

APPLICANT INFORMATION BOOKLET FOR THE ROLE OF EMERGENCY MEDICAL TECHNICIAN





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SECTION 1: INTRODUCTION

Dear Applicant

Thank you for expressing an interest in the role of Emergency Medical Technician (EMT) 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 EMT. **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.**

This recruitment is to create a waiting list for 12 months for any full-time / part-time / temporary / permanent positions which may arise. **Please note, however, that the associated education and training programme is delivered on a full-time basis.**

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 NI Ambulance Service HSC Trust's (NIAS) vision is to provide excellent quality of care, experience and outcomes for the patients we serve. NIAS is a regional service responding to the needs of a population in Northern Ireland in excess of 1.8 million people in the pre-hospital environment. We provide ambulance care, treatment and transportation 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 covers an operational area of approximately 14,100 sq kilometres, serviced by a fleet of 227 ambulances (Accident & Emergency and Patient Care Service).

NIAS currently employs approximately 1,300 staff across 34 ambulance stations and sub-stations; Emergency Ambulance Control; Non-Emergency Ambulance Control; Headquarters; and a Regional Ambulance Clinical Training Centre (RACTC). The success of NIAS reflects its high-quality staff and their commitment to patient care. The quality of service experienced by patients is only achieved through the commitment and competence of our frontline staff, supported by a number of dedicated teams in various roles such as Control, IT, Administration, Information, Communication, Finance, HR, Stores, Fleet, Resourcing, Estate, Education and Training (not exhaustive).

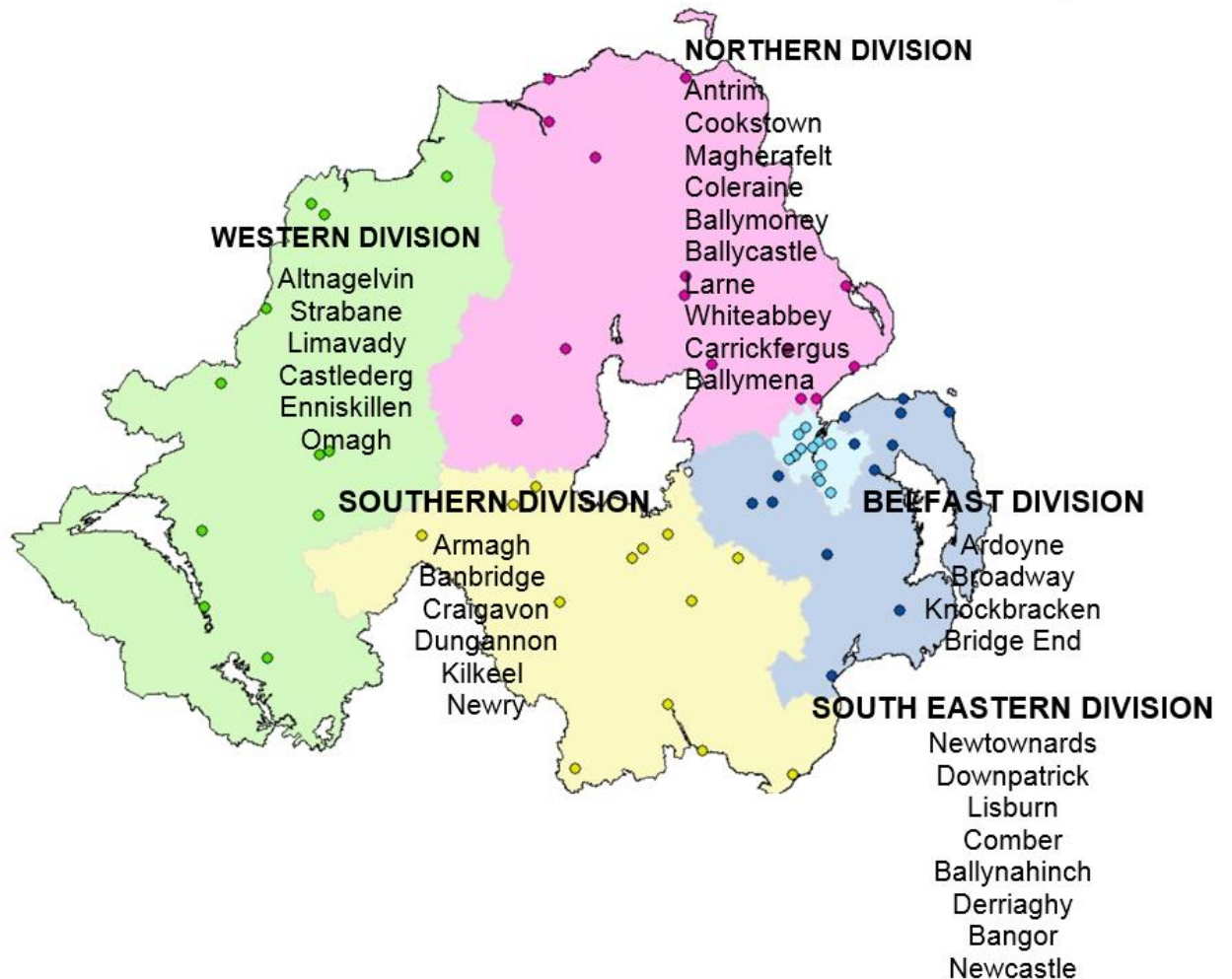
The range of ambulance services provided by NIAS is as follows:

- Emergency response to patients with sudden illness and injury;
- Assessment and referral to Appropriate Care Pathways;
- Urgent & Non-Emergency Patient Care and Transportation;
- Specialised health transport services;
- Collaborative working and planning throughout the HSC network relating to transformation of care, training and education of ambulance professionals;
- Planning for and co-ordination of major events, mass casualty incidents and disasters;
- Community Paramedic and support for community-based First Responder services;
- Community Education.

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: EMERGENCY MEDICAL TECHNICIAN (EMT) EDUCATION AND TRAINING PROGRAMME

Successful applicants wishing to fulfil the role of an EMT with NIAS are first required to undertake the EMT education and training programme, which requires the successful completion of:

- a Level 2 Award in Ambulance Driving; AND
- a Level 3 Certificate in Emergency Ambulance Driving; AND
- a Level 4 Diploma for Associate Ambulance Practitioners (AAP).

These programmes are all accredited by FutureQuals. The Level 4 AAP programme forms the basis of emergency and urgent care for frontline ambulance staff and covers the required areas to prepare new recruits for work in a frontline emergency vehicle.

PROGRAMME AIM

The overall aim of the programme is to equip learners with the essential theoretical and practical skills and competences to fulfil the role and responsibilities of an EMT.

PROGRAMME DELIVERY

The programme will be delivered by tutors from the NIAS Regional Ambulance Clinical Training Centre (RACTC), who all have practical experience as Paramedics and all hold appropriate teaching and assessment qualifications. In addition, other internal and/or external lecturers with specialist expertise may be commissioned to provide education and training in specific areas.

The programme lasts 23 weeks and will include a combination of face-to-face classroom-based learning, practice placements and 4 weeks' ambulance driving training. In addition, learners will be required to undertake self-directed study. On completion of the 23 weeks' taught elements, learners must complete a minimum of 750 hours (20 weeks) practice placement, during which they will receive appropriate mentorship, support and assessment by the Operational Area Training Team.

Achievement of the programme will be assessed through written examinations and practical assessments. **The assessments are an integral part of the programme and all elements (including clinical and driving) must be completed successfully in order to progress and achieve the AAP award and to undertake the role of an EMT.**



The programme will be delivered on a full-time basis. During the taught elements, the programme will be based on a standard 7.5-hour day, exclusive of a 30-minute meal break, Monday to Friday. However, there will be a flexible approach to support learning; additional practice, study and tutorials, on either a group or one-to-one basis, will be facilitated, depending on learner requirements.

Periods of practice placement will require working as a member of a frontline Accident & Emergency (A&E) crew. Your placement hours will be based on a 37.5-hour week (inclusive of meal breaks) covering a 24/7 shift pattern. 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.

All elements of the programme, including practice placements, require mandatory attendance.

PROGRAMME VENUES

The Regional Ambulance Clinical Training Centre is based at:

NIAS Headquarters
Site 30, Knockbracken Healthcare Park
Saintfield Road
Belfast BT8 8SG

However, delivery of specific programmes may be in other venues throughout Northern Ireland due to concurrent training and education activity and to meet the needs of the service. Moreover, ambulance driving training may be delivered from other locations (such as Operational Area Headquarters).

RESIDENTIAL ACCOMMODATION

If deemed necessary, NIAS may offer residential accommodation for elements, or all, of the programme.

NIAS is acutely aware of the current financial climate in health and social care and the cost of providing residential accommodation for learners. In addition, the planning and booking of residential accommodation impacts on the RACTC administration team and on the accommodation provider.



It is therefore essential that, if you accept an offer of residential accommodation, you commit to staying for the dates agreed and booked. Should an unforeseen and/or extenuating circumstance arise that you no longer wish to avail of residential accommodation, it is the learner's responsibility to advise the Course Director at the earliest possible opportunity.

In the event residential accommodation is offered, breakfast and an evening meal will be provided. Where possible each learner will have his/her own room and there should be no other person using the accommodation other than those registered to be there.

Learners are also reminded that they are representatives of NIAS, not only in the classroom, but also while staying in residential accommodation; it is therefore expected that you behave in a professional manner at all times.



SECTION 4: RECRUITMENT & SELECTION PROCESS

<p>STAGE 1 – APPLICATION</p> <p>Return completed application form to the Recruitment Shared Services Centre (RSSC) by the stated closing date</p>
↓
<p>STAGE 2 – SHORTLISTING</p> <p>In the interests of managing applicant numbers, NIAS reserves the right <u>not</u> to carry out a formal shortlisting exercise prior to the selection stage. In these circumstances, it will be assumed that applicants meet the essential criteria required by the stated closing date as outlined in the Personnel Specification. Applicants will be expected to provide evidence to this effect during the pre-employment checks stage. Failure to do so will result in a withdrawal of any conditional offer of employment.</p>
↓
<p>STAGE 3 – SELECTION</p> <p>a) Multiple Mini Interviews (MMI's)</p> <p>b) Driving assessment in an ambulance-type vehicle with a NIAS Qualified Ambulance Driving Instructor*</p> <p>* Applicants who are currently employed by NIAS as an Ambulance Care Attendant will not be required to undertake this assessment.</p>
↓
<p>STAGE 4a – CONDITIONAL OFFER/PRE-EMPLOYMENT CHECKS</p> <p>Completion of Personal Declaration</p> <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</p> <p>Access NI Criminal Records Check</p> <p>References</p>
<p>STAGE 4b – ACHIEVEMENT OF CATEGORY C1 DRIVING LICENCE</p> <p>It is the applicant's responsibility to achieve this prior to taking up a place on the programme. If successful in taking up a place on the programme, NIAS will reimburse the cost of this, up to a maximum of £1,000 upon production of receipts.</p> <p><i>It should however be noted that NIAS reserve the right to give preference to those applicants who currently hold a C1 licence</i></p>
↓
<p>STAGE 5 – FINAL OFFER OF A PLACE ON EMT EDUCATION & TRAINING PROGRAMME</p>

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



FURTHER INFORMATION ON STAGE 3b - DRIVING ASSESSMENT

Driving assessments will take place at either a designated NIAS Ambulance Station or NIAS HQ at Knockbracken Healthcare Park, Belfast.

Applicants will be required to drive a minibus type vehicle (Category B) on both single carriageways, dual carriageways and possibly motorways. At all times the applicant must comply with road traffic law in regard to signs and speed limits.

At the conclusion of the driving phase, applicants may be asked to reverse the vehicle into a designated parking bay.

All applicants must have a working knowledge of the Highway Code and this will be tested at the end of the drive, to include verbal questions from within the Highway Code and recognition of road signs.

FURTHER INFORMATION ON STAGE 4 - CONDITIONAL OFFER PROCESS

Applicants' particular attention is drawn to **Appendix 1, Location Preference Proforma**. Applicants are asked to bring a completed copy of this proforma when attending for interview and retain a copy for future reference. Please note, should any details on the proforma subsequently change, it is the applicant's responsibility to communicate such changes to the 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 **Appendix 2 in relation to the operational arrangements for waiting lists managed by the RSSC**. Please note conditional offers will be made in accordance with the arrangements outlined in Appendix 2.

Applicants must ensure that they understand the contents of both appendices in relation to how conditional offers will be made.



SECTION 5: JOB DESCRIPTION

JOB TITLE:	Emergency Medical Technician
PAY BAND:	Band 4 (On account pending the outcome of Agenda for Change Job Evaluation process)
DIRECTORATE:	Operations
LOCATION:	All Operational Areas
REPORTS TO:	Station Supervisor
ACCOUNTABLE TO:	Station Officer

JOB SUMMARY

The post holder will provide pre-hospital ambulance care and nursing to patients at emergency and other scenes and whilst en route to/from/between treatment centres. He/she will carry out these responsibilities in a reliable and professional manner, whilst adhering to the policies and standards inherent within the Northern Ireland Ambulance Service (NIAS).

KEY DUTIES / RESPONSIBILITIES

A. Getting Resources to the Scene

1. Preparing a Vehicle and Equipment for Use
 - 1.1 Ensuring that vehicle is in a legal and roadworthy condition.
 - 1.2 Checking and replacing equipment and materials as necessary.
 - 1.3 Ensuring that vehicle and equipment are in a clean and hygienic condition.
 - 1.4 Reporting vehicle defects and accidents to senior officers.
2. Travelling to Scene
 - 2.1 Preparing a journey plan.
 - 2.2 Driving a vehicle, safely and systematically, either single or double crewed, as required, with vehicle sympathy in mind.
3. Taking Initial Action at the Scene
 - 3.1 Assessing the situation.



- 3.2 Conveying equipment/personnel from vehicle to patient.

B. Ensuring Overall Safety

4. Responding to and Minimising Danger

- 4.1 Identifying threats to safety.
- 4.2 Eliminating / reducing threats to safety.
- 4.3 Ensuring safe working practices by adherence to the Health and Safety Policy of the Service.
- 4.4 Reporting accidents involving patients to Senior Officers.

C. Treating and Caring for Patients

5. Managing Patients with Injuries/Illness

- 5.1 Establishes treatment priorities.
- 5.2 Manages patient with life threatening conditions.
- 5.3 Manages patients with injuries.
- 5.4 Manages patients with illnesses.
- 5.5 Lifts, handles and assists patients to and from the ambulance.
- 5.6 Dealing with patients' special needs.
- 5.7 Manages the circumstances associated with death.
- 5.8 Provides assistance to medical / paramedical personnel.

D. Working with Others

6. Handing over Patients

- 6.1 Transfers/accepts responsibility for patients.
- 6.2 Produces verbal and written reports on patients to staff in the receiving units.
- 6.3 Assists with handling of wheelchairs and other patient aids and effects

7. Contributing to the Control Function

- 7.1 Co-operating with Control Room colleagues.



7.2 Using radiotelephone as per Service instructions.

8. Managing Incidents until the Arrival of Senior Officers

8.1 Communicates with Control.

8.2 Co-operates with colleagues/others.

8.3 Organises colleagues/others.

8.4 Liaises with others.

E. Transporting Patients to Hospital / Elsewhere

9. Transporting Patients by Ambulance Vehicle

9.1 Driving a vehicle, safely and systematically, either single or double manned, as required, with patient comfort in mind.

F. Contributing to the Efficiency of the Organisation

10. Managing Self

10.1 Maintain self-development.

11. Working within the Framework of the Organisation

11.1 Complying with Service policies and procedures, including the Code of Conduct for Ambulance Staff.

11.2 Reporting to senior officers on operational matters.

11.3 Attending core and non-core training as required by the Service.

11.4 Undertaking performance reviews with appropriate managers.

11.5 Identifying with superiors, through the individual performance review process, objectives for the post and agreeing an action plan aimed at ensuring personal development.

11.6 Wearing the correct uniform, as prescribed in Service instructions, and keeping it clean and tidy at all times.

11.7 Ensuring the achievement of activation standards.

11.8 Maintaining an up-to-date running record in the vehicle log.



General

1. To take part in staff development programmes and annual development reviews and/or undertakes further training if and when required.
2. To attend and contribute to quality reviews/clinical audits.
3. To assist in the training and development of mobile staff.
4. To continuously develop and update own knowledge and skills within the job role and contribute to setting own work objectives.
5. To commit to continuing personal and professional development.
6. To ensure that statutory regulations and Trust policies and procedures are implemented and adhered to at all times.
7. To act at all times in a manner consistent with legislation, policy and procedures in respect of Equality and Diversity.
8. To work to the mission and values of the Trust and display high standards of integrity and professionalism towards clients and colleagues.
9. To possess excellent communication and interpersonal skills in order to work effectively with clients and colleagues at all levels, both internally and externally.
10. To undertake any other duties relevant to the post as may be assigned from time to time which are consistent with the responsibilities of the Band.

Infection Prevention & Control

The Northern Ireland Ambulance Service Trust is committed to reducing Healthcare associated infections (HCAs) and all staff have a part to play in making this happen.

All Staff 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.

Staff, 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.

The duties outlined in this job description serve as a guide to the current and major responsibilities of the post.

The duties and obligations associated with the job will inevitably vary and develop and the job description will be reviewed on a regular basis. Changes will be subject to consultation with the job-holder.

All staff are required to comply with the Trust's Smoke Free Policy.

The Trust is an Equal Opportunities Employer.



SECTION 6: PERSONNEL SPECIFICATION

JOB TITLE:	Emergency Medical Technician
PAY BAND:	Band 4 (On account pending the outcome of Agenda for Change Job Evaluation process)
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
Qualification	Five GCSE's at Grade C or above, including English and Mathematics or equivalent educational qualifications*; OR Three GCSE's at Grade C or above including English	Closing date	Application Form/Presentation of Qualification Certificates

	and Mathematics or equivalent educational qualifications* AND have successfully passed NIAS internal ACA training programme which may include either BTEC First Person on Scene (Basic) Award or BTEC Ambulance Care Attendant Award or Institute of Healthcare Development (IHCD) Module A Award.		
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 and at any time prior to commencing the programme	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 present evidence of attainment of a Category C1 driving licence prior to commencement of the programme.	Prior to commencing the programme	Application Form/Presentation of Driving Licence
Qualification	Must successfully complete and achieve a Level 2 Award in Ambulance Driving AND a Level 3 Certificate in Emergency Ambulance Driving AND a Level 4 Diploma for Associate Ambulance Practitioners (AAP) in order to take up a post as an Emergency Medical Technician.	On completion of the NIAS EMT Education & Training Programme	Successful completion of NIAS EMT Education & Training Programme
Other	Ability to work 24/7 shift patterns.		

* The Trust reserves the right to determine equivalency of qualifications.



SECTION 7: TERMS & CONDITIONS OF EMPLOYMENT

The terms and conditions of employment for EMT's are in line with the NHS Agenda for Change (AfC) Terms & Conditions (T&C) Handbook, which is available online at: http://www.nhsemployers.org/employershandbook/afc_tc_of_service_handbook_fb.pdf

Applicants' particular attention is drawn to the following:

REMUNERATION

Basic Salary

EMT's are paid on the Band 4 AfC payscale (on account pending the outcome of Agenda for Change Job Evaluation process). You will be assimilated to the Band 4 payscale in accordance with the AfC T&C Handbook.

Unsocial Hours

In accordance with Annex 5 of the AfC T&C Handbook (Unsocial Hours Payments for Ambulance Staff), EMT's 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 the 23 weeks' taught elements of the EMT education and training programme, unsocial hours are NOT payable.

LOCATION

During the 23 weeks' taught elements of the EMT education and training programme, your base location will be the training venue identified for your specific cohort. During the 20 weeks' practice placement and on completion of the programme, 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.

Current employees of NIAS, who are successful in obtaining a place on the EMT education and training programme, should note that excess mileage expenses from their current base location is NOT payable.



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.

CONTRACT OF EMPLOYMENT

Continued employment as an EMT is dependent on learners successfully completing all stages/elements of the EMT education and training programme. In the event of you being unsuccessful in completing the programme, having exhausted all re-assessment and appeals processes, NIAS will be unable to continue to employ you as an EMT. In these circumstances and at that stage NIAS will comply with its statutory employment obligations, which may include consideration of employment opportunities commensurate with your skill level as an alternative to dismissal.

If you are currently employed by NIAS and take up a place on this programme, you will be deemed to have left your current post and therefore relinquished any right to return to this post, including any associated location or unsocial hours allowance. In the event that you are unsuccessful in completing the programme, NIAS will endeavour to redeploy you to a position with the same/similar terms and conditions as your previous post.

If you are currently employed by NIAS as an Ambulance Care Attendant, should a vacancy not exist within the ambulance station which you left, you will be redeployed to an Ambulance Care Attendant post within the Operational Area which you left. The specific location will be agreed by the relevant Ambulance Service Area Manager in accordance with operational needs.



APPENDIX 1

Trainee EMT (Band 4) Recruitment Reference No: Waiting List

LOCATION 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 Location Preference Proforma, indicating your preference of base location, should you be successful in being offered a position.

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 Proforma. Should a vacancy arise in a location which you have not included in your list of preferences, you will **NOT** be contacted in this regard. Instead the vacancy will be offered to the first highest ranking candidate with a preference in that location.

The following information is intended to assist you in the completion of the Location 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 **Appendix 2** for more guidance on how waiting lists operate.



APPENDIX 1 cont'd

**Trainee EMT (Band 4)
Recruitment Reference No:
Waiting List**

LOCATION 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 brought with you to interview and provided to the interview panel. Please keep a copy of your completed Proforma for future reference.

You should now complete the attached Pro-forma



APPENDIX 1 cont'd

**Trainee EMT (Band 4)
Recruitment Reference No:
Waiting List**

LOCATION PREFERENCE PROFORMA

PLEASE NOTE: *When completing this Proforma, it is recommended that you refer to the "HOW THE WAITING LIST OPERATES" section of this Proforma and to Appendix 2 of this document.*

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 BRING TO YOUR
INTERVIEW TO GIVE TO THE PANEL**



APPENDIX 1 cont'd

**Trainee EMT (Band 4)
Recruitment Reference No:
Waiting List**

LOCATION 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; you may rank more than one option):

West	Rank	South East	Rank	North	Rank
Altnagelvin		Ballynahinch		Antrim	
Castlederg		Bangor		Ballycastle	
Enniskillen		Comber		Ballymena	
Limavady		Derriaghy		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 BRING TO YOUR
INTERVIEW TO GIVE TO THE PANEL**



APPENDIX 1 cont'd

**Trainee EMT (Band 4)
Recruitment Reference No:
Waiting List**

LOCATION 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)

I understand that the EMT education and training programme is delivered on a full-time basis.

**PLEASE COMPLETE PROFORMA AND BRING TO YOUR
INTERVIEW TO GIVE TO THE PANEL**

APPENDIX 2

INTRODUCTION TO THE USE OF OPERATIONAL ARRANGMENTS FOR WAITING LISTS – WHAT APPLICANTS NEED TO KNOW

The HSC Recruitment & Selection Framework makes provision for the use of 'waiting lists' as part of its approach to managing recruitment in a timely manner. There are two main types of waiting list:

- ***Cyclical Waiting lists*** – these are waiting lists which are identified by the HSC organisations as requiring ongoing maintenance (an example of which is Band 3 Admin) and will therefore be advertised on a planned cycle to ensure that applicants who have been deemed suitable for appointment are available on a waiting list to offer posts to as posts arise.

In most instances these are basic grade entry posts to the various job families in the HSC where typically there is high turnover and therefore high volumes of posts to be filled. It can be for a single HSC organisation or across a number of organisations. In all instances the process will provide applicants the opportunity to state their preferences for the hours or location of the post they are interested in.

This type of waiting list will normally be created and held for a maximum period of 12 months. From time to time these lists may be supplemented mid cycle with 'top up' lists which will normally expire at the same time as the initial advertised list. Occasionally this 12-month period may be extended until the new list is available.

- ***Bespoke Waiting lists*** – these are waiting lists for a specific post or band of post in a specific Department or Directorate (group of Departments) within one of the HSC organisations. The waiting list will last for a maximum period of 12 months and will not be routinely replenished.

The remainder of this document sets out how waiting lists will be created and operate.

How are Cyclical Waiting Lists Created?

Cyclical waiting lists will be created for a range of basic grade entry posts with the aim of ensuring the ongoing availability of applicants deemed suitable for appointment as posts arise. This will be determined by assessing applicants through the use of an appropriate selection process such as interview, occupational based assessment or a combination of these approaches.



APPENDIX 2 cont'd

As part of the application process, applicants will be asked to state which posts they are interested in being offered. This will be referred to as 'preferences'. A pro-forma to record applicant 'preferences' will be provided for applicants to complete during the application process. An outline sample pro-forma can be seen at Appendix 1 of this document.

Following the selection process, those deemed suitable for appointment will be placed on the waiting list in rank order and the preferences provided by applicants recorded on a spreadsheet to facilitate offer management.

Being successful in being placed on a waiting list does not guarantee employment. The use of those deemed suitable for appointment is entirely dependent on the vacancies which arise and how they match to the posts of interest expressed by the Applicant.

How are Posts offered from Cyclical Waiting Lists?

When vacant posts are notified to the Recruitment team, the correct waiting list will be selected and those on the waiting list will be filtered for a 'match' to the post. The highest ranked applicant whose preferences match the details of the post will be contacted with a job offer. For example: if the post is temporary, part time, 25 hours per week, the highest ranked applicant on the waiting list who said they were interested in temporary part time work of 25 hours per week will be contacted with a job offer.

Due to service needs to fill posts promptly, if the recruitment team are unable to contact you immediately, they will leave a voicemail and / or send you an email / text message (text messages cannot be sent to ROI mobile numbers) giving you until 10am the following morning to respond. Failure to respond within the specified timeline will result in the Recruitment Team moving on to the next person on the waiting list.

On some occasions when the Recruitment Team have multiple posts to offer, they may contact the next batch of 10 or 20 applicants whose preferences match the posts available. In this circumstance, a text message (text messages cannot be sent to ROI mobile numbers) will be sent to the full batch of applicants identified providing a deadline for response. Following the deadline, the posts available will be matched to the top ranked applicants who responded. You should therefore be aware that if you are simply registering your interest this is not a job offer. Those expressing interest will be aligned to posts available in rank order.



APPENDIX 2 cont'd

What if my preferences change during the life span of the waiting list?

From time to time, applicants may find their preferences change during the life span of the waiting list. If this happens it is the applicant's responsibility to contact the HSC Recruitment & Selection Shared Service Centre (RSSC) to advise of the required changes. This can be done by email to recruitment.ssc@hscni.net or by post to Business Services Organisation, Rosewood Villa, Lower Longstone Hospital, 73 Loughgall Road, Armagh, BT61 7PR.

Please state the waiting list reference number which you will find on the letter confirming you had been placed on the waiting list. You must include your name, address and [unique identifier] on any correspondence or we may not be able to process the information provided. Telephone requests to change your preferences will not normally be accepted.

What if my contact details change during the life span of the waiting list?

It is the applicant's responsibility to maintain accurate information on their profile pages of HSCRecruit and contact the Recruitment Officer to confirm any changes to ensure they can be contacted when a vacancy arises. The RSSC cannot be held responsible for any incorrect information.

What happens if I turn down a job offer?

It is normally expected that you will accept a post offered from a waiting list which matches your preference(s), however if you turn down an offer you will receive a further offer as posts become available.

What happens if I fail to respond?

Whilst you will remain on the waiting list if you fail to respond within the required timelines, the RSSC will move on to the next person on the waiting list due to the urgency to fill posts.

Can I remain on the waiting list after I accept a post?

No. The only instance when you will remain on the waiting list is when you accept a temporary post and the waiting list is also for permanent posts. In this instance you will remain in your original rank order until you are offered a permanent post. Once you have accepted a permanent post you will be removed from the waiting list. Candidates who withdraw following verbal acceptance of a post will not normally be added back onto the waiting list for future offers.



APPENDIX 2 cont'd

If you accept a temporary post, you will not be removed from the waiting list. It will be noted that you have taken up a temporary contract and through the duration of this employment you will not be offered a further temporary post. It is your responsibility to contact RSSC at least 4 – 6 weeks before the end of your temporary contract to advise RSSC that you are in a position to be considered for a further temporary offer.

What if I am unavailable for work due to Maternity Requirements?

When an offer of employment has been made and accepted however you advise you are unavailable for a period of time due to maternity requirements, you will be asked when you expect to be available.

For permanent posts RSSC will align you to the post asking you to confirm 6-8 weeks prior to your anticipated available date. RSSC will commence the pre-employment checks 6-8 weeks prior to your availability.

For temporary posts, RSSC will discuss with the Manager your availability in light of the expected duration of the temporary post. Considering its short-term nature, and service requirements, the manager, following appropriate advice from their local HR team if required, will confirm to RSSC the latest start date they can accept. This will be communicated to you to allow you to make an informed decision whether to accept or decline the post.