

INFORMATION PACK

**PARAMEDIC-IN-TRAINING
PROGRAMME**



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WELCOME NOTE:

Thank you for expressing an interest in the Northern Ireland Ambulance Service (NIAS) 2-year Paramedic-in-Training Programme. This information pack is designed to provide you with all the information you need to make an informed choice about whether to apply for a place on the programme.

HEALTH PROFESSIONS COUNCIL

The title "Paramedic" is protected by the Health Professions Council (HPC) statutory regulatory body whose main aim is to protect the public. This means that to be employed and practise as a Paramedic, you must be registered with the HPC. The HPC currently regulate the following 13 professions, and may regulate further professions in the future.

- Arts therapists
- Biomedical scientists
- Chiropodists and podiatrists
- Clinical scientists
- Dietitians
- Occupational therapists
- Operating department practitioners
- Orthoptists
- Paramedics
- Physiotherapists
- Prosthetists and orthoptists
- Radiographers
- Speech and language therapists

HPC STATEMENT

'Successful completion of this programme provides eligibility to apply for registration with the HPC. It is a legal requirement that anyone who wishes to practise using a title protected by the Health Professions Order 2001 is on the HPC register. For more information, please see the HPC website at www.hpc-uk.org'

USEFUL ADVICE

You are advised to read through all sections of this information pack carefully before deciding to apply for the Paramedic-in-Training Programme. You will find information about the recruitment and selection process and the criteria you need to meet, pre-employment Criminal Convictions checks and Driving Licence requirements. You will also find information about the Paramedic-in-Training Programme itself, including the requirement to successfully complete Manual Handling and Ambulance Driving assessments. It is important that you familiarise yourself with all of this information.

ESSENTIAL INFORMATION

It is essential that you **FULLY** complete and submit all sections of the Application Form, including the Equal Opportunities Form, the Vetting Consent Form and the Driving License Details Form by the **CLOSING DATE INDICATED ON THE APPLICATION FORM** or the Trust will not be able to consider your application, to:

Human Resources Department
Northern Ireland Ambulance Service Trust
Site 30
Knockbracken Healthcare Park
Saintfield Road
Belfast
BT8 8SG
Telephone 02890400742 / 02890400912

ABOUT THE NORTHERN IRELAND AMBULANCE SERVICE

The Northern Ireland Ambulance Service (NIAS) was established on 1 April 1995 under the Health and Personal Social Services (Northern Ireland) Order 1991 and the (Establishment Order) 1995.

NIAS is a regional service providing ambulance services to the people of Northern Ireland twenty four hours per day, seven days per week, and three hundred and sixty five days per year.

NIAS responds to the needs of a population of Northern Ireland in excess of 1.7 million people in the pre-hospital environment. It has an operational area of approximately 14,100 sq kilometres, serviced by a fleet of 243 ambulances (Accident & Emergency and Patient Care Service).

NIAS employs approximately 1,100 staff across 32 ambulance stations and sub-stations; Regional Emergency Medical Dispatch Centre; Regional Non-Emergency Medical Dispatch Centre; Ambulance Headquarters; and a Regional Ambulance Training Centre.

The range of ambulance services provided by NIAS is as follows: -

- Emergency response to patients with sudden illness and injury;
- Non-Emergency Patient Care and Transportation. The journeys undertaken cover admissions, hospital outpatient appointments, discharges and inter-hospital transfers;
- Specialised health transport services;
- Training and education of ambulance professionals;
- Planning for and co-ordination of major events, mass casualty incidents and disasters;
- Support for community based First Responder services;
- Stand-by at special events;
- Community Education;
- Out-of-hospital care research.

During 2006/07 the Northern Ireland Ambulance Service (NIAS) responded to 100,000 calls for emergency assistance.

A NIAS emergency ambulance attended and delivered care to the patient for 84,888 incidents, arriving within 8 minutes for 42,139 of those calls which required an ambulance. Performance within the Emergency Tier of NIAS was therefore in line with the target agreed with Department of Health and Social Services & Public Safety (HSSPS) and Health Boards. This target was to respond within 8 minutes for 50% of emergency requests for assistance.

One of the key targets for NIAS for the year 2007/08 is to respond to an average of 65% of life-threatening calls within 8 minutes, with performance improving to 70% for the month of March 2008.

Further information on NIAS, including the Annual Report, can be accessed via our website **www.niamb.co.uk**.

LOCATIONS OF AMBULANCE STATIONS

There are currently five Operational Divisions within NIAS, comprising a total of 32 Ambulance Stations:-



PARAMEDIC-IN-TRAINING PROGRAMME

ROLE OF THE PARAMEDIC

The role of the Paramedic is varied, demanding and evolving. Paramedics 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 pre-hospital treatment, care and movement of patients to hospital without unnecessary delay. This often requires taking potentially life-saving decisions. In addition, Paramedics are required to work closely with other NIAS colleagues, healthcare professionals and emergency services. Paramedics are therefore required to be highly trained and skilled in all aspects of pre-hospital care ranging from crush injuries to cardiac arrest. They need to be quick thinking and decisive, whilst at the same time provide a calm and reassuring environment for patients and relatives.

PROGRAMME AIM

The overall aim of the programme is to equip students with the essential theoretical and practical skills and competences to meet the HPC Standards of Proficiency for Paramedics (SOPs) in line with the HPC Standards of Education and Training (SETs) and the College of Paramedics Curriculum Framework.

In doing so it will develop safe practitioners who:

- Undertake a reflective and evaluative approach to their professional practice;
- Have sound knowledge, understanding and skills that are evidence-based in order to practice as a Paramedic;
- Can work collaboratively with other healthcare professionals in practice;
- Value continual professional development and lifelong learning;
- Can undertake comprehensive assessment and examination using a range of diagnostic skills and provide appropriate therapeutic interventions based on the working impression.

Successful completion of all elements of the programme will lead to eligibility to apply for registration as a Paramedic with the HPC, and your employment as a Paramedic.

PROGRAMME DELIVERY

The delivery of the 2-year programme will include a combination of classroom learning, written examinations, practical assessments, practice placements, and ambulance driving training. Several of the modules will be delivered on a residential basis to facilitate time for study and practice. During practice placements Paramedic-in-Training students will provide patients with care and treatment in accordance with the skill set and competencies achieved.

The knowledge and skills base for the Programme are derived from the Institute of Healthcare Development (IHCD) National Basic Training Manual and Paramedic Manual along with the joint Royal Colleges Ambulance Liaison Committee (JRCALC) Guidelines. Training in these areas will be delivered by trainers from the Regional Ambulance Training Centre (RATC). These trainers have themselves gone through rigorous training and development accredited by the IHCD.

In addition, visiting lecturers with specialist expertise are commissioned to deliver training in areas such as Reflective Thinking, Evidence-based Practice, Medical Law & Ethics, Clinical Audit, and Research & Psychology. For the purposes of clarity, these areas will be referred to as Module J. It is therefore important to note that Paramedic-in-Training students must successfully complete **all** elements of training, i.e. IHCD Modules B – I **and** the elements of Module J in order to become eligible to apply for HPC registration.

OTHER MANDATORY TRAINING

Other mandatory training will be included throughout the Paramedic-in-Training Programme such as:-

Corporate Induction

The Corporate Induction Programme will change and develop according to corporate, regional and national developments. In general its aim is to welcome new recruits to the Trust and to introduce them to policies and procedures such as Equality and Good Relations, Disability Discrimination Act, Fire Code, Data Protection, Records Management, Complaints & Compliments, Data Protection, Freedom of Information, Absence Management, Grievance & Disciplinary etc.

Corporate Induction is delivered by Trust Senior Managers and Personnel Officers.

Manual Handling

It is important for potential applicants to understand that Manual Handling, i.e. moving people, is a key component for staff involved in Accident and Emergency Services work, both while in training and as an HPC registered Paramedic. NIAS prepares its students for this area of work through the delivery of a 2-day Moving People course, and through ongoing manual handling assessment throughout the Programme, in accordance with the NIAS Manual Handling policy. It is essential that students demonstrate competency in this assessment in order to achieve successful completion of the Paramedic-in-Training Programme.

Moving People training (and subsequent ongoing manual handling assessment) is delivered by RATC training staff.

Care & Responsibility

NIAS aims to provide a safe and secure environment for both patients and staff. It recognises that caring for all personnel and minimising risk is inseparable from all other Trust objectives. To achieve this it accepts that prevention of violence to staff requires a high level of management commitment, professional competence and adequate resources. The Trust has therefore incorporated a 3-day Care & Responsibility course into the Paramedic-in-Training Programme. The aims and objectives of the training are:

- To reduce the health and safety risk to staff by providing adequate training in the safe methods to adopt when there is a likelihood of violence in the workplace.
- To make staff aware of the potential for violence by providing training and learning from staff's previous experiences.
- To help the treatment of patients through staff being able to cope with situation where violence could occur but which if handled humanely and safely by staff will help defuse hazardous situations.

Care & Responsibility training is delivered by in-house Care & Responsibility training staff.

ACCREDITATION OF PRIOR (EXPERIENTIAL) LEARNING (AP(E)L)

Applicants who enter the programme without any prior learning will undertake the full 2-year programme. Accreditation of Prior (Experiential) Learning (AP(E)L) will be taken into account for applicants who hold IHCD Ambulance awards in accordance with IHCD Rules & Regulations. AP(E)L will be considered for applicants from other healthcare fields in accordance with IHCD Rules & Regulations and in consultation with education providers of the Module J elements of the Programme. However, any AP(E)L that may be taken into account will be mapped against the Paramedic-in-Training Programme to ensure that students who are eligible for AP(E)L meet the Standards of Proficiency for Paramedics once they have successfully completed the programme.

PROGRAMME DURATION

Applicants should note that whilst it is anticipated that the Paramedic-in-Training Programme will be completed over a period of approximately 2 years, it may be necessary to extend the programme beyond this timeframe due to the dynamic nature of the service provided by NIAS and the exigencies therein.

PROGRAMME STAGES

The following stages describe the IHCD Modules of the Paramedic-in- Training Programme. It is important to note that students must successfully complete **all** elements of the Programme, i.e. IHCD Modules B – I **and** Module J in order to become eligible to apply for HPC registration. Further information in relation to the delivery of Module J and practice placements will be provided upon commencement of the Programme.

- **STAGE 1: MODULES B AND C**

Modules B and C cover ambulance driver training common to Non-emergency/Emergency situations and advanced driving techniques.

MODULE B -	DRIVING TRAINING
MODULE C-	ADVANCE DRIVING PROGRAMME

Paramedic-in-Training students will be required to successfully complete written examinations and practical assessments for Modules B and C in order to proceed to Stage 2 of the Programme

- **STAGE 2: MODULES D, E AND F**

Modules D, E and F will be delivered in a traditional classroom environment on a residential basis to allow time for study and practice. This is essential to ensure the successful completion of each module. Modules D, E and F cover clinical theory and practice. Students will be required to undertake written examinations and practical assessments on each Module.

MODULE D -	AMBULANCE TECHNICIAN TRAINING I
MODULE E -	AMBULANCE TECHNICIAN TRAINING II
MODULE F -	AMBULANCE TECHNICIAN TRAINING III

Paramedic-in-Training students will be required to successfully complete written examinations and practical assessments for Modules D, E and F in order to proceed to Stage 3 of the Programme

- **STAGE 3: PRACTICE PLACEMENTS**

Students will undertake a series of developmental practice placements in a variety of appropriate settings for a period of approximately 15 months. This will include operational placements during which students will normally be crewed on an emergency ambulance or a Rapid Response vehicle with a fully qualified Paramedic. During practice placements students will be required, through assessment, to successfully demonstrate evidence-based practice.

Paramedic-in-Training students will be required to successfully complete written examinations and practical assessments in order to proceed to Stage 4 of the Programme

- **STAGE 4: MODULES G, H AND I**

Modules G, H and I will be delivered in a traditional classroom environment on a residential basis to allow time for study and practice. This is essential to ensure the successful completion of each module. Modules G, H and I cover clinical theory and practice. Students will be required to undertake written examinations and practical assessments on each Module.

MODULE G -	SYSTEMS OF THE BODY
MODULE H -	TRAUMA MANAGEMENT AND MEDICAL CONDITIONS
MODULE I	PAEDIATRIC AND OBSTETRIC EMERGENCY CARE

Paramedic-in-Training students will be required to successfully complete written examinations and practical assessments for Modules G, H and I in order to proceed to Stage 5 of the Training Programme

- **STAGE 5: HOSPITAL PRACTICE PLACEMENT**

Students will be required to undertake a 4 week in-hospital practice placement to include Coronary Care Unit, Accident & Emergency Department and Theatres.

HPC STATEMENT

Upon successful completion of **all** elements of the Paramedic-in-Training Programme including IHCD Modules, Module J and other mandatory training, students will be eligible to register as Paramedics with the HPC, as the following HPC statement describes:

‘Successful completion of this programme provides eligibility to apply for registration with the HPC. It is a legal requirement that anyone who wishes to practise using a title protected by the Health Professions Order 2001 is on the HPC register. For more information, please see the HPC website at www.hpc-uk.org’

COURSE ATTENDANCE

Having read through the above information, you will have a better understanding of the Programme and the learning to be undertaken in order to achieve competence in the HPC Standards of Proficiency for Paramedics to be able to practise safely and effectively. It is therefore important for potential applicants to understand that all modules and their contents require a mandatory attendance to complete the Programme. Attendance in practice placement is also mandatory.

A register of attendance will be kept and students will be required to account for non-attendance to the Programme Director in writing whilst adhering to the Trust's Notification of Absence procedure (copies of which are available from the Human Resources Department). Students are also required to complete a learning contract to demonstrate that they have learned the topics covered in any of the sessions missed. Absence through illness or bereavement during the Programme must be accounted for in the first instance through the Programme Director. Dependent on the length of the absence students will be required to adhere to an action plan (drawn up with the student and Programme Director) to address any topics they may have missed. If there is a prolonged absence during practice placement, an action plan to address any issues will be drawn up between the student and their Clinical Team Leader.

ACCESS N.I. CHECKS (CRIMINAL CONVICTION CHECKS)

You are considering applying for a care position. Before appointing anyone to such a post, it is our policy to request an Access NI check to be carried out. Access NI was established by a joint programme between the Northern Ireland Office, the Department of Health, Social Services and Public Safety, the Department of Education and the Police Service of Northern Ireland.

Access NI enables organisations in Northern Ireland to make more informed recruitment decisions by providing criminal history information about anyone seeking paid or unpaid work in certain defined areas, such as working with children or vulnerable adults.

The check will tell us if you have a criminal record, or if your name is included in the DHSSPSNI Disqualification from Working with Children & Vulnerable Adults List. Any information which we get will be treated confidentially and we will talk to you about it before we make a final decision. After the decision is made the information will be destroyed.

A check will only be carried out if you are considered to be the preferred candidate and are being offered an appointment. You **MUST** tell us if you have ever been convicted of a criminal offence, cautioned by the police or bound over. You **MUST** tell us about **ALL** offences, even minor ones such as motoring

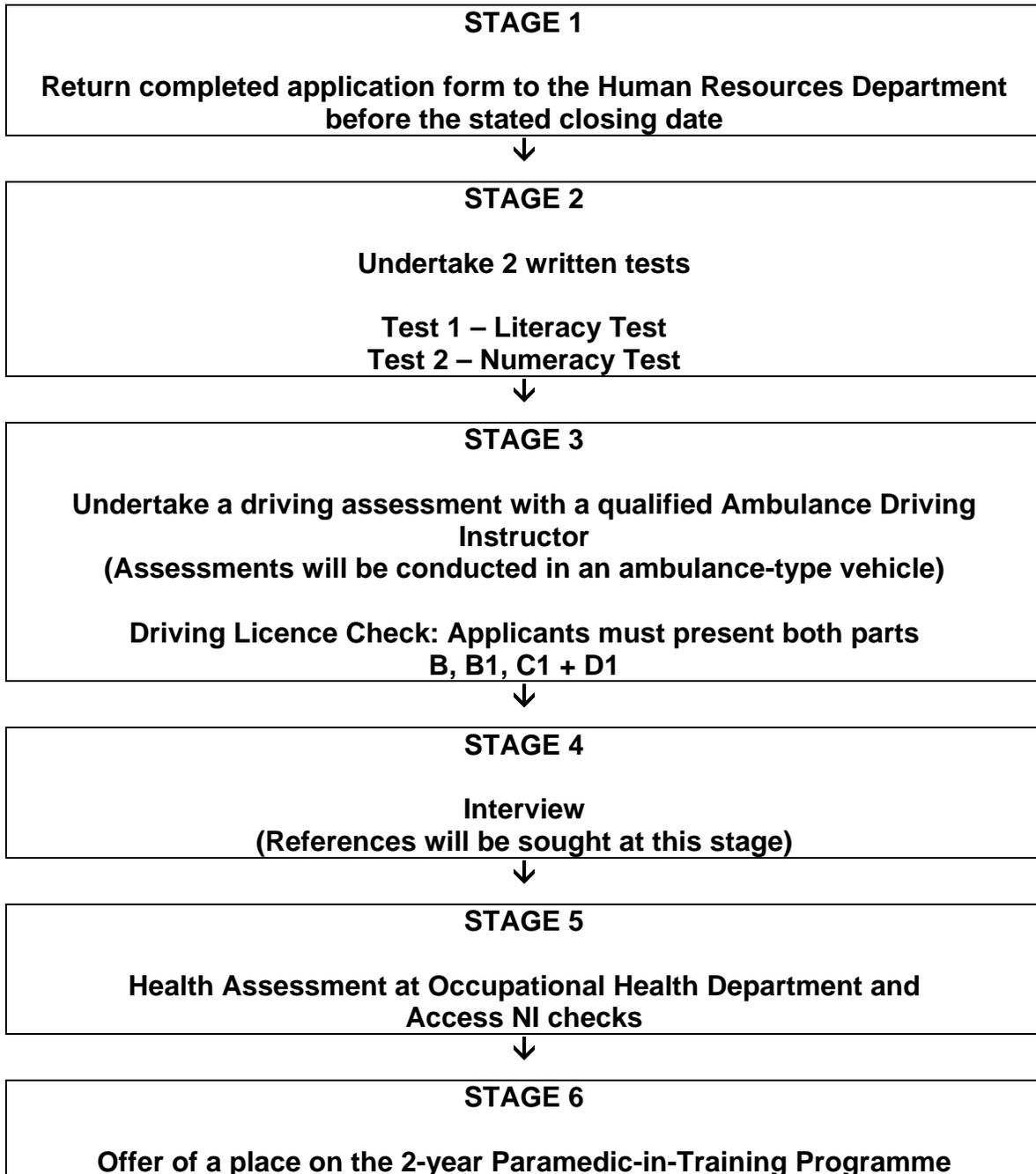
offences and 'spent' convictions, that is, things that happened a long time ago. If you leave anything out it may affect your application.

*Access NI checks will be carried out for all entrants to the Paramedic-in-Training Programme, including existing staff, e.g. current Emergency Medical Technicians who apply to join the Programme to train as Paramedics.

DRIVING LICENCE REQUIREMENTS

Applicants to the Paramedic-in-Training Programme must hold a full, unrestricted driving licence which satisfies local road traffic legislation and must include Categories C1 and D1 (a maximum of 3 penalty points will be considered).

RECRUITMENT AND SELECTION PROCESS



IMPORTANT NOTE: PROGRESSION THROUGH THE ABOVE STAGES IS SUBJECT TO SUCCESSFULLY COMPLETING EACH STAGE.

PARAMEDIC JOB DESCRIPTION POST-REGISTRATION

JOB TITLE:	Ambulance Paramedic
FUNCTION:	Accident and Emergency Services
REPORTS TO:	Operational Supervisor/Station Officer
RESPONSIBLE TO:	Area/Divisional Manager

JOB PURPOSE

Responsible at all times for the treatment, care and safe transportation of patients, carrying out these responsibilities in a reliable and professional manner, whilst adhering to the policies and standards inherent within the Northern Ireland Ambulance Service (NIAS).

DUTIES AND RESPONSIBILITIES

Preparation of Equipment:

1. Carry out daily inspections of vehicles and report any damages or defects immediately.
2. Check stock of patient care equipment and ensure that all equipment is safe and in good working order.
3. Ensure that the vehicle is in a state of operational readiness at all times.
4. Comply with Health and Safety Rules and Regulations to maintain a safe working environment and report accidents/hazards immediately.
5. Ensure that the vehicle, patient care equipment and Station are kept clean and tidy at all times.

Managing Situations:

1. Attend to Accident and Emergency calls ensuring and maintaining the overall safety of the situation.
2. Transmit and receive information via radio/telephone in accordance with Service Procedures.
3. Report relevant patient history, condition and treatment to hospital receiving staff.
4. Act as Ambulance Incident Officer when first on scene at Major Incident - until relieved by a more senior Officer.
5. Maintain standards at all times and observe the code of conduct expected of Qualified Ambulance Staff.

Care of Patients:

1. Assess patient condition, identify and prioritise ambulance care requirements.
2. Attend to patients using the full range of pre-hospital emergency care and extended skills when necessary as appropriate.
3. Assess the most appropriate method of conveying patients using the relevant equipment and lifting techniques when necessary.
4. Maintain a high quality of patient care ensuring that consideration is given at all times to the feelings and needs of the patient.
5. Provide guidance and assistance to the Technician.
6. Maintain confidentiality of patients and the Service at all times.
7. Drive Service Vehicles in accordance with the approved methods and driving techniques.
8. Complete and submit all relevant documentation to comply with Service requirements.

Training and Development:

1. Undertake residential training as required.
2. Attend and contribute to quality reviews/clinical audits.
3. Assist in the training and development of mobile staff.
4. Attend relevant courses for re-certification.
5. Create and maintain positive communications to ensure effective working relationships with individuals, teams and colleagues, both within and outside of the Service.
6. Adhere to NIAS standing orders, policies and procedures.
7. Carry out any other reasonable duties as requested by senior staff.
8. Commit to continuing personal and professional development.

This Job Description is intended to be an outline of the job as it is currently seen and may be subject to review in light of the changing needs of the Service. It is not intended to be rigid or inflexible, but should be regarded as providing guidelines within which the postholder will work. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

The Northern Ireland Ambulance Service is an Equal Opportunities Employer.

The Trust operates a Smoke Free Policy and all employees must comply with this.

**PERSONNEL SPECIFICATION FOR ENTRY TO
PARAMEDIC-IN-TRAINING PROGRAMME**

	ATTRIBUTES	ESSENTIAL	DESIRABLE	MEASURED BY
1	Educational Qualifications (or equivalent)	<p>Minimum of 5 GCSEs at Grade C or above (or equivalent) to include English Language, Maths and a Science subject;</p> <p>OR</p> <p>Minimum of 3 GCSEs at Grade C or above (or equivalent) to include English Language and Maths and hold IHCD Ambulance Care Assistant (ACA) Award; and have completed at least 6 months working in NIAS Patient Care Services;</p> <p>OR</p> <p>Hold an IHCD Emergency Medical Technician (EMT) Award</p>		<p>Application Form/ Shortlisting/ Production of Original Certificates/Interview</p> <p>*Applicants whose first language is not English must provide evidence of attainment of International English Learning Testing System (IELTS) Level 7.</p>
2	Driving Licence	Full unrestricted driving licence which satisfies local road traffic legislation including Categories C1 and D1 (max of 3 penalty points will be considered)		Application Form/ Shortlisting/ Production of Driving Licence
3	Physical Makeup	Pass Occupational Health Assessment		Pre-Employment Health Assessment
4	Experience		Experience of working in a caring field	Application Form/Interview

	ATTRIBUTES	ESSENTIAL	DESIRABLE	MEASURABLE
5	Practical & Intellectual Skills	<p>Clear verbal and written communication skills</p> <p>Use of initiative to solve problems</p> <p>Appreciation of patients' needs and demands</p> <p>Ability to work well on own initiative but also within a busy team environment</p>		<p>Ability tests and/or Interview</p> <p>Ability tests and/or Interview</p> <p>Interview</p> <p>Ability tests and/or Interview/References</p>
6	Disposition/ Adjustment/ Attitude	<p>Caring, positive attitude and approach</p> <p>Ability to stay calm and work under pressure</p> <p>Understand the importance of Quality Services</p> <p>Demonstrate self confidence and personal drive</p> <p>Pass pre-employment consultancy check</p> <p>Acceptable references</p>		<p>Interview</p> <p>Ability tests and/or Interview</p> <p>Interview</p> <p>Ability tests and/or Interview</p> <p>Access NI check (enhanced CRB) *This applies to all applicants including PCS & EMT.</p> <p>References</p>

Applicants should note that ESSENTIAL CRITERIA 1 AND 2 WILL BE USED TO SHORTLIST APPLICANTS. Applicants must therefore clearly demonstrate on their application form how they meet each criterion. Only information which is contained within the application form will be considered at shortlisting stage.

Applicants should also note that they may be required to undertake ABILITY TESTS AS PART OF A FURTHER SHORTLISTING EXERCISE.

SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT

Detailed below are some key terms and conditions of your employment. All other terms & conditions are as detailed in the National Terms & Conditions of Service Handbook.

Salary

The post-registration Paramedic salary is currently Band 5 payment on account, subject to the outcome of full job evaluation. Information on salary details as detailed below is therefore subject to change. As a student in year 1 you will receive 70% of the pay band maximum. This will rise to 75% of the pay band maximum in year 2.

Year	Salary
Pre-Registration Year 1	£18,286 (+ unsocial hours payment of up to 25% of salary whilst in practice placement)
Pre-Registration Year 2	£19,592 (+ unsocial hours payment of up to 25% of salary whilst in practice placement)
Post-Registration	Band 5 £20,225 - £26,123 + unsocial hours payment of up to 25% of salary

Annual Leave

Annual leave is calculated over a 12-month period from 01 April to 31 March. Annual Leave entitlement is as follows:

Length of Service	Annual Leave
On appointment	27 days
After 5 years service	29 days
After 10 years service	33 days

General Public Holidays

Staff are entitled to a total of 10 General Public Holidays over a 12 month period from 01 April to 31 March.

Hours of Work

The standard hours of work for full-time staff is **37.5** hours per week excluding meal breaks. Daily working hours shall be in accordance with the current working pattern or rota of the Ambulance Station to which you are assigned. Hours of work will differ from station to station. However, the hours of work will encompass early, evening and night shifts and staff will also be required to work weekends and general public holidays.

Overtime

Staff will have the opportunity to work overtime on an ad-hoc basis. Overtime will be paid at a rate of time-and-a-half with the exception of work on general public holidays which will be paid at double time rate.

Unsocial Hours Payments

Pay enhancements will be given to staff whose working pattern, excluding overtime, is carried out between the hours of 7pm to 7am Monday to Friday and any time worked on Saturday, Sunday or General Public Holidays.

The enhancement will be based on the average number of hours worked outside these times during the standard working week and will be paid as a fixed percentage addition to basic pay in each pay period. The average hours worked outside these times will be calculated over a 13-week period and will be paid as a percentage of basic salary each month, up to a maximum of 25% of the basic salary.

Work-life Balance

NIAS recognises that the provision of Flexible Working Arrangements can enable employees to balance both work and home commitments.

The Trust has in place 13 Work-Life Balance Policies to enable employees to balance their home and work commitments. These include Maternity Leave, Paternity Leave, Career Break, Part-Time Working, 10/11 Month Working Arrangement to name a few. Further details can be obtained by contacting the Human Resources Department.

Pension

The Health Service has a voluntary Occupational Pension Scheme. This is referred to as the Superannuation Scheme, which you may choose to join. It is a contributory scheme to which the employee pays 6% and the employer pays 4%. Full details of the Superannuation Scheme detailed in the Scheme Guide, which is issued to all new entrants to the Service.

HOW TO COMPLETE THE APPLICATION FORM

**THE FOLLOWING INFORMATION PROVIDES GUIDANCE ON
COMPLETING YOUR APPLICATION.
PLEASE READ THIS INFORMATION CAREFULLY BEFORE
SUBMITTING YOUR APPLICATION FOR THE POST OF PARAMEDIC
IN TRAINING**

The application form must be fully completed using black ink, typescript or word-processed or submitted via NIAS website – www.niamb.co.uk or www.hpssjobs.com

All sections of the application form must be fully completed. If any section has insufficient space, applicants should continue on a blank page.

CVs will not be considered – It is therefore vital that you complete each section of the application form giving all the information requested.

Short-listing will be based only on the information contained within your application form. It is therefore essential that applicants note the contents of the Personnel Specification and provide detail on their application form as to how they meet each criterion. Only information contained in the application form will be considered at the shortlisting stage.

Canvassing will disqualify – Any applicant who is found to have knowingly approached a selection panel member with a view to seeking favourable treatment will be disqualified

Qualifications – you must provide full details of all qualifications required to meet the essential criteria as detailed on the Personnel Specification, including the awarding body, for example GSCE; the level of qualification, for example Grade B, and the year obtained. Applicants will be required to provide proof of qualifications i.e. production of original qualification certificates at interview stage.

Referees – at least one must be your current or most recent employer/supervisor who can comment on your work performance/record. If you are a student you should provide the name of your college tutor/lecturer or teacher/principal. Please note that relatives must not be used as referees. Where it is felt appropriate the Trust may request a reference from a former employer.

Closing date and time – it is your responsibility to ensure that your fully completed application form is received by Trust Headquarters by the closing date and time as stated on the application form. Applications posted by Royal Mail

which arrive late will be accepted only if the postmark demonstrates it was posted on time and with the correct postage. Existing NIAS staff should note that the use of the internal mail system is at their own risk.

Data Protection – you have a number of rights under the Data Protection Act 1998 in respect of personal data held by others, including rights of access. By signing your application form you are agreeing that the information it contains can be used to process your application for employment. Your form will be held on a file with all other applicants who apply for the vacancy and we will also enter your personal details on our computerised recruitment system for processing and monitoring purposes. Your Equal Opportunities monitoring form which outlines information about your community background etc will be removed and held separately and will not be available for shortlisting and interview panels. We will use this information to comply with our legal obligations to monitor under equal opportunities legislation. Should your application be successful your personal details will be transferred to the Trust's employment records.

NOTICE TO APPLICANTS AND REFEREES

REHABILITATION OF OFFENDERS (NORTHERN IRELAND) ORDER 1978 & EXCEPTIONS ORDER 1979

The Rehabilitation of Offenders (Northern Ireland) Order 1978 which came into effect on 1 July 1979 allows certain convicted persons who have not been subsequently reconvicted to be considered as rehabilitated persons and their convictions treated as “spent”. The general effect of this is that under most circumstances no reference need be made to such a conviction or circumstances relating to it. The Order makes it a criminal offence to disclose information about “spent” convictions from official records without a valid official reason. A “spent” conviction cannot normally be used as a reason for refusing to employ someone, or dismissing him/her from employment. It should be noted, however, that if a person is given a sentence of more than 30 months then that conviction can never be “spent”. A more detailed guide to the Order is available from the Northern Ireland Office.

However, a number of exceptions have been made by the Rehabilitation of Offenders (Exceptions) Order 1979 some of which are designed to ensure the protection of certain vulnerable groups of the public in particular circumstances. These exceptions include Health Service employees. Subsequently, Health Service employers in both the public and private sector are entitled to ask an applicant for employment in the Health Service questions relating to the whole of their past **particularly** where:-

- (a) the work normally involves direct contact with people who are receiving a Health Service and;
- (b) the applicant is informed at the time the question is put that any spent convictions are, by virtue of the Exceptions Order, to be disclosed.

Health Service employers are therefore able to take into account any previous convictions, whether or not “spent” under the Order, in considering the eligibility of an applicant for a particular job if patients/clients will be at any risk from the employment of such persons.

In view of the foregoing, the following notices are relevant to applicants, referees and members of selection panels:-

NOTICE TO APPLICANTS

Because of the nature of the work for which you are applying, the post is exempted from the provisions of the 1978 Order. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Order. In the event of gaining employment, failure to disclose such convictions could result in disciplinary action by the Trust, which may include dismissal.

NOTICE TO REFEREES

In order to protect the public, this post is excepted from the provision of (g) of the Rehabilitation of Offenders (Northern Ireland) Order 1978 by virtue of the Rehabilitation of Offenders (Exceptions) Order 1979. It is not therefore in any way contrary to the Act to reveal any information you have concerning convictions which would otherwise be considered as “spent” in relation to this application and which you considered relevant to the applicant’s suitability for employment.

DISCLOSURE OF APPLICANT FORMS AND REFEREE RECORDS

All application forms and referee reports will be treated as strictly confidential. However, if in the case of an applicant taking a legal case against the Trust, it may be necessary to disclose information to the parties involved. The documents may also be disclosed to statutory bodies as part of their investigations resulting from claims of discrimination.