Additional Campaign Information

NRS03787 – Student Paramedic – National Recruitment Campaign

Dear Candidate,

Thank you for your interest in pursuing career opportunities with the Health Service Executive (HSE).

This recruitment campaign is being run to create a national panel for Student Paramedic. This panel will be used to fill training places for Student Paramedic in the HSE National Ambulance Service on the Paramedic Training Programme.

This document outlines how the recruitment process will be run and the important dates linked to the recruitment campaign. We highly recommend that you download, save and read this document before applying for this campaign.

- In this document we describe all stages of the process, what you can expect and when it will happen. We also outline what we require from you, when and in what format. We seek the same information from all candidates so that everybody is treated in the same manner.
- Take time to read through the various sections, which take you through the process from beginning to end.
- We understand there is a lot of information in this document however by reading this document carefully you can see the entire process and what you have to do to progress your application.
- Please be assured that as each new part of the process arises we will contact you with an alert text and email to tell what you need to do and by what date you need to have it completed.

We also advise that you take time to read through Job Specification as well as the “Student Paramedic Candidate Information Booklet” which is available as Appendix 8 of this document. It provides a very useful insight into the role of the Paramedic and will answer many questions you may have about the role. It may also help you decide if you are interested in pursuing this career choice.

The recruitment and selection process for this campaign will be managed by HBS National Recruitment and will involve various stages. The stages of this process are outlined below:

- Stage 1 – Short Application Form (www.hse.ie)
- Stage 2 – Verbal Evaluation and Analytical Reasoning Testing (tests are taken in person in Dublin)
- Stage 3 – Eligibility Sift in line with course entry requirements and necessary licencing documentation
- Stage 4 – Face to Face Interview

During this recruitment process each candidate will be assessed and tested in exactly the same way, to measure their skills and knowledge in line with the requirements of the role.

Thank you for your interest in a career with the HSE.

Yours faithfully,
HBS National Recruitment Team
## Overview of the Recruitment Process

<table>
<thead>
<tr>
<th>Stages</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stage 1</strong></td>
<td>Short Application Form</td>
</tr>
<tr>
<td>The initial application form is available at [<a href="http://www.hse.ie/eng/staff/Jobs/Job_Search/Patient_and_Client_Care/">http://www.hse.ie/eng/staff/Jobs/Job_Search/Patient_and_Client_Care/</a>] (<a href="http://www.hse.ie/eng/staff/Jobs/Job_Search/Patient_and_Client_Care/">http://www.hse.ie/eng/staff/Jobs/Job_Search/Patient_and_Client_Care/</a>) from <strong>Tuesday 12th April 2016</strong> until closing date <strong>Tuesday 19th April 2016 at 12 noon</strong></td>
<td></td>
</tr>
<tr>
<td>• What do I need? [Page 4]</td>
<td></td>
</tr>
<tr>
<td><strong>End of Initial Application Stage</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Stage 2: invitation to all applicants who successfully completed Stage 1 to undertake Verbal Evaluation and Analytical Reasoning Testing.</strong></td>
<td></td>
</tr>
<tr>
<td>Stage 2</td>
<td>Verbal Evaluation and Analytical Reasoning Testing</td>
</tr>
<tr>
<td>A practice test and test familiarisation material will be emailed to eligible applicants on <strong>25th April 2016</strong></td>
<td></td>
</tr>
<tr>
<td>Tests will begin <strong>week commencing 09th May 2016</strong> at a central location in Dublin.</td>
<td></td>
</tr>
<tr>
<td>An invitation to attend these tests will be issued to you by email on 25th April 2016. An alert text will also be sent to you to let you know these invitations have been issued. Please note you will not be admitted to your tests without particular documentation.</td>
<td></td>
</tr>
<tr>
<td>• What documentation do I need to bring to the Tests? – [Page 5]</td>
<td></td>
</tr>
<tr>
<td>Stage 3</td>
<td>Eligibility Sift in line with course entry requirements and necessary licencing documentation</td>
</tr>
<tr>
<td>Applicants original educational and driving licence documentation will be gathered at Stage 2 of the selection process and will be reviewed to ensure they comply with the course entry requirements and driving licence requirements as per the eligibility criteria in Appendix 1.</td>
<td></td>
</tr>
<tr>
<td>• What documentation do I need to bring to the Tests? – [Page 5]</td>
<td></td>
</tr>
<tr>
<td>Eligible applicants who have successfully completed Stages 1, 2 and 3 will be ranked and placed in Bands according to their testing results. Band A is the band with the highest score set; Band B is the band with the second highest score set etc. Those placed in Band A will be invited to Stage 4 of the recruitment process.</td>
<td></td>
</tr>
<tr>
<td>Stage 4</td>
<td>Competency Based Application Form &amp; Structured Interview</td>
</tr>
<tr>
<td>An invitation to complete a competency based application form will be issued to applicants by <strong>16th May 2016</strong></td>
<td></td>
</tr>
<tr>
<td>Closing date for receipt of completed competency based application forms is <strong>23rd May 2016</strong></td>
<td></td>
</tr>
<tr>
<td>• When will I receive my competency based application form?  [Page 6]</td>
<td></td>
</tr>
<tr>
<td>• What will I need to do?  [Page 7]</td>
<td></td>
</tr>
<tr>
<td>An invitation to interview for eligible candidates will be issued by post on <strong>26th May 2016</strong>. An alert text and email will also be sent to you to let you know these invitations have been issued.</td>
<td></td>
</tr>
<tr>
<td>It is proposed that interviews will take place in Dublin week commencing <strong>13th June 2016</strong></td>
<td></td>
</tr>
<tr>
<td>• What documentation do I need to bring to the Interview?  – [Page 7]</td>
<td></td>
</tr>
</tbody>
</table>
Who should apply?

We are interested in receiving applications from all suitably qualified individuals who are interested in working as a Student Paramedic in the HSE National Ambulance Service. The job specification attached to this campaign gives full information about the duties of the role etc.

All existing national, supplementary and bespoke panels and existing applicant pools will expire on the date the panel is formed as a result of this panel going live. Panels are formed approximately 5 days after the last interview has occurred. It is our intention to form the new national panel in June 2016.

- For full details on who is an eligible applicant - See Appendix 1
- For information on “Non-European Economic Area Applicants” - See Appendix 3
- For further information on the Paramedic Training Programme - See Appendix 5

Who should not apply?

Please note we cannot accept applications from applicants who are in receipt of pensions from particular superannuation schemes. Being in receipt of a pension means that you are retired. If you are retired but would like more information or information on superannuation schemes please see Appendix 4 for more information.

Where are the posts located?

From 24th June 2016, it is our intention to create a national panel to fill training places for Student Paramedic in the HSE National Ambulance Service on the Paramedic Training Programme. The post of Student Paramedic is a Specified Purpose Contract (i.e. temporary).

The Paramedic Training Programme is operated jointly by the National Ambulance Services College (NASC) and the School of Medicine & Medical Science, University College Dublin (UCD). Training places on the Paramedic Training Programme at either of the NASC facilities in either Ballinasloe or Dublin, will be filled from the panel formed through this campaign and will be offered on an order of merit basis.

The course has both theoretical and practical components and a number of clinical placements. Students may be allocated hospital and operational placements at varying locations throughout the National Ambulance Service Area.

- For further information on the National Ambulance Service Divisions - See Appendix 2

Any posts that may be offered as a Paramedic (PHECC Registered Paramedic), either specified purpose (i.e. temporary) or permanent, are subject to successful completion of the Paramedic Training Programme, successful discharge of the Paramedic Internship and successful acquisition of registration as a Paramedic with PHECC.

For further information on the Paramedic Training Programme i.e. course structure, modules, placements, examination fees etc – See Appendix 5

Will I get a training place through this campaign?

This recruitment campaign is being run to create a national panel for Student Paramedic. This panel will be used to fill training places for Student Paramedic in the HSE National Ambulance Service on the Paramedic Training Programme. By participating in this process you are ensuring that you will be included for access to these and future opportunities that may occur.

We would however, like to highlight to you that a position on the panel is not a guarantee of a training place and does not necessarily mean that you will be offered a training place.

Depending on the outcome of the selection process (testing, ranking exercise, eligibility sift and interview) you may be placed on a panel in order of merit, from which specified purpose training places on the Paramedic Training Programme will be filled.
How will the selection process be run?

Stage 1 – Application via www.hse.ie

- Please read the job specification and the Student Paramedic Candidate Information Booklet
- Complete the Application Form particular to this campaign which is available at http://www.hse.ie/eng/staff/Jobs/Job_Search/Patient_and_Client_Care/
- There is no need to sign e-mailed applications
- As we require the same information from all candidates we will not be able to process applications by CV or any other method.
- E-mail applications will receive a response to let you know that we have received your e-mail within working hours. We would like to highlight that you cannot amend your application form once the closing date has past.
- Candidates please note that National Recruitment check eligibility of the applicants after the closing date. Therefore it is important that you ensure that you meet the criteria before applying for this campaign.
- Applications must be submitted as a Microsoft Word or PDF document format only. Applications stored on personal online storage sites, e.g. OneDrive, Cloud, Dropbox, Google Drive etc will not be accepted, applications submitted in other file formats e.g. Google Docs will not be accepted. Please pay particular attention to ensure that your application is attached as an attachment (not a link to an on line storage site e.g. Google Drive) when emailing your application.
- National Recruitment can only accept complete applications received by the closing date and time i.e. Tuesday 19th April 2016 at 12 noon.

NB Please ensure that you meet the eligibility criteria for this role. (Full details of eligibility criteria are contained in Appendix 1 of this document.)

NB In order to consider your application, each section of the form must be fully completed. If you do not complete the form, we will be unable to process your application.

Please note The National Recruitment Service will contact you mainly by mobile phone and email. Therefore we recommend you specify in your application form your personal mobile number and personal e-mail that you check on and have access to on a regular basis (rather than a work mobile or e-mail address which you may have limited access to). It is your responsibility to ensure you have access to your mobile voice mails, text messages and emails. If you choose to use your work mobile and work email addresses you may receive communications that have a time deadline requirement while working away or on leave. We recommend you use your personal email and mobile number that you have regular access to.

We will text you every time we send you an e-mail or a letter to alert you to the communication.

Special Requirements
If you have a special requirement with regard to filling in the application form or undertaking the tests, you need to inform National Recruitment by emailing applysupport@hse.ie. This will ensure that provisions are made to ensure that your requirement is catered for.

What happens once I have submitted my application?
Email applications will receive a response to let you know that we have received your email. Confirmation emails will be issued within working hours. If you do not receive a confirmation email you should double check the email address you sent your application to.

If I change my contact details i.e. email address & mobile telephone number how do I update them?
You can update your contact details by emailing applysupport@hse.ie, quoting the NRS reference of the campaign you have applied for plus your old and new contact details. We do, however, recommend that you strongly consider using your long term / most permanent contact details.

Stage 2 – Verbal Evaluation and Analytical Reasoning Testing

Why am I undertaking Verbal Evaluation and Analytical Reasoning Testing?
Verbal Evaluation and Analytical Reasoning Testing is being used as part of the selection process to assess your suitability for the role of Student Paramedic. The tests assess the skills that have been identified as key to effective performance in this role as outlined in the job specification.

What will the Tests involve?
There are 2 separate online tests.
- The Verbal Evaluation test measures your ability to understand written passages and evaluate written information. You will have 12 minutes to complete this test.
- The Analytical Reasoning Test measures your ability to reason logically and flexibly. You will have 5 minutes to complete this test.

**When/Where will I undertake the Tests?**
It is our intention to hold these tests centrally in Dublin week commencing 09th May 2016. It is strongly recommended that you note these dates in your diary now as no alternative testing dates can be offered. Details of your exact date and time for testing will be issued to you by email on 25th April 2016. An alert text will also be sent to you to let you know these invitations have been issued.

**What do I need to bring in order to gain ACCESS to the Tests?**
Applicants must produce the following documentation in order to gain entry to the tests which are scheduled to begin week commencing 09th May 2016. Therefore, we recommend that you source this documentation now to ensure that you have it in time for your tests. Applicants will not be admitted to the test centre without the following:

1. **Your original and a copy of your full unendorsed C1 Driving Licence (front & back)** If you have recently passed your full C1 Driving Test but it does not yet appear on your Licence, you must bring your Certificate of Competence showing that you have passed the test.

2. **Your Driving License Printout from your Local Authority** This printout must be an original and must state whether or not you currently have any endorsements on your License and are in receipt of penalty points. This printout must be from a recent date i.e. April 2016. This printout is normally requested from the Body who issued your Driving License e.g. National Driver Licence Service (NDLS). For more information please visit: [https://www.ndls.ie/driving-abroad.html#letter-of-entitlement-driver-statement](https://www.ndls.ie/driving-abroad.html#letter-of-entitlement-driver-statement). *Please note that it can take a minimum of 10 working days for your request to be processed.*

3. **Your Original Educational Documents:**
   i. **Original Leaving Certificate (or EU Academic equivalent)** The minimum six passes in the Leaving Certificate Examination, including Mathematics and a Science subject must be taken at ordinary Level or higher. Leaving Certificate Applied or subjects taken at Foundation Level will not be considered. Please note if you have misplaced your Original Leaving Certificate, letters from schools etc will not be accepted. There is a facility to request a "Certified Statement of Examination Results" from the State Examinations Commission on payment of the appropriate charge. For more information please visit: [https://www.examinations.ie/?l=en&mc=ca&sc=exr](https://www.examinations.ie/?l=en&mc=ca&sc=exr) *Please note that it can a minimum of 10 working days for a request for a Certified Statement of Examination Results to be processed.*

   Educational qualifications obtained from other jurisdictions will be assessed on an individual basis in accordance with University College Dublin’s Admissions policies. Typically educational qualifications from other jurisdictions are eg. GCE / GCSE, O/A Levels

   ii. **Original PHECC EMT Certificate if submitting in lieu of having a Science Subject in the Leaving Certificate (or EU academic equivalent)**

   iii. **Original Degree Certificate if submitting in lieu of having the required Leaving Certificate (or EU academic equivalent)**

4. **A printout of your notification from National Recruitment inviting you to attend the test**

5. **2 Pencils and an eraser**

All of the above documents submitted must be originals – photocopies/scanned copies will not be accepted. Where the name on a candidate’s application and the name on certificates supplied differs, candidates are requested to submit supporting documentation, e.g. marriage certificate.

This documentation will be collected from you when you arrive for your tests and will be returned to you by registered post once your eligibility has been assessed.

If you do not produce all of the above documentation **YOU WILL NOT** be admitted to undertake the tests.
How will I receive my invitation to undertake the Tests?
An invitation to attend these tests will be issued to you by email on 25\textsuperscript{th} April 2016. An alert text will also be sent to you to let you know these invitations have been issued.

What should I do if I still have not received notification of the test date by 25\textsuperscript{th} April 2016?
Please contact National Recruitment via email at applysupport@hse.ie quoting NRS03787 Student Paramedic in the subject line of your email.

How should I prepare for the Tests?
A practice test and test familiarisation material will be emailed to eligible applicants on 25\textsuperscript{th} April 2016. The purpose of the Familiarisation Material is to provide you with some information on the tests that are being used as part of the Student Paramedic selection process. We recommend that you read this information carefully and use the practice facility to help you prepare for the tests, and ensure the best outcome for you.

Please note that in order to ensure that you will not be detained for any longer than necessary on the day of the tests, there will be a limited amount of time allocated for instructions on the day.

When will I receive the results of the Tests?
National Recruitment will notify all candidates of their test results via email on 16\textsuperscript{th} May 2016. An alert text will also be sent to let candidates know that the test results have been issued.

What happens if I am unsuccessful in passing the Tests?
Candidates who have received notification by National Recruitment that they have been unsuccessful in their tests will not proceed any further in the selection process of this campaign.

What happens if I am successful in passing the Tests?
All successful applicants will receive a communication from National Recruitment by 16\textsuperscript{th} May 2016 confirming what is going to happen next/when it is going to happen/what is expected from you.

Important: Candidates who do not attend for testing will be deemed to have withdrawn their candidature. Accordingly, their candidature will receive no further attention.

Stage 3 – Eligibility Sift

Original educational documents and driving licence documents gathered from applicants at Stage 2 (i.e. testing) will be reviewed to ensure they comply with the course entry requirements and driving licence requirements as detailed in Appendix 1. Only those that are deemed eligible will progress to the next stage (Stage 4) of the recruitment process. Therefore, it is very important that you think about your professional experience and qualifications in light of the eligibility criteria as outlined in Appendix 1 to ensure that you meet these criteria before applying for this recruitment campaign.

Applicants who successfully complete testing and are deemed eligible following Stage 3, will be ranked and placed in bands according to their testing results. Band A is the band with the highest score set; Band B is the band with the second highest score set etc. Those placed in Band A will be invited to Stage 4 of the recruitment process. Applicants placed in Band B, Band C etc. may progress to Stage 4 where service needs require. Regardless of the band applicants are in, they will receive a communication with regard to next steps of the recruitment process.

Stage 4 – Competency Based Application Form / Interview

Applicants who have been deemed eligible following Stage 3 and have been placed in Band A will receive an email communication and text alert from National Recruitment inviting them to complete a competency based application form with a view to attending for interview.

When will I receive the Competency Based Application Form?
Band A applicants will receive a competency based application form to the email address they have provided on their initial application form no later than Monday 16\textsuperscript{th} May 2016. A text alert will also be issued to inform them that an application form has been sent to their email address.

What should I do if I receive the text but do not receive the email with the application form?
Please email National Recruitment at applysupport@hse.ie with your correct email address quoting NRS03787 Student Paramedic – email correction in the subject line of your email.

What should I do if I receive the email, but do not receive the text?
What do I need to do?

- Please read the job specification before beginning your application, we recommend that you read it a number of times.
- Complete the Application Form particular to this campaign considering at all times your qualifications, experience and supplementary question answers in light of the job specification and the skills and competencies / knowledge required in the role.
- There is no need to sign e-mailed applications; we will request candidates to sign their application form at interview.
- As we require the same information from all candidates in order to make fair decisions on their applications we will not be able to process applications by CV or any other method.
- Candidates please note National Recruitment check eligibility after the closing date and time for the receipt of applications. This is due to the high volume of applications. National Recruitment can only accept complete applications received by the closing date and time i.e. Monday 16th May 2016 at 12 noon. No applications received after this time & date will be accepted. This means that if your application is blank, you have sent the wrong version of your application form, you do not clearly demonstrate how you meet the eligibility criteria, missing competency questions, have no internet access etc or that you have not attached requested relevant supporting documentation, etc you will not be processed further.
- E-mail applications will receive a response to let you know that we have received your e-mail within working hours. We would like to highlight that you cannot amend your application form once the closing date is past, therefore it is vitally important you demonstrate your eligibility for the campaign in your application form sent by the closing date and time.

NB Please ensure that you fully and clearly complete the qualifications and eligibility criteria section of the Application Form in line with the instructions. Please note that if you omit information in this section pertinent to the eligibility criteria you may be deemed ineligible and subsequently not called forward to interview. (Full details of eligibility criteria are contained in Appendix 1 of this document.)

NB This is a competency based application form. In order to consider your application, this section of the form must be fully completed. If you do not complete all questions, we will be unable to process your application. This means if you do not answer all of your competency questions in full your application will not be submitted for the eligibility sift and subsequent invitation to interview.

Please note that National Recruitment will mainly contact you by mobile phone, and e-mail. Some communications are sent by post (e.g. invitations to interview, selection process results); therefore it is most important that both your mobile telephone number & e-mail address are included in your application as well as a postal address. It is your responsibility to ensure you have access to your mobile voice mails, text messages and emails. This means that if you choose to use your work mobile and email addresses you may receive communications that have a time deadline requirement while working away or on leave. We recommend you use your personal mobile and email that you have regular access to. We will text you every time we send you an e-mail or a letter to alert you to the communication.

Applicants who complete their Competency Based Application Form and are called for interview, where will it happen?

It is anticipated that interviews will be scheduled centrally in Dublin on week commencing 13th June 2016. Therefore we strongly advise that you note these dates in your diary now. It is unlikely that an alternative interview date and time can be offered.

It is our intention to post invitations to interview to the correspondence address you have provided on your application form. You will receive a text and email to let you know invitations have been posted no later than Thursday 26th May 2016.

Candidates who do not confirm their interview attendance prior to the deadline supplied in the invitation to interview will have their interview slot cancelled.

What documentation will I be required to bring to interview?

You will be required to produce a form of photographic identification i.e. drivers licence, passport or student I.D, on the day of your interview. This identification will be checked and returned to you immediately on the day. Candidates who do not bring photographic identification will not be admitted to interview.

Do I need to prepare anything in advance?

You will be advised in your invitation to interview letter about any preparations you need to undertake.
How will I know if I was successful at interview?
Results will be issued to candidates who attended for interview approximately one week after the last interview has occurred. Candidates successful at interview will be placed on a panel and given an order of merit (candidate with the highest interview mark will be order of merit 1, candidate with the second highest mark will be order of merit 2 etc).

How will I be informed about training places?
Candidates who are successful at interview and are placed on the recruitment panel will receive a text alert and email once a training place arises. The time lines and panel management rules for each individual training place will be included in the email communication sent to you for each individual training place which arises and is relevant to your order of merit on the panel.

Formation of Panels

What is a panel?
A panel is a list of candidates successful at interview placed in order of merit. Candidates are awarded marks for each competency area during the interview process and the candidate who scores the highest total marks is placed first on the panel. Subsequent training places are then expressed to the panel in order of merit. If the number one successful candidate that expressed an interest on the panel refuses the training place, it is then offered to the second candidate who expressed interest on the panel. Once a panel is formed, it remains in existence for 1 year and may be extended.

Please read Appendix 6 of this document for more details on how panels are managed.

Specific Work Sites
The purpose of the panel formed is to fill anticipated training places arising for Student Paramedic in the HSE National Ambulance Service on the Paramedic Training Programme as opposed to specific work sites. Therefore you are not asked to indicate a specific worksite.

Marking System
Candidates are given marks for skill areas during the interview. These elements are clearly indicated within the invitation to interview documentation. Where candidates score the same marks a further ranking process will apply. A previously agreed skill area of the interview will be chosen to further rank successful candidates e.g. Karen and Mary are both successful at interview. They both score 421 at interview, which would place them at joint number 3 on the panel. If Professional Knowledge has been the secondary ranking area chosen then the candidate who has scored higher in this area and expressed an interest will receive the first job offer. Karen scored 69 in the Professional Knowledge element and Mary scored 68. Karen will be number 3 a. on the panel and Mary will be number 3 b. on the panel.

Where candidates have the same mark on the secondary ranking, an additional ranking will be applied and so forth. Please note in order to be deemed successful for a panel you must be awarded a minimum score of 40 for each competency area.

Future panels
Please note that candidates successful at interview and placed on the panel formed through this campaign will not be considered as applicants for any supplementary campaigns to add to this panel. This applies if you are still active on the panel.

Please note the HSE reserves the right to contact all available successful candidates in the event that panels are exhausted. The HSE reserves the right to extend the life of the panel to fill specified purpose training places that may arise. The HSE may modify panel management rules in line with service need during the life time of the panel and will notify all remaining candidates of any changes.

Acceptance/Refusal of Job Offers
The time lines and panel management rules (i.e. how posts are offered) for each individual post will be included in the email communication sent to you for each individual post which arises and is relevant to your order of merit on the panel.

Please see Appendix 6 for a full outline of the Panel Management Rules.
Security Clearance

Our office will seek Garda Vetting for all of your residences in the Republic of Ireland and Northern Ireland.

All appointments will require satisfactory security clearances. If you lived in any country for 6 months or more other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries (e.g. UK, USA etc) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore if you are interested in pursuing a career within the HSE we would strongly advise that you commence seeking international security clearances now. Please see Appendix 7 for more information on international clearances.

Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

Appeal Procedures

Appointments in the HSE are made under a recruitment license and are subject to Codes of Practice established by the Commission for Public Service Appointments (CPSA). Under the Codes of Practice candidates are entitled appeal any part of the appointment process that they feel is unfair or has been applied unfairly to them. Candidates are entitled to one of two forms of review procedure which are mutually exclusive - a Section 7 or a Section 8 review. Before submitting a request for review candidates should determine which procedure is appropriate to their particular circumstances.

The procedures allow for matters to be resolved on an informal basis and candidates are advised to avail of the informal process before making use of the formal review procedure. Candidates should in the first instance make an informal appeal to the Campaign Manager at Vanessa.Sweeney@hse.ie. Please note that informal appeals prior to interview must be submitted within 2 working days of receipt of a decision. Informal appeals after interview must be submitted within 5 working days of notification of a decision.

We encourage you to visit www.cpsa.ie for further information on the code of practice and informal and formal review procedures.
ELIGIBILITY CRITERIA

Candidates must at the closing date:

1. (i) Be in possession of a minimum of six passes in the Leaving Certificate Examination Ordinary Level or higher including Mathematics and a Science subject (i.e. Physics, Chemistry, Biology, Agriculture Science)*
   *A Pre-Hospital Emergency Care Council (PHECC) EMT Certificate is acceptable in lieu of Science subject
   
   Or

   (ii) An equivalent qualification

   Or

   (iii) A Degree at QQI L7 or above from a recognised Higher or Further Education Institute

   AND

2. Be the holder of a full unendorsed Class C1 Driving Licence on application. (Note Irish 78 Restriction is not acceptable)

3. Age
   Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.

4. Health
   A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

5. Character
   Each candidate for and any person holding the office must be of good character.

PLEASE NOTE:

- The minimum six passes* in the Leaving Certificate Examination, including Mathematics and a Science subject must be taken at Ordinary Level or higher. Leaving Certificate Applied or subjects taken at Foundation Level will not be considered. A Pre-Hospital Emergency Care Council (PHECC) EMT Certificate is acceptable in lieu of a Science subject
  *A pass equals a grade at D3 or above in an ordinary or higher level subject (formally known as pass or honours)

- Educational qualifications obtained from other jurisdictions will be assessed on an individual basis in accordance with University College Dublin’s Admissions policies. Typically educational qualifications from other jurisdictions are eg. GCE / GCSE, O/A Levels

- C1 Driving Tests passed after the closing date of this campaign i.e. Tuesday 19th April 2016 will not be accepted.
3 NAS AREA STRUCTURES

- NAS AREA WEST
- NAS AREA NORTH LEINSTER
- NAS AREA SOUTH
## Current HSE Ambulance Stations

### NAS North Leinster Stations

<table>
<thead>
<tr>
<th>Station</th>
<th>Station</th>
<th>Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ardee</td>
<td>Dundalk</td>
<td>St. James</td>
</tr>
<tr>
<td>Athlone</td>
<td>Dunshaughlin</td>
<td>Swords</td>
</tr>
<tr>
<td>Arklow</td>
<td>Edenderry</td>
<td>Tallaght</td>
</tr>
<tr>
<td>Athy</td>
<td>Longford</td>
<td>Trim RVC</td>
</tr>
<tr>
<td>Ardee RRV</td>
<td>Loughlinstown</td>
<td>Tullamore</td>
</tr>
<tr>
<td>Balinglass</td>
<td>Maynooth</td>
<td>Tullamore RRV</td>
</tr>
<tr>
<td>Birr</td>
<td>Monaghan</td>
<td>Virginia</td>
</tr>
<tr>
<td>Castleblayney</td>
<td>Mullingar</td>
<td>Wicklow</td>
</tr>
<tr>
<td>Cavan</td>
<td>Naas</td>
<td>Wicklow RRV</td>
</tr>
<tr>
<td>Cherry Orchard - Motorcycle Unit</td>
<td>Navan</td>
<td></td>
</tr>
<tr>
<td>Drogheda</td>
<td>Portlaoise</td>
<td></td>
</tr>
</tbody>
</table>

### NAS West Stations

<table>
<thead>
<tr>
<th>Station</th>
<th>Station</th>
<th>Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballyshannon</td>
<td>Ennis</td>
<td>Ballina</td>
</tr>
<tr>
<td>Carndonagh</td>
<td>Ennistymon</td>
<td>Ballinasloe</td>
</tr>
<tr>
<td>Carrick on Shannon</td>
<td>Kilrush</td>
<td>Belmullet</td>
</tr>
<tr>
<td>Donegal</td>
<td>Limerick</td>
<td>Boyle</td>
</tr>
<tr>
<td>Dungloe</td>
<td>Nenagh</td>
<td>Carraroe</td>
</tr>
<tr>
<td>Finn Valley</td>
<td>Newcastle West</td>
<td>Castlebar</td>
</tr>
<tr>
<td>Killybegs</td>
<td>Roscrea</td>
<td>Clifden</td>
</tr>
<tr>
<td>Letterkenny</td>
<td>Scariff</td>
<td>Galway City</td>
</tr>
<tr>
<td>Manorhamilton</td>
<td>Thurles</td>
<td>Loughrea</td>
</tr>
<tr>
<td>Sligo</td>
<td>Clare RRV</td>
<td>Roscommon RRV</td>
</tr>
<tr>
<td></td>
<td>Tipperary RRV</td>
<td>Roscommon</td>
</tr>
</tbody>
</table>

### NAS South Stations

<table>
<thead>
<tr>
<th>Station</th>
<th>Station</th>
<th>Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enniscorthy</td>
<td>Carlow Town</td>
<td>Middleton/Youghal</td>
</tr>
<tr>
<td>Gorey</td>
<td>Bantry</td>
<td>Mallow RRV</td>
</tr>
<tr>
<td>New Ross</td>
<td>Castletownbere</td>
<td>Skibbereen</td>
</tr>
<tr>
<td>Wexford</td>
<td>Clonakilty</td>
<td>Caherciveen</td>
</tr>
<tr>
<td>Dungarvan</td>
<td>Cork</td>
<td>Dingle</td>
</tr>
<tr>
<td>Waterford City</td>
<td>Bantry RRV</td>
<td>Kenmare</td>
</tr>
<tr>
<td>Cashel</td>
<td>Fermoy</td>
<td>Killarney</td>
</tr>
<tr>
<td>Clonmel</td>
<td>Kanturk/Milstreet</td>
<td>Listowel</td>
</tr>
<tr>
<td>Tipperary Town</td>
<td>Macroom</td>
<td>Tralee</td>
</tr>
<tr>
<td>Kilkenny City</td>
<td>Mallow</td>
<td></td>
</tr>
</tbody>
</table>

### Current Command & Control Centres

<table>
<thead>
<tr>
<th>Station</th>
<th>Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballyshannon (Co. Donegal)</td>
<td>Tallaght (Co. Dublin)</td>
</tr>
</tbody>
</table>

For further information on the HSE National Ambulance Service please visit – [http://www.hse.ie/eng/services/Find_a_Service/ambulanceservice/](http://www.hse.ie/eng/services/Find_a_Service/ambulanceservice/)
Appendix 3

(i) EEA Nationals
EEA nationals who do not require work permits / visas / authorizations are nationals of the following countries: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, United Kingdom, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Norway, Iceland, Liechtenstein, Switzerland, Bulgaria and Romania.

(ii) NON-EUROPEAN ECONOMIC AREA APPLICANTS WHO RESIDE WITHIN THE STATE
In order that we can process your application it will be necessary for you to submit the following scanned documentation:

A scanned copy of your passport showing your identification i.e. the first page of your passport showing your photograph and personal details and current immigration stamp showing you have permission to be in this State.

And

A scanned copy of your current Certificate of Registration (GNIB card) showing Stamp 1, Stamp 4/ 4EUfam, Stamp 5

Or

A scanned copy of your current Certificate of Registration (GNIB card) showing Stamp 3 and scanned copies of the following:

- Marriage/Civil Partnership Certificate

And

- Spouse’s passport showing their identification and current immigration stamp and their current GNIB card showing Stamp 1, 4 or 5

Or

- If your spouse holds a Stamp 2 for the purposes of PhD study, please include a copy of their passport showing their identification and current immigration stamp and their current GNIB card showing Stamp 2 and documentary evidence from the relevant educational institution showing that they are a PhD student.

Applications that are not accompanied by the above documents where necessary will be considered incomplete and will not be processed any further.
This means that your application will not be submitted for the ranking exercise and subsequent invitation to interview.
For more details on EEA countries please see visit the Department of Jobs, Enterprise and Innovation website www.djei.ie

Please note:
The HSE welcomes applications from suitably qualified Non-EEA Nationals that have refugee status. We would be grateful if such applicants would provide documentary evidence confirming their status.
Appendix 4

Candidates who CANNOT APPLY

Applications received from candidates who fall under the below categories will not be processed further in the selection process; this means that you will not be invited to interview.

Persons in receipt of a pension from specified Superannuation Schemes

The HSE has implemented a policy which prohibits the rehire of retired members of HSE staff in all grades. You will not be eligible to compete for posts to be filled in this campaign if you have previously worked for the HSE/former Health Boards and are now in receipt of a pension awarded under the terms of one of the following Pension Schemes:

1. Local Government Superannuation Scheme (LGSS)
2. HSE Employee Superannuation Scheme
3. Voluntary Hospital's Superannuation Scheme (VHSS) (Officers or Non Officers Schemes)
4. Nominated Health Agencies Superannuation Scheme (NHASS).

Prospective candidates must satisfy themselves as to their eligibility to be employed by the Health Service Executive before applying/competing for posts to be filled through this recruitment campaign.

Former Health Service and public sector employees must ensure that they adhere to their contractual obligations where they have previously availed of the Incentivised Scheme of Early Retirement (ISER), 2010 Voluntary Early Retirement Scheme (VER) or 2010 Voluntary Redundancy Scheme (VRS).
### Paramedic Training Programme

#### Course Structure
The Paramedic Training Programme is delivered by the National Ambulance Service College (NASC) in partnership with the School of Medicine & Medical Science, University College Dublin. Successful completion of the Paramedic Training Programme will lead to the award of Diploma in Emergency Medical Science. For further information on the Course Structure – please visit [www.ucd.ie/centreems](http://www.ucd.ie/centreems)

#### The National Ambulance Service College
The National Ambulance Service College is situated in Ballinasloe and Dublin. The college is responsible for implementing National Ambulance Service Training. The role of the NASC is to prepare staff for service in the National Ambulance Service and to enhance and develop performance levels of all ambulance personnel to a standard of excellence expected by the community.

#### What duration is the Student Paramedic Training Programme?
The course duration is 2 years full time, inclusive of annual leave.

#### What components does the course consist of?
The course has both theoretical and practical components. Reinforcement of the practical and consolidation of theory will be completed whilst in full-time practice placements and are supported by qualified registered Paramedics.

#### Stages of the Paramedic Training Programme

<table>
<thead>
<tr>
<th>Stage</th>
<th>Activities</th>
<th>Core Stage Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stage 1</strong>&lt;br&gt;(Duration 12 Weeks)</td>
<td><strong>Theoretical Instruction covering</strong>&lt;br&gt;- Corporate Induction&lt;br&gt;- Observational Ambulance Placement&lt;br&gt;- Basic patient assessment&lt;br&gt;- Professional Issues&lt;br&gt;- Communication Skills&lt;br&gt;- Moving and Handling&lt;br&gt;- CFR Provider Course&lt;br&gt;- Introduction to respiratory diseases and management&lt;br&gt;- Introduction to clinical procedures, medical &amp; trauma emergencies&lt;br&gt;- Paediatric &amp; Obstetrical emergencies and ambulance emergencies&lt;br&gt;- Radio communications&lt;br&gt;- Mass casualty incidents&lt;br&gt;- Consolidation of theory and practice</td>
<td><strong>Theoretical Instruction</strong>&lt;br&gt;Completed over a seventeen week period this gives the student an introduction to healthcare, the pre-hospital work role and introduces the students to the disciplines and techniques employed in the study of pre-hospital emergency medical care. It provides students with opportunities to develop knowledge in Pre-hospital emergency medicine, health and safety, law, ethics, ambulance operations, anatomy, physiology, pathophysiology, clinical procedures and practice. It is comprised of lectures, taught skill stations, observational ambulance placement, clinical placements and scenario based learning (practical and theoretical). With a sound theoretical based and developed patient assessment skills, the aim is to develop the students diagnostic and clinical decision-making abilities allowing for proficient patient care. The clinical placement element allows for the student to progress from the study of theory and skills development to a placement in an appropriate hospital. This allows the student to observe and participate in patient assessment skills, affording the student the opportunity to discuss with a clinician how clinical decisions are made. The hospital environment provides rapid exposure to a greater number of patients which would take an extended time in a pre hospital setting. Additionally the clinical placements allow for the development of an understanding of the continuum of care.</td>
</tr>
<tr>
<td><strong>Stage 2</strong>&lt;br&gt;(Duration 5 Weeks)</td>
<td><strong>Clinical Placements to include:</strong>&lt;br&gt;- Theatre and Emergency Department&lt;br&gt;- Theatre and Medical Ward Placements&lt;br&gt;- Paediatric and Gyn/Obs Placements</td>
<td></td>
</tr>
</tbody>
</table>


A strong emphasis is placed on the application of theoretical learning in the workplace. During this time the student also initiates a portfolio of evidence (which includes two reflective case studies from selected departments and witness testimonials from the hospital placements).

The student is provided with a training record booklet, which will form part of the overall Portfolio of Evidence, outlining the full range of skills for which they must provide evidence of competence. In addition the students are also required to complete a reflective practice journal, which is part of the Portfolio of Evidence, based on the care they have provided to patients whilst under supervision.

### Stage 3
(Duration 3 weeks)

**Supernumerary Ambulance Placements**

**Clinical Internship I**

The module builds on the knowledge gained from Clinical Placements and involves workplace learning, in this case in an emergency ambulance, for a three period (whole-time equivalent) during which time the student observes and participates where appropriate in patient assessment and management, under the supervision of a registered Paramedic.

It is envisaged that the student, although placed for 100% of the placements on an emergency ambulance, will be exposed to a mix of emergency, urgent and routine ambulance duties.

During this time, students will also continue to develop their Portfolio of Evidence based on the attended cases which will form part of the final assessment. The Portfolio will be verified by the Course Director or a tutor delegated by him/her.

Students provide evidence of competence for their Portfolio by completing patient reports and reflective case studies.

### Stage 4
(Duration 2 weeks)

**Theoretical Consolidation and Exam Preparation.**

The NQEMT Part 1 Exam will be undertaken on completion of these elements of the training programme.

### Stage 5
(Duration 12 weeks)

**Undergraduate Ambulance Placements**

**Undergraduate Internship**

This component of the Programme involves workplace learning under supervision of a registered Paramedic crew for a 12 week period (whole-time equivalent) during which time the student develops their Portfolio of Evidence. For the purposes of this submission, it is the intention that students will complete 100% of the undergraduate internship as a third person on an emergency ambulance. It is envisaged that the student, will be exposed to a mix of emergency, urgent and routine ambulance duties.

The Portfolio of Evidence will be initially reviewed by a
Mentor appointed by the Course Director. Students provide evidence of competence in these elements by completing patient reports, reflective case studies and witness testimonials. The Portfolio will be verified by the Course Director of a Tutor delegated by him/her.

<table>
<thead>
<tr>
<th>Stage 6</th>
<th>Driving Training Course (Duration 3 weeks) (May occur prior to commencing or during Stage 9)</th>
<th>Students will undergo 3 weeks of driving training. It will consist of theoretical and practical skills development, under the direction of a driving instructor. This element of training may take place prior to or during completion of Stage 6 of the programme.</th>
</tr>
</thead>
</table>
| Stage 7  | Exam Preparation and NQEMT Part 2 Exam                                              | **Paramedic Skills Development, Exam Preparation & NQEMT Part 2 Exam**  
This stage includes a review of work completed to date in the Student Portfolio. Reinforcement of the practical and consolidation of theoretical components of the course will be completed whiles supported by qualified tutorial staff. This is a review process and a preparation for the second part of the National Qualifying Exam which on completion will allow the Student to practice as a Paramedic Intern, as part of a Paramedic crew. |
| Stage 8  | PHTLS/PEPP course and induction for Undergraduate Internship Placements (Duration 1 week) | **Clinical Theory II (Introduction to Practice)**  
This 1 week full-time stage covers all aspects of trauma care in adults and is taught by the Pre-Hospital Trauma Life Support (PHTLS) Instructors, certified by the National Ambulance Service College. It is comprised of lectures, taught skill stations and scenario based learning (practical and theoretical). The vital subject of patient assessment and clinical decision making is covered in depth. Also taught during this stage are aspects of emergency Paediatric care which is led by Paediatric Education for Pre-Hospital Professionals (PEPP) Coordinators, certified by the American Academy of Paediatricians, and course Tutors. It is comprised of lectures, taught skill stations and scenario based learning (practical and theoretical). |
| Stage 9  | 1 Year Post Graduate Internship (Duration 1 Year) (Work-based learning, assignments & Reflective practice) | **1 Year Post Graduate Internship**  
This component of the Programme involves workplace learning under supervision of a registered Paramedic and will consist of a period of time not less than 52 weeks. As part of a crew during this final development stage, the intern will further review their Portfolio and be formally assessed on a minimum of 3 occasions by a qualified tutor. Professional development opportunities (mentorship training etc) will be completed during this period. The internship will be concluded with a panel interview exam. |
Successful completion of the above Student Paramedic Training Programme will lead to the award of Diploma in Emergency Medical Science. This award will allow candidates to have their name registered on the Paramedics (Ps) Register with the Pre-Hospital Emergency Care Council (PHECC).

**What is the Pre-Hospital Emergency Care Council?**
The Pre-Hospital Emergency Care Council (PHECC) is an independent statutory agency with responsibility for standards, education and training in the field of Pre-Hospital Emergency Care. They are the regulators for Emergency Medical Services in Ireland. All EMT’s, Paramedics and Advanced Paramedics must be registered with PHECC in order to legally practice in Ireland.

Students who successfully complete the NQEMT examination must obtain registration as a Paramedic Intern with the PHECC and be prepared to maintain such registration with PHECC through continuing professional development and compliance with Clinical Practice Guidelines and the Fitness to practice process. [For further information on PHECC and PHECC Registration please visit: www.phecit.ie](http://www.phecit.ie)

**Will I have to pay Examination/Registration Fees while undertaking the Training Programme?**
The HSE will pay in full, all fees required by the Pre-Hospital Emergency Care Council in connection with undertaking the NQEMT Examination.

Students will be required to pay in full, all fees required by the Pre-Hospital Emergency Care Council in connection with acquiring registration and maintaining current registration on the Register. For further information on registration fees please visit: [www.phecit.ie](http://www.phecit.ie)

**What are my obligations in relation to Examination Results?**
Students will provide a copy of all examination results to the National Ambulance Service College, training reports and certificates as conferred and/or provided by the Pre-Hospital Emergency Care Council or any other relevant authority.

**Where will I be based during Stage 2 Placements?**
Students may be allocated hospital and operational placements at varying locations throughout the National Ambulance Service Area ([For further details on the NAS please see appendix 2](#)).

No additional costs will be incurred by the HSE in association with undertaking such placements. Every effort will be made to provide such placements within a reasonable distance to the Students area of residence however; the NAS may not be able to facilitate this.

**What happens if I fail to successfully complete the NQEMT Examination?**
Students who fail to show acceptable progress on the course may not be enrolled for the NQEMT examinations. Such progress will be measured by regular “house exams”.

Students who are not enrolled to sit the NQEMT exam due to poor course progress may be removed from the programme.

**What happens if I successfully pass the NQEMT Examination?**
Students who successfully complete the NQEMT Examinations are eligible to register as a Post Graduate Paramedic Intern with PHECC. The Post Graduate Paramedic Internship is normally of 12 months duration during which students must successfully complete quarterly assessments, course work and projects, ongoing appraisals, comply with all Clinical Practice Guidelines, mentorship arrangements, supervision arrangements, and PHECC and HSE Codes of Professional Conduct and National Ambulance Service Policies.

**Where will I be based during my Post Graduate Paramedic Internship?**
Students accepting a Specified Purpose Contract of Employment may be allocated operational deployment at varying locations throughout the National Ambulance Service.

Deployment will consist of operational work placements as part of a two-person crew. No additional cost will be incurred by the HSE in association with undertaking such deployments. Every effort will be made to provide such deployments within a reasonable distance to the candidates area of residence, however, the NAS may not be able to facilitate this.

**Is accommodation organised for me during the Training Programme?**
It is the responsibility of the student to organise their own accommodation if required.
What happens if I successfully complete the Post Graduate Paramedic Internship?
Students who successfully complete the Post Graduate Paramedic Internship must obtain registration as a Paramedic with PHECC and be prepared to maintain such registration with PHECC through Continuing Professional Development and compliance with Clinical Practice Guidelines and the Fitness to Practice process.

Once I receive registration as a Paramedic with PHECC, what happens next?
The post of Student Paramedic is Specified Purpose (i.e. temporary). Any post that may be offered following successful registration as a Paramedic with PHECC may be permanent or specified purpose (i.e. temporary). If a permanent offer of employment is made, candidates will commit to a minimum of 2 years employment with the National Ambulance Service.

What happens if I am offered a permanent post and fail to complete 2 years of satisfactory employment?
Candidates who are offered and accept a permanent post but who fail to complete the minimum 2 years satisfactory service may be required to replay the full cost of their training or part thereof on a pro rata basis depending on the duration of service completed.
Panel Management Rules

In this appendix we outline how individual training places are notified to candidates who are successful at interview and are placed on the recruitment panel in order of merit. The time lines and panel management rules for each individual training place will be included in the email communication sent to you for each individual post which arises and is relevant to your order of merit on the panel.

Frequently used terms:
Expression of Interest: An expression of interest simply means that you indicate that you would be interested in this job should it be offered to you.
Formal Training Place Offer: You are formally offered the training place i.e. if you accept the formal training place offer you will move to the next stage of the selection process- reference checking, occupational health clearance etc.
Order of Merit: The order of merit is initially decided by your score achieved at testing/ interview i.e. candidates are listed in order determined by their score, the highest score achieved is no.1 on the panel, the second highest score is no.2 etc.

Specified Purpose Whole Time Training Place Offers
You will have 48* hours in which to express an interest in a specified purpose training place. You will be made aware by an “alert” text to your mobile phone to advise you of an e-mailed letter regarding the details of the training places and the time by which you may express an interest in the training place. You will also receive a description of the training place / service and contact details for the Service Manager to discuss the service / training place if you wish to do so. We strongly recommend that you do so.

National Recruitment may notify more than one candidate, in order of merit that a specified purpose training place has arisen. This notification invites an expression of interest in a training place and should not be considered an offer. The candidate who expresses an interest in the training place and is highest in order of merit will be offered the training place. Candidates who do not express an interest or who reject a training place when formally offered will not be moved on the panel and their ranking on the panel will not change. If a candidate is not interested in a training place they do not need to take any action and can ignore the job notification text and email. It is most important for candidates not to express interest in a training place that there is little chance they would accept if offered as this can cause large UNNECESSARY delays in the filling of training places and thus the provision of services.

*Where service need requires the time span in which to express interest may be less than 48 hours. The time span and deadline for expressing interest will be clearly indicated on your text alert and in the expression of interest email. We strongly advise candidates to pay due attention to expiry times.

Candidates who do not take up or express an interest in a specified purpose training place will not forfeit their ranking on the panel.

Interviews form a part of the selection process. The HSE reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances (e.g. past / current employment references, security clearances) cannot be obtained or are unsatisfactory.

Please note that candidates successful at interview and placed on the panel formed through this campaign will not be considered as applicants for any supplementary campaigns to add to this panel. This applies if you are still active on the panel.

Candidates who formally accept a specified purpose training place and subsequently decline the training place will be removed from the entire national panel.

Candidates who formally accept a specified purpose training place will no longer be eligible for any further expressions of interest, and will be removed from the entire national panel.

Note on References: The HSE must be satisfied that it has a full and comprehensive suite of references which assures it that the applicant’s past performance and behaviours are appropriate to the post. The HSE determines the merit, appropriateness and relevance of references. Please note the HSE may retract a job offer if sufficient satisfactory references cannot be obtained in a time frame congruent with service need.

The HSE reserves the right to retract a job offer should the successful candidate be unable to fulfil the provisions / criteria of the specific post in line with service need.

Page 20
Student Paramedic NRS03787
All appointments will require satisfactory security clearances. Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

If you lived in any country for 6 months or more other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated after you left that country and cover the entire period of your residence. Seeking security clearances from other countries (e.g. UK, USA etc) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore if you are interested in pursuing a career within the HSE we would strongly advise that you commence seeking international security clearances now.

**PLEASE NOTE:** the Garda clearance form which you complete and return only covers addresses in the Republic of Ireland and Northern Ireland. However all addresses from birth, including overseas addresses must be provided on our Garda Clearance form.

All Northern Ireland addresses on vetting applications must include a Postal Code. Further information in respect of Postal Codes is available on the following websites:

- www.royalmail.com/find-a-postcode
- www.postoffice.co.uk/postcode-finder

If you have resided in countries outside of the Republic of Ireland and Northern Ireland for a period of 6 months or more, it will be mandatory for you to furnish this department with a Police Clearance Certificate from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate Police Clearance Certificate for each country you have resided in. Clearance must be dated after the date you left the country/countries.

Note: Candidates who studied outside of Ireland e.g. in the UK, please pay particular attention to this. You will require UK disclosure to cover the entire period you were in the UK. Clearance must be dated after you left the UK.

The following websites may be of assistance to you in this regard:

**United Kingdom**

London:
- http://content.met.police.uk/Site/informationaboutyourself
- Metropolitan Police Service - Your right to information
- www.disclosurescotland.co.uk
- www.north-wales.police.uk

The [http://www.police.uk/forces/](http://www.police.uk/forces/) website will provide you with a link to each police force site in the UK. Click on the relevant force covering the area where you resided. A search under Data Protection or Data Access Request or Subject Access Request will bring you to the relevant section of that Police Forces website.

https://www.gov.uk/browse/working/finding-job (This website will provide you with a list of registered agencies to contact in the UK who may process your request for UK clearance with the Criminal Records Bureau).

**Australia**

www.afp.gov.au This website will provide you with information on obtaining a national police clearance certificate for Australia.

**New Zealand**

www.courts.govt.nz This website will provide you with information on obtaining police clearance in New Zealand.

**United States of America**

Please note that valid Security/Overseas Clearance from the USA must be obtained from the [FBI only](http://travel.state.gov/travel/tips/emergencies/emergencies_1201.html)

FBI Clearance is valid for all of the United States and convictions / remarks occurring anywhere in the United States would be noted. Individual US State Clearance (e.g., New York State Clearance) is not acceptable as it is valid for that State alone and convictions / remarks occurring in other States may or may not be noted.
Other Countries
For other countries not listed above you may find it helpful to contact the relevant embassies who could provide you with information on seeking Police Clearance.

Candidates please do not send us your overseas clearance or any other documentation unless we request it from you. Candidates who receive job offers will have 5 working days in which to produce the required documentation; otherwise the job offer will be withdrawn.

When requested, a copy of your overseas Clearance will be retained on file and the original returned to you by post.

Note: Any costs incurred in this process will be borne by the candidate.
Student Paramedic Candidate Information Booklet

We strongly encourage you to read this Information in full as it will answer many questions you may have about the post and will help you to decide if you are genuinely interested in pursuing this career choice.
Introduction

The National Ambulance Service (NAS) is seeking persons interested in undertaking the Paramedic Training Programme (including Paramedic Internship) and acquiring Registration as a Paramedic with the Pre Hospital Emergency Care Council (PHECC). This is a significant career opportunity in a dynamic area of the Health Service at a time of immense change and service development.

Successful students who accept the Terms and Conditions of Employment must be prepared to engage in a long term and uninterrupted commitment of up to four years. Potential candidates should carefully consider their willingness to undertake such a commitment and the consequent lifestyle changes involved.

The intention of this process is to provide a pool of suitable qualified paramedics, licensed to practice by the PHECC, who will be offered positions at the grade of Paramedic at various locations throughout the NAS.

Any offer of employment, beyond the initial contract of employment as a Student Paramedic is subject to current registration as a Paramedic with the PHECC, provision of certified and current copies of the National Qualification in Emergency Medical Technology and the PHECC Paramedic Practitioner’s Licence, provision of certified and current copies of a full unendorsed Class C1 Driving Licence and satisfactory conduct and commitment during the Paramedic Training Programme.

This Paramedic Training Programme represents a significant investment in vocationally based education and successful candidates must be prepared to commit to employment.

Those candidates, who secure the Paramedic qualification and achieve excellence in their field, can expect to be considered for Advanced Paramedic education and possible promotional opportunities.

A Good Job

Action, serving the community, job satisfaction, security and a pension – with all this on offer competition for entry into the National Ambulance Service is fierce. If you can meet the demands of a public service with a first class reputation for dealing with all types of routine and emergency incidents, the National Ambulance Service can offer you a secure and satisfying job.

In the context of delivering high quality pre hospital services, maintaining a level of fitness and professional development appropriate to the role against a background working in a 24/7 365 day...
service environment and having the ability to cope with caring and stressful situations is considered a career lifestyle rather than just a job.

**CANDIDATES ARE ADVISED TO SERIOUSLY CONSIDER THE IMPLICATIONS OF SUCH A LIFESTYLE COMMITMENT**

---

**The Job Is More than Just Sirens and Blue Lights**

The role of Paramedic entails much more than zipping through traffic with sirens blazing. Paramedics are the front line of the National Ambulance Service, dealing with emergency and non emergency situations each working moment. The Paramedics job is essential in an emergency. With their specialist skills, equipment and medication, usually only found in a hospital's Emergency Dept., Paramedics examine, treat and provide the highest possible quality of care to their patients. Paramedics are required to assist in a range of incidents – road traffic collisions, medical emergencies affecting children and adults inside and outside domestic premises, building site and public areas. They also often work with members of other emergency services, for example, Firefighters and the Gardai. Furthermore, Paramedics within the NAS may also follow careers in educational or clinical support roles, as frontline supervisors or middle and senior managers.
Role of the Paramedic

The role of a modern Paramedic is very rewarding while at the same time challenging. Individuals are required to display a number of pre-eminent characteristics to function effectively in the role, for example:

- Compassion e.g. sympathy towards victims of emergencies
- Understanding and discipline in stressful situations; the ability to carry on in what may occasionally be emotionally harrowing circumstances
- Determination and tolerance
- The capacity for rapid, intense and sustained effort
- Capacity to use initiative when alone
- High-level communication skills are necessary in coping with stressful situations and dealing with patients and relatives who may be very emotional
- Flexibility and adaptability; shift work is the norm, with some periods of inactivity interspersed with times when you are very busy.
- Physical strength and a good general level of fitness as the job involves frequent heavy lifting and other physical work.
- Willingness to learn and the ability to assimilate information / the knowledge required to perform effectively in today’s service e.g. it is important that Paramedics have complete and automatic familiarity with the equipment of the profession and a practical understanding of a wide range of subjects necessary to anticipate and deal with life threatening injuries.

The Paramedic is at the front line of medical care. They respond to emergency calls and may treat people at the scene of the accident or transport them to hospital. You may know them as ‘ambulance drivers’, although their responsibilities are actually much more than merely piloting the vehicle. Paramedics must have excellent emergency assessment and treatment skills and should also be adept at dealing with members of the public in stressful situations. Being a Paramedic is a very rewarding profession, however it is not an easy career choice – it can be stressful and difficult. However, there are few jobs in which you get to help people and even save lives on a regular basis.

Paramedics usually work in teams of two and are known as a ‘crew’. Their day-to-day duties involve checking the ambulance to make sure it’s in working order, ensuring it’s clean and that the equipment is working correctly. The main part of the job involves responding quickly to emergency calls. On arrival at the scene of an accident or illness, Paramedic’s assess the situation and administer appropriate treatment to those who need it, before and during the journey to hospital. At the Hospital, the Paramedic gives medical staff an accurate report of the patient’s condition and circumstances of the accident. They also have to write patient reports and complete log sheets on each shift. Paramedics may also be required to carry out inter-hospital transfers which involve transporting patients to other...
hospitals that are better equipped to cater for their needs. Promotion opportunities involve rising to the position of Lead Paramedic where you have responsibility for the clinical and operational supervision of staff and the management of an Ambulance Station as well as the standard Paramedic duties.

**Careers and Training**

The National Ambulance Service is committed to training and education as a long term investment aimed at maintaining a highly skilled workforce. An essential component of a Paramedic's role is to maintain skills and undertake ongoing training. It is through quality training that a Paramedic develops the confidence skills, knowledge and abilities to manage increasingly complex emergency situations. Commencing at initial appointment and continuing throughout their career, a Paramedic must undertake a multitude of training programs, activities and assessments, to ensure their skills remain at an optimum level. All those interested in pursuing a career as a Paramedic should be aware that as part of their ongoing training, all Student Paramedic's must successfully complete the National Qualification in Emergency Medical Technology (NQEMT) at paramedic level.

**Uniforms**

The wearing of the NAS uniform is specific to the public's identification of the NAS and its staff. It is also a means of gaining clear, authoritative passage in the performance of Ambulance duties.
A Day in the Life of a Paramedic

Vincent O'Connor, Education, Competency Assurance Manager says there are three main aspects to the Paramedic job:

- Delivery of the highest level of quality care
- Patient Communication
- Ambulance driving (Requires C1 Licence)

"Patient communication is possibly the most important part of the job," he says. "It's vital that patients feel comfortable with you and are secure in the knowledge that you know how to do your job."

The types of calls Paramedics respond to vary enormously says Vincent. "No two types of emergency call are the same. Even if you've been given details of the emergency you're heading out to you never really know what you're facing until you get there."

Each ambulance is staffed by two Paramedics, one to drive while the other attends the patient. Both are trained to the same level so they usually swap jobs every second day. "The ambulance team need to have a good rapport so they can act as quickly as possible to each other," says Vincent.

Once you start on the job you'll be working shifts and some on-call hours, which could mean working 24 hours in a row. Physical stamina is therefore important, but, says Vincent, you also need to be very mentally strong. "It's one of the most stressful jobs you can do. You meet death on a regular basis and that can have a profound affect on you."

The service utilises state of the art equipment in the diagnosis and treatment of patients, because it's a national service, equipment and vehicles are generally uniform. We also have a national uniform (green and white) which gives us our own identity with the public and fellow professionals.

Training & Development brings new challenges for students; there is quite a comprehensive programme to be completed and lots of placements in hospital departments such as Emergency Room, Coronary Care Units, Theatre and Theatre Recovery, Paediatrics, Psychiatric, Obstetrics and Gynaecology and Geriatrics. There are also placements in Ambulance Control and on the Ambulances. Here interventions are prohibited on early placements (observer only) and allowed on later ones, following training.
Vincent says enthusiasm and friendliness are important assets to have if you want to be a Paramedic, but the most important quality is compassion. "You’re going to see a lot of rough things and you need to be at your best, when patients are at their worst."

If you have any questions regarding the post of Student Paramedic, the Paramedic Training Programme or the position of Paramedic (PHECC Registered Paramedic) with the National Ambulance Service, please contact the Education and Competency Assurance Office through the Divisional Headquarters of the National Ambulance Service nearest you.
Student Paramedic

Self Assessment Questionnaire

You should now have a good understanding of the requirements of the role. This short questionnaire encourages you to review how your interests, skills and experiences match the challenging requirements of the Student Paramedic role. We ask you to consider honestly your experiences to date and your level of comfort in fulfilling the requirements of the role, as identified in the statements provided in the questionnaire.

Please work through the statements by selecting the box that best reflects your level of agreement with each statement in the context of where you are in your current career, where:

‘SA’- Strongly Agree ‘A’- Agree ‘D’- Disagree and ‘SD’- Strongly Disagree with each statement.

Use your current and past experiences and your expectations for the future to help you decide on your response. You may feel that some of the statements are not relevant to you or you may find it difficult to choose an appropriate answer, however try to choose the most relevant option presented. We encourage you to provide an answer to all statements.

Once you have completed the questionnaire, take a moment to review it. If you find you have responded ‘Disagree’ or ‘Strongly Disagree’ to a number of questions you may wish to re-consider your suitability for this role.
Is a Career as a Student Paramedic for me?

I am very good with people
I am good at establishing and maintaining working relationships with other people
I am known for my ability to be compassionate and to empathise with others
I have demonstrated the ability to diffuse difficult situations
I maintain my composure, even in pressurised situations
I am good at talking clearly and confidently to and with groups of people
I am good at asking the right questions in order to get the complete picture
People think of me as being reliable
I have demonstrated the ability to carry on in emotionally harrowing circumstances
I am comfortable writing reports and summarising key points on issues
I get things done
I can quickly identify the key issues in different situations/problem areas
I am flexible when dealing with changing situations
I have a reputation for seeing things through to completion
I have demonstrated the ability to work independently and be self-reliant
I am known to pay attention to detail
I have demonstrated an ability to apply rapid, intense and sustained effort
I can work effectively under time pressure and to tight deadlines
I am organized in my approach to tasks
I demonstrate sound practical judgement in my approach to decision making
I know I need to be flexible, as required, to get things done
I always put in the extra effort to make sure that something is done well/ on time
I demonstrate a commitment to quality in everything I do
I enjoy learning new skills that will enhance my work performance
I am prepared to undertake the more mundane tasks (e.g. cleaning, paperwork etc) as appropriate, so ensure that work objectives are met
I am known for my problem solving capabilities
I have a real interest in the National Ambulance Service
I like to keep up to date with current issues in the Health and Ambulance Services
I have an understanding of the role of the Student Paramedic
I am prepared to adapt my lifestyle to meet the requirements of the Student Paramedic role
I am aware of the demands that shift/unsociable working hours can have on people and their families
I am interested in continuing my personal and professional development
I have an interest in building and maintaining my personal fitness
I take pride in my personal appearance
I am prepared to be available for duty outside of normal working hours as and when the need arises
I have a genuine interest in helping others and maximizing patient care