



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 / bank / 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.**



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.



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.

Emergency Driving Training

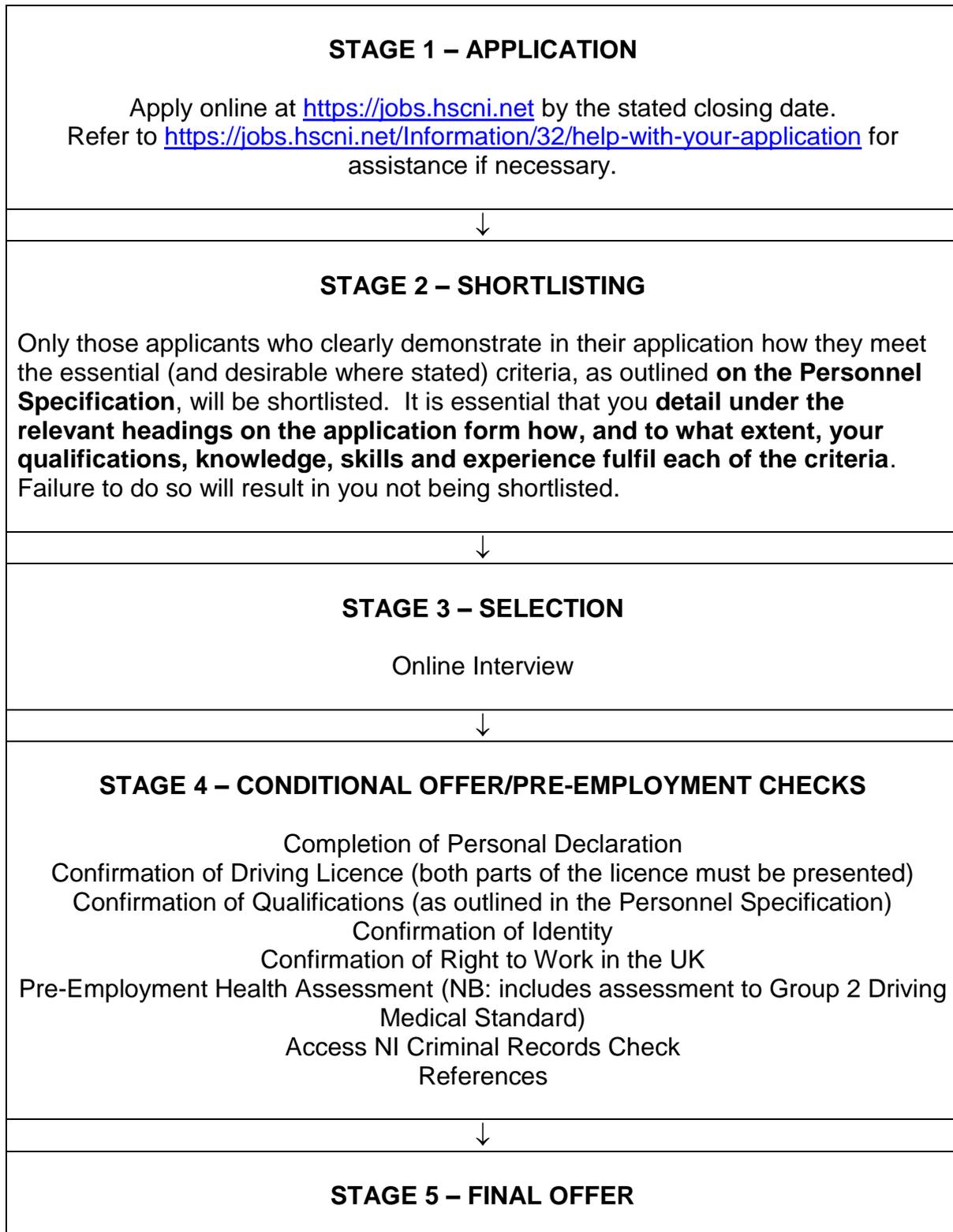
Successful applicants will also be required to undertake and successfully complete the Level 3 Certificate in Emergency Response Ambulance Driving (FutureQuals L3 CERAD) within 6 months of commencing employment, if not already completed.

Please note that a Category C1 Driving Licence is a pre-requisite to undertaking this qualification; it is the employee's responsibility to attain this.

Successful applicants will work in an "attendant only" capacity until this qualification is obtained. If deemed necessary, NIAS may offer residential accommodation for elements, or all, of the above training, in line with the Trust's Procedure for Offering Residential/Overnight Accommodation while in Training.



SECTION 4: RECRUITMENT & SELECTION PROCESS





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

Further Information On Stage 4 - Conditional Offer Process

Applicants' particular attention is drawn to **Appendix 1, Preference Proforma**. Applicants are asked to email a copy of this proforma to niasopportunities@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

POST:	Health & Care Professions Council (HCPC) Registered Paramedic
PAYBAND:	Band 6
DIRECTORATE:	Operations
LOCATION:	All Operational Areas
REPORTS TO:	Station Supervisor
RESPONSIBLE TO:	Station Officer
LOCATION:	All Operational Areas

The job description is currently under review as a consequence of the implementation of the Agenda for Change Paramedic Band 6 National Job Profile within Northern Ireland. This national job profile can be viewed at:

https://www.nhsemployers.org/-/media/Employers/Documents/Pay-and-reward/Combined_National-profiles-for-ambulance-service_November-2016.pdf?la=en&hash=CF89DD3AB96CBE924C6260B44CE5FC9411DF4C8C

on page 18-19.



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.

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.

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



SECTION 6: PERSONNEL SPECIFICATION

JOB TITLE: Health & Care Professions Council (HCPC) Registered Paramedic

PAY BAND: Band 6

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
Registration/	Health & Care Professions Council (HCPC) Registered Paramedic.	Closing date	Application Form /HCPC Register Check
Qualifications	An Institute of Healthcare Development (IHCD) UK Paramedic qualification or another HCPC approved Paramedic qualification:	Closing date	Application Form/Presentation of Qualification Certificate



	(see https://www.hcpc-uk.org/education/approved-programmes/approved-programmes-results/)		
Experience	2 years' post registration experience in clinical practice, or less if progressed through the national fast track programme.	Closing date	Application Form
Experience	Successful completion of the NQP period or equivalent previous experience which can be evidenced.	Closing date	Application form
Other	Currently hold a full unrestricted driving licence which satisfies local road traffic legislation (a maximum of 3 penalty points will be considered).	Closing date <u>and</u> at any time prior to commencing employment	Application Form/Presentation of Driving Licence
SECTION 2: The following are additional ESSENTIAL criteria required for the role.			
Other	Currently hold a Category C1 driving licence OR Attain Category C1 driving licence within 6 months' of commencing employment.	Within 6 months of commencing employment	Presentation of Driving Licence
Qualification * The Trust reserves the right to determine equivalency of qualifications.	Hold the Institute of Healthcare Development (IHCD) Module C driving qualification (or equivalent*) and be in a position to utilise this qualification at all times. OR Successfully complete the Level 3 Certificate in Emergency Response Ambulance Driving (FutureQuals L3 CERAD) within 6 months commencing employment.	Within 6 months of commencing employment	Presentation of Qualification Certificate
Other	Undertake and successfully complete NIAS familiarisation/training programme.	Following appointment and before undertaking any shifts	
Other	Ability to work 24/7 shift patterns.		



SECTION 7: HSC VALUES & BEHAVIOURS

HSC Value	What does this mean?	What does this look like in practice? – Behaviours
 Working Together	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.	<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	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.	<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	We are open and honest with each other and act with integrity and candour.	<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	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.	<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 12-hour shifts, which will include day shifts, night shifts, weekend shifts and shifts on public holidays. 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

During familiarisation training your base location will be your induction training location. On completion of the induction training, your base location will be your allocated ambulance station.

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

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 recruitment.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 niasopportunities@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 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:
niasopportunities@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):

West	Rank	South East	Rank	North	Rank
Altnagelvin		Ballynahinch		Antrim	
Castledearg		Bangor		Ballycastle	
Enniskillen		Comber		Ballymena	
Limavady		Derriaghly		Ballymoney	
Omagh		Downpatrick		Carrickfergus	
Strabane		Lisburn		Coleraine	
		Newcastle		Cookstown	
		Newtownards		Larne	
South	Rank	Belfast	Rank	Magherafelt	
Armagh		Ardoyne		Whiteabbey	
Banbridge		Bridge End			
Craigavon		Broadway			
Dungannon		Knockbracken			
Newry					
Kilkeel					

PLEASE COMPLETE PROFORMA AND EMAIL TO:
niasopportunities@nias.hscni.net

