



FREEDOM OF INFORMATION REQUEST

Request No: AD-IG-01(2)-2016-150
Key Word: Unsuccessful Applicants
Subject: CSO Trawl
Request: **Date Received:** 20/11/2016
Monitoring Date: 21/11/2016
Date of Response: 14/12/2016

Thank you for your request for information received on 21 November 2016 and which was dealt with under the terms of the Freedom of Information Act 2000. We would also inform you that Northern Ireland Ambulance Service (NIAS) Health and Social Care Trust has now completed its search for the information you requested and which is detailed below and attached for your attention.

Question 1

Request for a letter that was sent to unsuccessful applicants from the CSO trawl in 2015 please. I specifically require the letter that was sent to applicants who were not shortlisted on criteria four which was a question regarding clinical standards and standards for education and training.

Answer 1

The letter, which is sent to any applicant, who is unsuccessful at the shortlisting stage of a recruitment process, is a generic letter, which does not state which criteria the candidate failed to meet. Please find attached a recent copy of this generic letter for your information. On occasion, candidates who are unsuccessful at the shortlisting stage of a recruitment process, may request further information from the Shortlisting Panel and are provided with feedback. In the case of the Clinical Support Officer trawl in 2015, some unsuccessfully shortlisted candidates did request further information, which was provided by the Chair of the Shortlisting Panel in writing. Please find attached an anonymised copy of this letter.

I hope that the above and attached fully assists you. Please note that, under the Re-use of Public Sector Information Regulations, if you wish to publish or otherwise use this information besides for your own means, you will need to seek our permission to do so.

In the event that you require a review to be undertaken, you can do so by writing to the Finance and ICT Director, Northern Ireland Ambulance Service (NIAS) HSC Trust, Site 30, Knockbracken Healthcare Park, Saintfield Road, Belfast, BT8 8SG.

If following an internal review, carried out by an independent decision maker, you remain dissatisfied in any way with the handling of the request, you may make a complaint under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the Trust has complied with the terms of the Freedom of Information Act.



You can write to the Information Commissioner at:

Website: ni@ico.org.uk

Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, CHESHIRE SK9 5AF

Telephone: 028 9027 8757 or 0303 123 1114 (Belfast based Office)

In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out. However the Commissioner has the option to investigate the matter at his discretion. Please be advised that NIAS replies under Freedom of Information may be released into the public domain via our website @ <http://www.niamb.co.uk>.

Personal details in respect of your request will have, where applicable, been removed to protect confidentiality.

Yours sincerely

Alison Vitty

Alison Vitty (Miss)
CORPORATE MANAGER



Northern Ireland Ambulance Service
Health and Social Care Trust

08 December 2016

Ref No: 559160060044

Dear

Re: Clinical Support Officer (Band 6) (Permanent), Trust Headquarters

I refer to your application for the position of Clinical Support Officer (Band 6) (Permanent).

I regret to advise that on this occasion you have not been shortlisted for interview, however I would like to thank you for your interest in this post.

Yours sincerely

For the Director of Human Resources





Northern Ireland Ambulance Service
Health and Social Care Trust



17th November 2015

xxxxxxx

Dear xxxxx

Clinical Support Officer Recruitment

Further to your request for feedback on your recent application for the post of Clinical Support Officer, the recruitment panel can advise that you were not shortlisted due to the following:

Criteria 4: Demonstrate a comprehensive knowledge and understanding of the professional standards of ambulance education and clinical standards.

The information included in your application form **did not demonstrate** to the panel that you have a **comprehensive** knowledge and understanding of the professional standards of ambulance education **and** clinical standards.

For example, professional standards relating to education may have included any of these references:

- HCPC Standards for Education & Training' (SETs)
- HCPC Standards of Proficiency (SOPs)
- JRCALC (in relation to education)
- National Institute for Clinical Excellence (NICE) guidelines
- PEEP report (transition from vocation (IHCD) to academia (Diploma/BSc)
- College of Paramedics Framework/Curriculum Guidance
- European Resuscitation Council (ERC) guidelines in relation to current evidence based practice for standards/education/training.

Yours sincerely,

Emma Giddings
Clinical Training Manager