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**Paramedic Qualified – Pre Hospital Emergency Care Council (PHECC) Registered**

**Job Specification and Terms & Conditions**

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| **Job Title and Grade** | Paramedic Qualified – Pre Hospital Emergency Care Council (PHECC) Registered  (Grade Code 6463) |
| **Campaign Reference** | NRS02294 |
| **Selection Process** | The HSE has ongoing opportunities for Qualified Paramedics. In order to meet this requirement this advertisement will remain live for the foreseeable future so that qualified Paramedic candidates can submit applications throughout the year. Throughout the lifetime of this rolling campaign we will continually draw from the applicant pool, processing applications and holding assessments & interviews in order to fill current and future vacancies. Assessment & Interview dates will be communicated to eligible applicants as soon as they are scheduled. |
| **Taking up Appointment** | To be indicated at Job Offer stage |
| **Organisational Area** | National Ambulance Service (NAS) |
| **Location of Post** | Operational Divisions throughout the National Ambulance Service:  NAS North Leinster  NAS West  NAS South  Details of the HSE National Ambulance Structure are provided at:  <http://www.hse.ie/eng/services/list/3/nas/> |
| **Details of Service** | The role and purpose of the National Ambulance Service is to provide a clinically appropriate and timely pre-hospital patient care and transportation service. Pre-hospital emergency care and transportation services are provided as an integral part of a continuum of care for patients/clients, and there is a requirement to work in partnership with other health care providers in both Scheduled and Unscheduled Healthcare Services. |
| **Reporting Relationship** | Reports to Paramedic Supervisor  Responsible to Ambulance Officer (Operations Resource Manager) |
| **Purpose of the Post** | The Ambulance Service is committed to providing an efficient and effective Emergency Ambulance, Patient Transport Service, First Responder and Communications Service which meets in full, all statutory duties and public expectations.  The PHECC Registered Paramedic will be competent to carry out all of the duties required and will have a range of abilities which will permit the safe delivery of emergency care and transport within the framework and limits specified by the Pre Hospital Emergency Care Council (PHECC). For more information see [www.phecit.ie](http://www.phecit.ie).  The PHECC Registered Paramedic will be responsible for the care, treatment and movement of patients and maintaining self, vehicles, equipment and station in a manner fit to respond to that role. |
| **Principal Duties and Responsibilities** | **Clinical Responsibilities**   * Maintain PHECC Registration at the appropriate level by completing relevant PHECC Requirements * Attend to cases of accident and sudden illness and respond to AS1, AS2 and AS3 calls in a prompt and timely manner * Deal with emergencies as required in line with PHECC CPGs and NAS SOPs * Attend to patients and where appropriate to their relatives or companions in a professional, courteous and compassionate manner using best practice including compliance with Clinical Practice Guidelines * Act within the principles of the Framework for Major Emergency Management and the relevant Clinical Practice Guidelines issued by PHECC during major emergencies if the need arises and to carry such communications equipment as necessary and to be familiar with the Major Emergency Plan * Participate in exercises and training sessions designed to improve the ability of the Ambulance Service to respond to a Major Emergency * Show leadership in the completion, audit, evaluation and development of clinical records including Patient Care Report Forms (PCR) * Communicate with a broad range of HSE and non HSE professionals as appropriate * Carry out duties in an acting up capacity as required * PHECC Registered Paramedics in the National Ambulance Service are to provide societal examples by maintaining a high standard of dress and appearance as well as conducting themselves in a responsible manner at all times.   **Promote Personal Health & Wellbeing**   * In the context of delivering high quality Emergency Medical Services, maintaining a level of fitness and personal professional development appropriate to the role is essential * Demonstrate awareness of own stress levels and seek appropriate support * To ensure there is no smoking in the vehicle or in any areas where smoking is restricted. * Be proactive in the community to identify risk, to reduce deaths and injuries * Deliver appropriate safety messages to those groups most at risk * Ensure attendance for duty free from the effects and smell of prior alcohol consumption * Wear such uniforms and/or protective clothing as deemed necessary for the performance of his/her duties   **Promote Safety, Health & Welfare At Work (Including Driving & Vehicle Checks)**   * Carry out relevant risk assessments to identify and report actual or potential hazards/risks in the work environment in accordance with the Health Service Executive Ambulance Service Safety Statement / deal with them appropriately * Take immediate action to minimise risks where it is reasonably practicable to do so * Demonstrate awareness of own stress levels and seek appropriate support * Drive all relevant vehicles types operated by the Ambulance Service in accordance with the Policy for Vehicular Emergency Response, Safe Work Practice Sheet on Driving and the Site Specific Safety Statement * At the start of each tour of duty, carry out and complete a Daily Vehicle Inspection Form, ensuring that all defects, deficiencies and accident damage are reported on a Vehicle/Equipment Defect Report Form to the Station Supervisor * Check any vehicle prior to use ensuring that it is fully equipped, visually checked for defects and that all equipment is functioning and ready for use in accordance with Service Procedures * Carry out maintenance, equipment and drug checks on emergency ambulance, patient transport and specialist vehicles as may be in service at any given time * Operate equipment in accordance with Standing Operational Procedures and manufacturers instructions * Maintain the Ambulance Service standards of cleanliness for vehicles, equipment, stations and garages * Be personally responsible for not undertaking any task or action which would knowingly cause risk to self, others, or to the Health Service Executive National Ambulance Service * As far as is reasonably practicable attempt to prevent other people from undertaking tasks or actions which would knowingly cause risk to themselves, others, or to the Health Service Executive National Ambulance Service * Participate in briefing/training sessions and carry out any agreed control measures and duties as instructed * Interact with, support and mentor Community First Responders * Comply with all Health and Safety guidelines and be familiar with Safety Statements and Site Specific Statements * All accidents must be reported immediately in line with the Safety, Health and Welfare at Work Act, 2005 and all staff must comply with all safety regulations   **Administrative Responsibilities (Including Managing Resources & Information)**   * Maintain regular communications with Ambulance Control to register updates regarding cancellations, additions and mobility requirements * You will be required to have a mobile telephone or approved item of communications equipment for urgent or necessary calls/contact during and outside working hours, you will accept responsibility for the safety and security such equipment, ensuring that it is used only as intended by the NAS * Record details and maintain records of patients, journeys, vehicle refuelling and duty hours in accordance with Service procedures * Maintain and submit records as required by the Area Operations Manager or a designated Ambulance Officer to include Daily Vehicle Inspection Forms, Vehicle/Equipment Defect Report Forms, Patient Care Report Forms or any other reports as required * Co-operate with and be familiar with all management procedures in relation to discipline, industrial relations agreements, rosters, training, leave and grievance * Take responsibility for ensuring operational equipment is ready for use * Actively ensure personal compliance with the Medicines Management Policy * Document all patient care and treatment and comply with records management processes * Access and record information using computerised systems * Undertake paperwork, such as recording routine tests on pieces of equipment * Accept responsibility for security of stations, vehicles and equipment where appropriate * Get to know the local community area, including: streets, roads and buildings * Be aware of the risks and possible hazards to be found within their operational area * Maintain confidentiality in relation to personal data held for colleagues and patients, ensuring it is processed lawfully; for no purpose other than for which it was intended; is relevant to that purpose; is retained for no longer than is necessary; is processed in accordance with the rights of the subject to access and accuracy; and is protected from accidental loss or damage in accordance with the requirements of the Data Protection Act 1988 and 2003, and records management guidance * Maintain confidentiality of patient identifiable personal data using a non-identifiable alternative, where practicable, and limiting access on a strictly need to know basis.   **Tours of Duty**   * Work rosters as assigned, carry out the duties of the PHECC Registered Paramedic and be available for duty outside of normal hours as and when the need may arise * Work in any Ambulance Station as assigned from time to time * Be prepared to participate in strategic deployment at any designated Main Ambulance Station, Small Station, Sub-Station or other location as may be implemented in the future * Foster good working relationships with others * To report to a Paramedic Supervisor or Ambulance Officer as designated by the Area Operations Manager * Comply with all present and future Standing Operational Procedures including clinical, operational and control related * Operate Emergency Ambulances or Rapid Response Vehicles as required * To provide optimum patient care within the scope of practice of a PHECC Registered Paramedic.   **Education & Training**   * Take responsibility for developing own skills * Take part in training and development programmes as appropriate * Be prepared to undertake continuous professional competence (CPC) opportunities * Support the development of colleagues * Mentor Student Paramedics and others undertaking placements within the NAS while fostering an atmosphere of learning by example * Undergo such training as may be prescribed by the National Ambulance Service for both organisational and individual development * Identify and seek the support of the National Ambulance Service for relevant professional development opportunities necessary to maintain and improve clinical competence * Identify developmental opportunities within the work context and take part in activities, which lead to personal and professional development * Attend supervision and appraisal sessions with Paramedic Supervisors and Ambulance Officers as required.  Other Requirements of the Post  * This is an outline of the post holders duties and responsibilities. It is not intended to be an exhaustive list and may change from time to time to meet the changing needs of the Health Service Executive Ambulance Service. * Other tasks reasonably and normally incidental to the post are set out in Health Service Executive National Ambulance Service Policies, Training, Operational and Health and Safety instructions, Standing Operational Procedures, Code of Conduct and general information circulars. * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etcand comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. * Any other duties which may be assigned from time to time by the Area Operations Manager or designated Manager. |
| **Eligibility Criteria**  **Qualifications and/or experience** | **Candidates must :**   1. (i) Currently be registered on the Paramedic Division / Advanced Paramedic Division of the Register as held by the Pre Hospital Emergency Care Council   **Or**  (ii) Hold an equivalent qualification as validated by PHECC  **And**   1. Be the holder of a full unendorsed Class C1 driving licence\*.   *\*note some restrictions on C1 license are not acceptable for example 78, NI 78 or ROI 78 Restriction.*  **Age**  Age restriction shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). 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.  **Health**  Candidates 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.  **Character**  Candidates for and any person holding the office must be of good character.  **PLEASE NOTE:**   * Applicants will be required to submit a **Driving Licence Printout from their Local Authority\*** with their application form. This printout must be an original and must state whether or not you currently have any endorsements or penalty points\*\* on your licence. This printout must be from a recent date and is normally requested from the body who issued your driving licence e.g. National Driver Licence Service (NDLS) in ROI, Driver & Vehicle Licensing Agency (DVLA) in Northern Ireland or UK. For more information please visit: <https://www.ndls.ie/driving-abroad.html#letter-of-entitlement-driver-statement-> or <https://www.gov.uk/view-driving-licence>   *\*Please note that it can take a minimum of 10 working days for your request to be processed.*   * Candidates with penalty points on their licence should note that the maximum penalty points allowed by NAS are 6 points at the closing date of the campaign. Candidates who are found to have incurred more than 6 penalty points on their licence will not progress further in the recruitment process. * Appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register maintained by the Pre Hospital Emergency Care Council. |
| **Post Specific Requirements** | Any post specific requirement will be indicated at expression of interest stage if applicable. |
| **Other requirements specific to the post** | You will be required to have a mobile telephone or approved item of communications equipment for urgent or necessary calls/contact during and outside of working hours |
| **Skills, competencies and/or knowledge** | *Candidates must demonstrate the following skills, competencies and knowledge:*   * Demonstrate time Management, planning & organising skills * Demonstrate effective team skills * Demonstrate the ability to cope under pressure * Demonstrate tolerance and compassion especially in relation to providing a quality service in difficult and sometimes harrowing / stressful situations * Demonstrate effective problem solving and decision making skills * Demonstrate initiative and flexibility especially with regard to working in the changing environment of the Health Services and the Ambulance Service * Demonstrate effective communication and interpersonal skills including the ability to influence others * Demonstrate capacity for rapid, intense and sustained effort * Demonstrate motivation for and an understanding of the role of Paramedic including having a basic knowledge of HSE reforms and how they pertain to the National Ambulance Service * Demonstrate interest in and / or attainment of further relevant training / education and continuing professional development e.g. CIPD, computer course etc. |
| **Campaign Specific Selection Process:** | Applicants who are deemed eligible at application stage will be informed of the next stages of the selection process. This will include assessments relevant to the role and a face to face interview. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, feedback facilities for candidates on matters relating to their application, when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process, and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code Of Practice, Information For Candidates”.  Codes of Practice and Recruitment & Selection Procedures are published by the CPSA and full details are available on [www.hse.ie](http://www.hse.ie) or on [www.cpsa-online.ie](http://www.cpsa-online.ie), |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.  This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |

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**Terms and Conditions of Employment**

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| **Tenure** | The tenure of individual posts will be notified for each vacancy as it arises.  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004. |
| **Remuneration** | The Salary scale for the post as at 1st April 2017 :  Euro 26,702, 28,530, 29,557, 30,770, 31,590, 32,096, 32,902, 33,719, 34,528, 36,147, **37,640, LSI**  Shift and weekend premia payments also apply |
| **Working Week** | The hours of attendance i.e. 39 hours per week, involves shift work and may involve on call, depending on divisional assignment. You will be expected to be available for duty outside of the rostered hours as and when the need may arise.  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be agreed at the time of job offer. |
| **Superannuation** | Membership of the HSE Employee Superannuation Scheme applies to this appointment.  Existing Members who transferred to the HSE on 1st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those to which they were entitled at 31st December 2004.  Appointees to posts in the Mental Health Services which formerly attracted fast accrual of service should note that the terms of Section 65 of the Mental Treatment Act 1945 do not apply to New Entrant Public Servants as defined by Section 12 of the Public Service Superannuation (Miscellaneous Provisions) Act 2004. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |