



Northern Ireland Ambulance Service
Health and Social Care Trust



APPLICANT INFORMATION BOOKLET FOR THE ROLE OF HCPC REGISTERED 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 Paramedic 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 Paramedic. **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 range of permanent positions available and would welcome applications from **experienced HCPC Registered Paramedics**. This recruitment will also create a waiting list **for 12 months** for any full-time / part-time / permanent / temporary positions which may arise.

Please note: Apply online at <https://jobs.hscni.net>. If you wish to receive more information in regard to these opportunities, please register your interest at niasopportunities@nias.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.**

The next Induction Programme is planned to commence on DATE



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).

- **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 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.

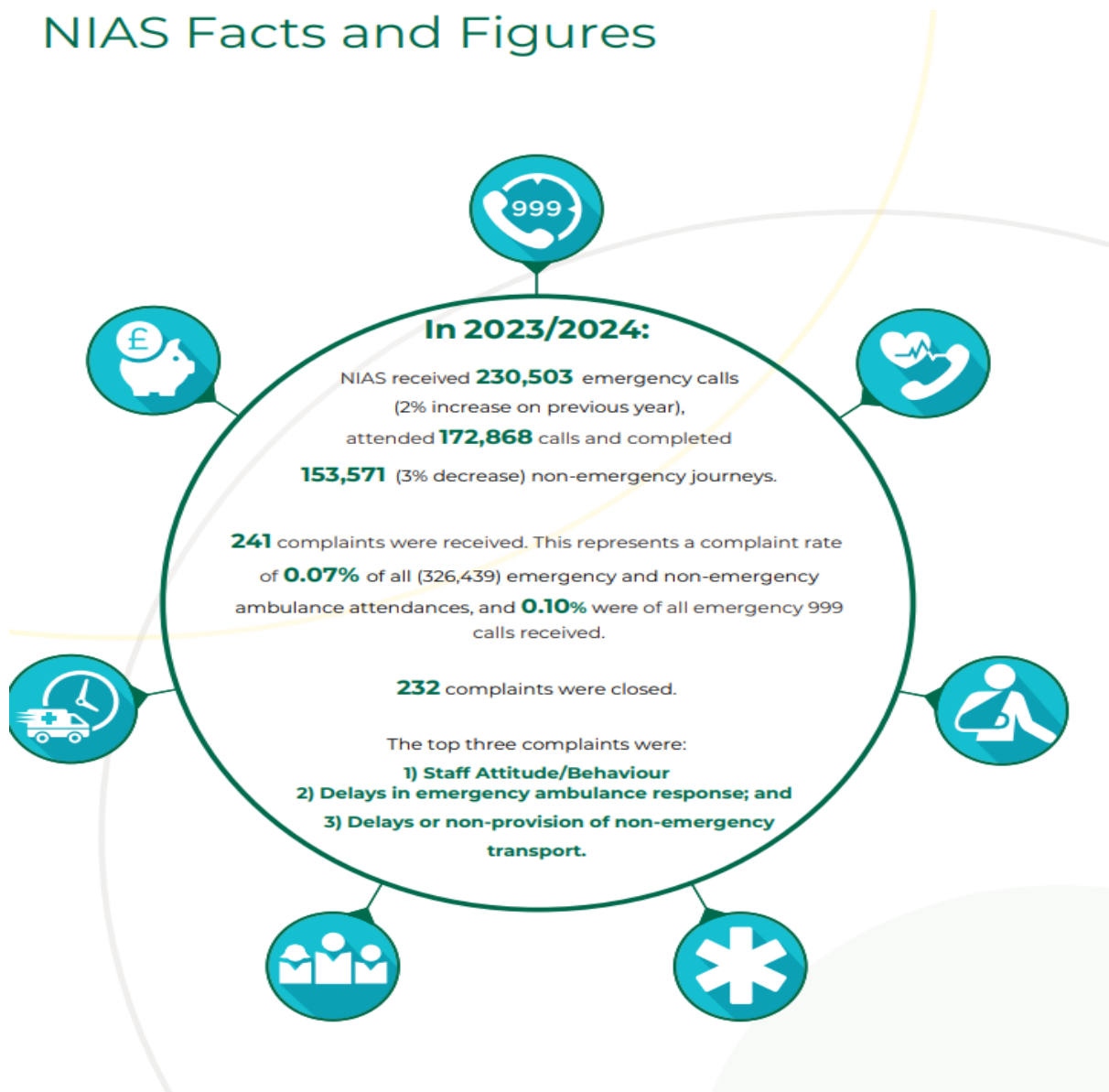


- **Clinical Education**

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 NOIAS 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 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.

Induction Training

Successful applicants will be required to successfully complete NIAS Corporate Induction, Operational Familiarisation and other associated training programmes on appointment and prior to undertaking any shifts.

**The next Induction Programme is planned to commence on
DATE**

Emergency Driving Training

Successful applicants must have Level 3 Certificate in Emergency Response Ambulance Driving (FutureQuals L3 CERAD – Pathway 1 or equivalent) or an equivalent emergency driving qualification.



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 – OBJECTIVE STRUCTURED CLINICAL EXAMINATION (OSCE)

Shortlisted applicants will be required to attend an Objective Structured Clinical Examination (OSCE)

Anticipated date: DATE

STAGE 4 - INTERVIEW

Applicants who pass the OSCE will be invited to attend for an interview

Anticipated date: DATE

STAGE 5 – CONDITIONAL OFFER/PRE-EMPLOYMENT CHECKS

Completion of Personal Declaration



<p>Confirmation of Driving Licence (both parts of the licence must be presented)</p> <p>Confirmation of Qualifications (as outlined in the Personnel Specification)</p> <p>Confirmation of Identity</p> <p>Confirmation of Right to Work in the UK</p> <p>Pre-Employment Health Assessment (NB: includes assessment to Group 2 Driving Medical Standard)</p> <p>Access NI Criminal Records Check</p> <p>References</p> <p>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.</p>
↓
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 email a copy of this proforma to: 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	Paramedic
BAND	6
REPORTS TO	Station Supervisor
RESPONSIBLE TO	Station Officer
DIRECTORATE	Operations
LOCATION	All Divisions

JOB SUMMARY

Be accountable for the assessment, treatment, diagnosis, supplying and administering of medicines, managing, discharging and referring patients in a range of urgent, emergency, critical or out of hospital settings.

Provide effective clinical leadership, development and mentorship to operational personnel, including newly qualified paramedics and students to support the delivery of a high quality patient centred service.

Contribute to the development of an integrated approach to the delivery of unscheduled/out of hours care involving all relevant stakeholders including health and social care organisations.

KEY DUTIES / RESPONSIBILITIES

Clinical Responsibilities:

- Undertake the full range of paramedic duties in line with the Trust's operational instructions.



- Assess, treat, manage or refer, and where appropriate, convey patients according to the nature and severity of their condition to alternative care pathways. As appropriate, provide packages of care to patients at home.
- Carry out paramedic duties commensurate with national clinical practice guidelines and Trust specific PGD's and guidelines.
- Responsible as an autonomous practitioner using NIAS care pathways associated with NIAS initiatives promoting see and treat, where clinically safe to do so, reducing inappropriate conveyance and subsequent ED admission.
- Ability to organise and manage the scene of a complex incident during initial stages until a Manager/Commander arrives. This could involve organising or managing patients, bystanders or other responding services.
- Modify and adapt working practices to meet the clinical needs of the patient in an emergency and urgent care setting.
- As appropriate, treat refer or discharge patients who access the health service but who do not need hospital admission where clinically safe to do so.
- Participate in the development of an integrated approach to the delivery of emergency and urgent care involving all relevant stakeholders including health and social care organisations.
- Utilise appropriate and relevant information to assist patients, patient advocates or carers to make informed health choices in line with national guidance and the health promotion and prevention agenda.
- Make reasoned decisions regarding initiating, modifying or ceasing treatment or procedures and ensuring accurate documentation of decisions. Being accountable and responsible for clinical decisions made during the course of duty, and seek senior clinical advice where appropriate.



- Ensure compliance with medicines management. Ensures drugs are stored securely and where appropriate stocked according to both national legal frameworks and NIAS policy.
- Make appropriate use of equipment, which you are trained on, which may include various types of vehicles, diagnostic, invasive and therapeutic equipment.

Mentorship and Leadership Responsibilities:

- Assist with the induction and mentorship of new staff and students ensuring that they are aware of all necessary procedures, policies and information in order to carry out their role effectively.
- Supervise and mentor designated staff and students as required, taking appropriate action in line with Trust policy/procedures if performance falls below expected standards.
- Use appropriate knowledge and skills when working with or mentoring students and new staff to ensure they are competent in undertaking clinical procedures and utilising appropriate equipment.
- As appropriate, provide care packages to patients at home ensuring the appropriate level of clinical accountability.

Documentation and Record Keeping:

- Ensure the prompt, legible and accurate completion of all patient and incident records, providing a full and accurate record of decision making in accordance with the Caldicott principles, current legislation and regulatory framework.

Participate in Trust clinical audit and effectiveness processes as required including evaluation of clinical procedures, processes and instructions to ensure the highest standards of service are achieved in the interest of patient care. Where appropriate, make proposals for change to own working practices and policies within own working area.

- Ensure the sharing of information is always done in compliance with information governance procedures.
-



- In line with the Trust's policies/procedures record information and maintain records of e.g. passengers, journeys, vehicle refuelling and duty hours.
- Complete and submit all necessary reports and notifications as required by Trust Operational, Clinical, Health & Safety and other relevant instructions.

Communication:

- Communicate effectively demonstrating compassion, particularly when dealing with people who may have difficulty understanding, for example, but not limited to children, people with learning difficulties and people from different ethnic groups. Adapt communication style accordingly in order to overcome barriers.
- Ensure that informed consent is obtained before undertaking assessment treatment or intervention.
- Ensure environmental barriers are overcome as far as is reasonably practicable when working at the scene of an incident, maintaining conduct, communication and clinical care in challenging or emotive environments including public places and environments requiring police or other agency support.
- Demonstrate the ability to communicate complicated information when dealing with complex patients and their subsequent care ensuring that this is appropriately passed to relevant parties.

Effectively communicate sensitive information when dealing with clinical incidents. An example of this is when handing over patients to another healthcare professional and/or when making a safeguarding referral.

- Work with other emergency services commensurate with the principles of the Joint Emergency Services Interoperability Programme (JESIP).
- Maintain timely communications with Control using appropriate information and communication equipment and procedures. Ensure that the Control is aware of operational status and availability at all times and provide initial assessment of specific incidents in line with the Trust's procedure.



Vehicle and driving responsibilities:

- Drive relevant vehicle types operated by the service in accordance with the appropriate driver training standards, emergency vehicle driver training standards, the Highway Code and relevant road traffic and safety legislation.
- Carry out vehicle and equipment inspections in line with the Trust's policies.
- In line with the Trust's policy maintain appropriate standards of cleanliness of vehicles, equipment and station, completing documentation as required specified by the NIAS management team.
- Act in accordance with the Trust's Driving Policy, Driving Procedures and Standard Operating Procedures as related to driving and vehicles.
- Undertake driver training, development and assessment as required by the Trust.

Personal Development/CPD:

- To be responsible for completing Trust provided statutory and mandatory training and undertake CPD to maintain fitness to practice and adherence to the regulatory body Health and Care Professions Council (HCPC) standards.

Identify developmental opportunities within the work context and take part in activities, which lead to personal and professional development including undertaking reflective practice.

- Attend supervision and appraisal sessions with line manager and appropriate others, as required.
- Maintain individual scope of practice and professional registration as defined by current HCPC Standards of Proficiency - Paramedics.
- At all times exhibit and comply with the standards of personal and professional conduct and performance as required by HCPC Standards of Conduct, Performance and Ethics.



GENERAL RESPONSIBILITIES:

- Dynamically assess scene and identify environmental and clinical risks to patients, self and colleagues taking appropriate action to minimise them where possible and ensure safety.
- Identify safeguarding concerns and ensure these are reported and documented in an appropriate manner.
- Have due regard and where practicable maintain the security of operational bases, ambulances and equipment.
- Ensure the safe transfer of patients, to and from vehicles, in line with the Trust's policy/procedures.
- Take responsibility for own health and wellbeing, promoting the ongoing care of physical and mental wellbeing in order to meet the requirements of the role.
- Carry out shifts as agreed and detailed by the Trust.
- To abide by the HSC and Trust values, all staff must maintain the highest standards of care and service treating everyone with dignity and respect whilst promoting a non-discriminatory, inclusive culture.
- Identify and take action when other people's behaviours undermine equality, diversity and inclusion.
- **PERSONAL AND PUBLIC INVOLVEMENT RESPONSIBILITIES (PPI)**
- Involve patients, clients, carers and the wider community where relevant, in developing, planning, delivering and evaluating our services in a meaningful and effective way, as part of the HSC ongoing commitment to Personal Public Involvement (PPI) and Co-Production. Further information is available at engage.hscni.net



GENERAL REQUIREMENTS

The post holder will be required to:

1. Ensure the Organisation's policy on equality of opportunity is promoted through his/her own actions and those of any staff for whom he/she has responsibility.
2. Co-operate fully with the implementation of The Organisation's Health and Safety arrangements, reporting any accidents/incidents/equipment defects to his/her manager, and maintaining a clean, uncluttered and safe environment for patients/clients, members of the public and staff.
3. Adhere at all times to all Trust policies/codes of conduct, including for example:
 - Smoke Free policy
 - IT Security Policy and Code of Conduct
 - standards of attendance, appearance and behaviour
4. Contribute to ensuring the highest standards of environmental cleanliness within your designated area of work.
5. Co-operate fully with regard to Trust policies and procedures relating to infection prevention and control.
6. All employees of the Organisation are legally responsible for all records held, created or used as part of their business within the [org name] including patients/clients, corporate and administrative records whether paper-based or electronic and also including emails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information act 2000 the Environmental Information Regulations 2004, the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.



Employees are required to be conversant with the Northern Ireland Ambulance Service policy and procedures on records management and to seek advice if in doubt.

7. Take responsibility for his/her own ongoing learning and development, in order to maximise his/her potential and continue to meet the demands of the post.
8. Represent The Organisation's commitment to providing the highest possible standard of service to patients/clients and members of the public, by treating all those with whom he/she comes into contact in the course of work, in a pleasant, courteous and respectful manner.

This Job Description will be subject to review in the light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

It is a standard condition that all Trust staff may be required to serve at any location within The Organisation's area, as needs of the service demand.

April 2023



SECTION 6: PERSONNEL SPECIFICATION

JOB TITLE	Paramedic
BAND	6
REPORTS TO	Station Supervisor
RESPONSIBLE TO	Station Officer
DIRECTORATE	Operations
LOCATION	All Divisions

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	Method of Assessment
Qualifications/Registration	<p>HCPC registered Paramedic.</p> <p>Educated to degree/diploma level in Paramedicine or equivalent experience.</p> <p>Hold Category B driving licence.</p> <p>Hold licence category C1.</p> <p>Hold the Institute of Healthcare Development (IHCD) Module C driving qualification OR FutureQuals Level 3 Certificate in Emergency Response Ambulance Driving (L3CERAD) Qualification OR Pathway 3 (Class 2 Ambulance Cars) of the new FutureQuals Level 3 Certificate in Emergency Response Ambulance Driving (CERADL3P3) (RQF) Qualification OR Acceptable UK recognised equivalent emergency driving qualification.</p>	Shortlisting by Application Form



Experience	<p>Experience in dealing with a diverse range of people in a customer/patient environment.</p> <p>2 years post registration experience in clinical practice, or less if progressed through the national fast track programme.</p> <p>Successful completion of the NQP period or equivalent previous experience, which can be evidenced.</p> <p>Up-to-date continuing professional development portfolio.</p> <p>Demonstrate a high level of professionalism, responsibility and accountability.</p> <p>Experience of supervision, mentorship and development of a range of clinical staff in relevant practice settings.</p>	Shortlisting by Application Form
Other	<p>Hold a current full driving licence, which is valid for use in the UK, and have access to a car on appointment. This criteria will be waived in the case of applicants whose disability prohibits driving but who have access to a form of transport approved by the Organisation, which will permit them to carry out the duties of the post. (Maximum 3 penalty points)</p>	Shortlisting by Application Form



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

Skills / Abilities	<p>Ability to communicate effectively verbally and in writing in complex, contentious and sensitive situations.</p> <p>Good interpersonal skills.</p> <p>Ability to develop and adapt to change.</p> <p>Problem solving ability.</p> <p>Ability to work as part of a multidisciplinary team.</p> <p>Planning and decision-making skills.</p> <p>Ability to work under pressure with minimum supervision.</p> <p>Able to maintain confidentiality of information.</p> <p>IT Literacy Skills.</p> <p>Able to complete clinical and other records to a high standard.</p>	Interview / Test
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Aptitude and personal characteristics	<p>Ability to develop effective professional working relationships with colleagues and the public.</p> <p>Able to use initiative/self-motivated.</p> <p>Maintains a flexible and proactive approach to work.</p> <p>Act with honesty and integrity.</p> <p>Quality/patient focused.</p>	Interview / Test
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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	Method of Assessment
Experience	<i>Healthcare experience within HSC/NHS, nursing or voluntary organisation.</i>	Shortlisting by Application Form
Qualifications	<i>ALS, PHTLS, PHEC or other advanced clinical courses.</i>	Shortlisting by Application Form
	<i>Mentorship qualification</i>	
	<i>Intubation trained (can be a local variant).</i>	

THE ORGANISATION IS AN EQUAL OPPORTUNITIES EMPLOYER



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 Paramedics 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 Paramedics are paid on the Band 6 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 Registered Paramedics 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 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.

HCPC Registered Paramedic 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 Paramedic 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. 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 Paramedic 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 Paramedic Recruitment Reference No: 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	

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**HCPC Registered Paramedic
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)

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