities	Demonstrate effective problem solving and decision making skills.		Interview
Skills/Abilities	Ability to communicate effectively verbally and in writing and to complete clinical and other records to a high standard.		Interview
Skills/Abilities	Ability to use initiative and work under pressure.		Interview
Other	Undertake and successfully complete NIAS familiarisation / Induction to include CERAD Driver Training Course	Following appointment and before undertaking any shifts	



Other	Ability to work 24/7 shift patterns.		
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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		



SECTION 8: TERMS & CONDITIONS OF EMPLOYMENT

The terms and conditions of employment for NIAS HCPC Registered NQP'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

NIAS HCPC Registered NQP'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), NIAS HCPC NQP's have the potential to earn an additional unsocial hour's 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 a range of shifts. Please note that, during familiarisation training, 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

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.

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.



APPENDIX 1

HCPC Registered NQP Recruitment Reference No: Waiting List

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 Preference Proforma, indicating your preference of base location and hours of work, should you be successfully placed on waiting list.

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 Preference Proforma. Should a vacancy arise which does not match your preferences, you will **NOT** be contacted in this regard. Instead the vacancy will be offered to the first highest ranking candidate whose preferences match.

The following information is intended to assist you in the completion of the 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

**HCPC Registered NQP
Recruitment Reference No:
Waiting List**

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 pecs.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 emailed to :
NIASHR.Recruitment&Selection@nias.hscni.net

Please keep a copy of your completed Proforma for future reference.

You should now complete the attached Pro-forma



APPENDIX 1 cont'd

HCPC Registered NQP
Recruitment Reference No:
Waiting List

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 EMAIL TO:
NIASHR.Recruitment&Selection@nias.hscni.net



APPENDIX 1 cont'd

HCPC Registered NQP
Recruitment Reference No: 55037256
Waiting List

PREFERENCE PROFORMA

SECTION 2 – PREFERRED LOCATIONS

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; it is recommended that you 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 EMAIL TO:
NIASHR.Recruitment&Selection@nias.hscni.net



APPENDIX 1 cont'd

**HCPC Registered NQP
Recruitment Reference No:
Waiting List**

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)

PLEASE COMPLETE PROFORMA AND EMAIL TO:
NIASHR.Recruitment&Selection@nias.hscni.net