**NRS14282 Student Paramedic**

Job Specification & Terms and Conditions

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| **Job Title, Grade Code** | Student Paramedic (Grade Code: 3190) *\*Please note that this grade code is awaiting formal assignment from the DOH but it will not result in a change to the terms and conditions of employment.*  |
| **Remuneration** | The Salary scale for the post as at 01/01/2024 is:€33,210 - €33,640 - €34,070 - €34,400Salary Scales are updated periodically and the most up to date versions can be found here: <https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html> |
| **Campaign Reference** | NRS14282 |
| **Closing Date** | Wednesday 15th May 2024 at 3pm |
| **Proposed Testing Date(s)****Proposed Interview Date (s)** | Week Commencing 10th June 2024Week Commencing 15th July 2024(Please note dates are provisional and are subject to change) |
| **Educational Programme and Career Progression**  | The HSE has on-going opportunities for candidates wishing to undertake the BSc. (Hon) in Paramedic Studies with a view to employment as a Pre Hospital Emergency Care Council (PHECC) registered Paramedic with NAS. This is a unique and exciting opportunity for Student Paramedics to undertake a BSc. (Hon) in Paramedic Studies as an employee of the HSE with the potential to lead to full time employment. The key stages of this programme and progression are:Year 1 – Student ParamedicYear 2 - Under Graduate Paramedic InternYear 3 - Post Graduate Paramedic InternSubject to graduation from the BSc. (Hon) in Paramedic Studies, registration as a Paramedic with PHECC and successful discharge of the probationary period:Year 4 - Registered (Qualified) Paramedic (full time employment) |
| **Selection Process** | The HSE has on-going opportunities for Student Paramedics. In order to meet this requirement it is the intention of the National Recruitment Service to create a national supplementary panel from which current and future Student Paramedic training places will be filled. The recruitment and selection process for this campaign will be managed by the NRS and will involve various stages. The stages of this process are as follows:Stage 1 – Application Form ([www.hse.ie](http://www.hse.ie))Stage 2 – Supervised Verbal Evaluation and Logical Thinking Testing Stage 3 – Eligibility Sift in line with UCC course entry requirementsStage 4 – Competency Based Interview Full information on the testing / assessment stages is available in this Job Specification and in the Additional Campaign Information document.There are a number of documents that candidates will be required to submit at the Testing/Assessment stage of the process. If you are interested in the role of Student Paramedic we would advise you to start gathering those documents now. The tests for this recruitment campaign are provisionally scheduled to take place on **week commencing 10th June 2024** and the documentation must be available for submission at that time. Candidates who cannot produce the required documentation will be deemed ineligible and will not progress further in the selection process.Please refer to the Ranking/Shortlisting/Interview part of this Job Specification and the Additional Campaign Information document for further information on the documents you will be required to submit. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | National Ambulance Service College and Operational Divisions throughout the National Ambulance Service (NAS) as required to facilitate training placements.Details of the HSE National Ambulance Service Structure are provided at:https://www.nationalambulanceservice.ie/Student Paramedics are required to work in any division of the NAS and can / will be re-assigned between locations as and when service need dictates.Every effort will be made to offer geographically convenient postings; however, we may be unable to facilitate this because of operational requirements. |
| **Informal Enquiries** | Geraldine Glancy, Campaign Lead, NRS, applysupport@hse.ie National Ambulance Service College, nasc@hse.ieUniversity College Cork, info.emed@ucc.ie |
| **Details of Service** | The National Ambulance Service (NAS) is the statutory pre-hospital emergency and intermediate care provider for the State. The NAS mission is to serve the needs of patients and the public as part of an integrated health system, through the provision of high quality, safe and patient centred services. This care begins immediately at the time that the emergency call is received, continues through to the safe treatment, transportation and handover of the patient to the clinical team at the receiving hospital or emergency department. Serving a population of over 5 million people, the NAS responds to over 400,000 ambulance calls each year, employs over 2600 staff across 118 locations and has a fleet of in excess of 620 vehicles. In conjunction with its partners the NAS transports approximately 25,800 patients via an Intermediate Care Service, co-ordinates and dispatches more than 800 Aero Medical / Air Ambulance calls, completes 600 paediatric and neonatal transfers and supports Community First Responder Schemes across the state.In 2025, the National Ambulance Service will continue implementation of a strategic plan, NAS Strategy 2025 to 2034, which is focused on ensuring the delivery of patient centred care. It brings together recommendations from a wide series of reviews into a single plan. A critical element of this is the implementation of shifting models of care that will see the service utilise other alternative services for our patients than the emergency department.  |
| **Reporting Relationship** | Year 1 – Student Paramedic – General Manager, Tertiary Education or his / her designated alternateYear 2 - Under Graduate Paramedic Intern – General Manager, Tertiary Education or his / her designated alternateYear 3 - Post Graduate Paramedic Intern – District Operations Manager or his / her designated alternate |
| **Purpose of the Post** **(Student Paramedic)** | NAS is seeking persons interested in undertaking the Paramedic Training Programme (including Internship) and acquiring Registration as a Paramedic with the Pre Hospital Emergency Care Council (PHECC).The intention of this process is to provide a pool of suitably qualified paramedics, licensed to practice by the Pre Hospital Emergency Care Council (PHECC), who will be offered positions at the grade of Paramedic at various locations throughout the NAS.The Paramedic (PHECC Registered Paramedic) will be competent to carry out all of the duties of the Paramedic (PHECC Registered Paramedic) 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 PHECC.The Paramedic (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.The Paramedic Training Programme is operated jointly by the National Ambulance Services College (NASC) and the College of Medicine & Health, University College Cork (UCC). Successful completion of the course will lead to Paramedic Registration with the pre-Hospital Emergency Care Council and award of the BSc (Hons) in Paramedic Studies, UCC.  The purpose of the post of Student Paramedic is to:* Successfully complete the course
* Achieve the award of the BSc (Hons) in Paramedical Science, UCC
* Secure Paramedic Registration with the Pre-Hospital Emergency Care Council
* Successfully discharge the probationary period as an employee of the HSE
* Secure enduring employment with the HSE as a PHECC Registered Paramedic
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| **Principal Duties and Responsibilities****(PHECC Registered Paramedic)** | **Clinical Responsibilities*** Maintain PHECC Registration at the appropriate practitioner level through maintenance of relevant Clinical Professional Competence as prescribed by the PHECC
* Deliver care to patients in a variety of settings and situations up to their level of competence i.e. Paramedic
* Attend to cases of accident and sudden illness and respond to AS1, AS2 and AS3 calls in a prompt and timely manner
* Demonstrate critical decision making when deciding on appropriate care delivery
* Liaise effectively with medical support including clinical support lines, Trauma Units and Major Trauma Centres, Critical Care and Retrieval Services, Approved Mental Health Centres, Primary Care Teams and specialist teams in the community and acute setting.
* Interpret clinical findings using both technology driven solutions such as Mobile Data Terminals, Patient Assessment equipment to include multifunction monitors as well as non-technology based tools such as physical examination and history gathering
* Using structured clinical and environmental assessment tools develop clinical and operational solutions to patient presentations to include the administration of a wide range of medications and interventions in a specialist practitioner context
* Identify events where own scope of practice is exceeded by the patient’s needs and seek appropriate additional or specialist support
* Having critically assessed the patient’s clinical needs identify the most appropriate care pathway to include consideration of hospital by-pass to regional speciality centres alternatives to ED attendance, etc.
* Work in collaboration with other colleagues and NEOC staff to effect the safe and dignified transportation of bariatric patients using specialised patient moving and handling equipment.
* Act as a Patient advocate and speak up where poor practice is witnessed or identified
* Provide clinical leadership when multiple practitioners are present
* Show leadership amongst peers in the completion, audit, evaluation and development of clinical records including electronic Patient Care Report Forms (PCR)
* Adhere to NAS Medicines Management Policy
* Assist patient comfort in a professional, courteous and compassionate manner.
* Communicate with a broad range of HSE and non HSE professionals as appropriate.
* Adopt a “can do” and flexible approach to every situation.
* Attend to patients in a professional courteous and compassionate manner using best practice including compliance with Clinical Practice Guidelines.
* Support and participate in patient cohorting and the work of a Hospital Ambulance Liaison Person where deployed to reduce the impact of arrival to handover delays on patients awaiting a response in the community.

**Deployment/Flexibility*** Work rosters as assigned as a Paramedic, carry out the duties of the Paramedic
* During any shift, 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
* Where directed, split crews to ensure effective crewing of Emergency Ambulances or Rapid Response Vehicles
* Support and participate in the deployment of Alternative Pathways Services focussed on non-conveyance
* Work in the NEOC Clinical Hub if required to support Hear and Treat activities
* Work in rotational roles where required, e.g. Primary Care Teams and Emergency Departments
* Operate any NAS vehicle as and when directed for deployment to clinically appropriate calls as set out in the PHECC Dispatch Standard including Emergency Ambulances, Intermediate Care Vehicles, CCRS Vehicles, Rapid Response Vehicles, Aeromedical Services or any other transport modality deemed appropriate to support service delivery.
* Report to a Supervisor or Manager as designated by the District Operations Manager
* Comply with all Standing Operational Procedures including clinical, operational and NEOC related
* Act within the principles of Framework for Major Emergency Management 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 NAS to respond to a Major Emergency.
* Communicate with a broad range of HSE and non HSE professionals as appropriate
* Carry out duties in an acting up capacity as required
* Paramedics in NAS are both professional and societal examples by maintaining a high standard of dress and appearance as well as conducting themselves in a responsible manner at all times.
* Ensure appropriate details and method of communications are available to NAS to ensure any necessary contact outside of working hours is available and acted upon responsibly by you

**Development, Education & Training** * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.
* Be an exemplar for the progression of the profession and support all continuous quality improvement initiatives
* Take personal responsibility for maintaining your currency and competence in Paramedic practice
* Take part in training and development programmes as appropriate.
* Be prepared to undertake continuous professional development opportunities.
* Support the development of colleagues.
* Mentor Undergraduate and Post Graduate Paramedic Interns, including those from external agencies and foster an atmosphere of learning by example.
* Co-operate fully with the role and function of Paramedic Tutors and Clinical Practice Facilitators
* Facilitate both internal and external observer and student placements
* Undergo such training as may be prescribed by the NAS for both organisational and individual development.
* Identify and seek the support of the NAS 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.
* Interact with, support and mentor Community First Responders
* Attend supervision and appraisal session with Supervisors and Managers as required.
* Where relevant and deemed necessary by the Clinical Director, engage fully and willingly in the Return to Practice process

**Personal Health & Wellbeing** * In the context of delivering high quality Emergency Medical Services, maintaining a level of physical fitness and on-going personal professional development appropriate to the role is essential
* Foster good working relationships with peers, colleagues and external stakeholders and call out poor behaviour where observed
* Demonstrate awareness of own stress levels and seek appropriate support in order to manage individual responsibility.
* Where practicable promote and support employee assistance programmes and schemes (e.g. CISM).
* 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 in a clean, hygienic and professional manner

**Safety, Health & Welfare at Work (Including Driving & Vehicle Checks)*** Be familiar with the Site Specific Safety Statement and be personally responsible for signing to confirm you have done so.
* Carry out relevant risk assessments to identify and report actual or potential hazards/risks in the work environment in accordance with the NAS Safety Statement / deal with them appropriately
* Take immediate action to minimise risks where it is reasonably practicable to do so
* Ensure there is no smoking in the vehicle or in any areas where smoking is restricted.
* Demonstrate awareness of own stress levels and seek appropriate support
* Drive all relevant vehicles types operated by NAS 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 Fleet and Asset Coordination Centre
* 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
* As part of on-going professional development, ensure an up to date knowledge of equipment required to perform duties.
* Carry out maintenance, equipment and drug checks on emergency ambulance, intermediate care and specialist vehicles as may be in service at any given time
* Operate equipment in accordance with Standing Operational Procedures and manufacturer’s instructions
* Maintain the NAS standards of cleanliness for vehicles, equipment and stations
* Be personally responsible for not undertaking any task or action which would knowingly cause risk to self, others, or to the NAS
* 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 NAS
* Participate in briefing/training sessions and carry out any agreed control measures and duties as instructed
* Comply with all Health and Safety guidelines, be familiar with Safety Statements and Site Specific Statements and immediately report any accidents in line with the Safety, Health and Welfare at Work legislation

**Administrative Responsibilities (Including Managing Resources & Information)*** Ensure all required technology, including ICT and communications is fully maintained and utilised as intended by NAS during working hours to ensure necessary communication at all times.
* Ensure appropriate details and method of communications are available to NAS to ensure any necessary contact outside of working hours is available and acted upon responsibly by you. Record details and maintain records of patients, journeys, vehicle refuelling and duty hours in accordance with NAS procedures
* Maintain and submit records as required by the relevant Senior Manager or a designated Manager to include Daily Vehicle Inspection Forms, Vehicle/Equipment Defect Report Forms, electronic Patient Care Reports 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
* 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 legislation, 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

**Other Requirements of the Post*** Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
* Have an excellent 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, etc.and 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.

**Miscellaneous*** 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.
* As a mandated person under the Children First Act 2015 you will have a legal obligation to report child protection concerns at or above a defined threshold to TUSLA & to assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report

**The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.** |

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| **Eligibility Criteria****Qualifications and/ or experience** | **Eligible applicants must at the closing date for the competition:**1. **Professional Qualifications, Experience, etc.**
2. (i) Be in possession of a Leaving Certificate awarded in 2017 or later with a minimum of six passes1 in the Leaving Certificate Examination Ordinary Level or higher including Mathematics and a Science subject (e.g. Physics, Chemistry, Biology, Agriculture Science) Or

(ii) Be in possession of a Leaving Certificate awarded in 2017 or later with a minimum of six passes1 in the Leaving Certificate Examination Ordinary Level or higher including Mathematics and a Pre-Hospital Emergency Care Council (PHECC) EMT Certificate   Or(iii) Be in possession of a Leaving Certificate awarded in 2016 or prior with a minimum of six passes1 in the Leaving Certificate Examination Ordinary Level or higher including Mathematics and a Science subject (e.g. Physics, Chemistry, Biology, Agriculture Science)   Or(iv) Be in possession of a Leaving Certificate awarded in 2016 or prior with a minimum of six  passes1 in the Leaving Certificate Examination Ordinary Level or higher including Mathematics and a Pre-Hospital Emergency Care Council (PHECC) EMT Certificate  Or  (v) Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction3 Or(vi) Hold a comparable and relevant qualification of at least Level 52 (or above) on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI)Or(vii) Have a minimum of two years full time ambulance service experience at EMT level and hold a Pre Hospital Emergency Care Council EMT Certificate.Or(viii) Candidates who do not have a Leaving Certificate or Level 5 QQI FE qualification, but are over 21 years of age and have a minimum of 2 years full time (or an aggregate of 2 years) of relevant experience may be deemed suitable, subject to the approval of the University College Cork Course Director and Admissions Office4   **And**1. Be the holder of a full Class C1 Driving Licence on application.  (Note Irish 78 Restriction is not acceptable)

OrBe the holder of a provisional Class C1 Driving Licence on application.  (Note Irish 78 Restriction is not acceptable) OrBe eligible to apply5 for a provisional Class C1 Driving Licence on application **And**1. Candidates must possess the requisite knowledge and ability, including a high standard of suitability), for the proper discharge of the office.
2. **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. 1. **Character**

Each candidate for and any person holding the office must be of good character.Note1: Candidates must have achieved these grades in Ordinary or Higher level papers on the Leaving Certificate Established programme.  The Leaving Certification Applied Programme or the Leaving Certificate Vocational programme does not fulfil the eligibility criteria and cannot be acceptedNote2: The Level 5 QQI FE Awards which are acceptable are Food Science, Laboratory Techniques, Community Health Services, Healthcare Support or Nursing Studies. Candidates with one of the above Level 5 QQI FE Awards must have obtained a distinction in 4 or more modules as part of their qualification which must include at least one of the following: Mathematics, Biology/Microbiology, Chemistry, Physics, or Anatomy/Physiology. No other QQI Level 5 FE Awards can be accepted. Note3:Candidates applying under GCE/GCSE must meet UCCs Admission Policy – Level 8: 6 distinct recognised subjects which must include: 2 subjects at GCE A Level grade C and 4 other subjects at GCSE Level Grade CNote4: Relevant experience listed on Appendix 2 of the Additional Campaign Information documentNote5:Applicants at minimum must hold a full B Licence and be eligible to apply for a C1 Licence. Applicants that do not currently hold a provisional or full C1 licence will be allowed to participate in the selection process, but if successful and placed on the panel, will be recorded as ‘dormant’. This means that they will remain on the panel but will not receive any expressions of interest until they inform the National Recruitment Service (NRS) that they are in receipt of at minimum a provisional Class C1 driving licence. Candidates can request to update their status by emailing the NRS at applysupport@hse.ie Candidates that start the Student Paramedic programme without a full Class C1 driving licence must obtain such a licence in their own time, at their own expense within six months of commencing the Student Paramedic programme.PLEASE NOTE:* The minimum six passes\* in the Leaving Certificate Examination must be taken at Ordinary or Higher Level.

\*A pass equals a grade at H7/O6 or above (formally known as a D3)* Mathematics & Science must be two of the six subjects. Science subjects are Physics, Chemistry, Biology and Agricultural Science.
* A Pre-Hospital Emergency Care Council (PHECC) EMT Certificate is acceptable in lieu of a Science subject where the applicant already possesses six passes in the Leaving Certificate.
* Leaving Certificate Applied or Leaving Cert Vocational Programme will not be accepted. Subjects taken at Foundation Level or Link Modules will not be accepted.
* A comparable and relevant third level qualification of at least level 6 on the QQI framework awarded by an accredited third level institution will be accepted in lieu of the Leaving Certificate, subject to approval by UCC Admissions Office.
* A Fetac Level 5 award from one of the approved courses\* will be accepted in lieu of the Leaving Certificate, subject to approval by UCC Admissions Office.

\* See appendix 2 of Additional Campaign Information for a list of acceptable awards at Fetac Level 5* Candidates who completed secondary school education in other jurisdictions must have a recognised school leaving qualification. Please note that vocational qualifications are not accepted. Educational qualifications obtained from other jurisdictions will be assessed on an individual basis in accordance with University College Cork’s Admissions policies. Typically educational qualifications from other jurisdictions are e.g. GCE / GCSE, O/A Levels
* For holders of foreign academic qualifications NARIC Ireland provides advice on the academic recognition of a foreign qualification by comparing it, where possible, to a major award at a certain level on the Irish National Framework of Qualifications (NFQ). You can search the database at [www.naric.ie](http://www.naric.ie/). A comparability statement for each qualification listed is available for download. If you are unable to locate a particular qualification, you can submit a query using the query form at the above web address.
* Candidates with penalty points on their licence should note that the maximum penalty points allowed by NAS are 5 points. The HSE will not accept candidates who have incurred 6 or more points on their licence. You will be required to submit a Driving Licence printout from your local Authority at a later stage in the recruitment process (i.e. clearance stage). This printout (which must be from a recent date) will state whether or not you currently are in receipt of penalty points and/or endorsements. Candidates who are found to have incurred 6 or more 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.
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| **Post Specific Requirements** | Students must be prepared to maintain a reasonable level of fitness, capable of completing the tasks associated with the Paramedic Training Programme and any employment with the National Ambulance Service on an ongoing basis. Any costs associated with maintaining this level of fitness will be the responsibility of the candidate or future employee. Any other post specific requirements will be outlined at expression of interest, job offer stage |
| **Skills, competencies and/or knowledge** | * Demonstrate the ability to work independently as well as part of a team
* Demonstrate the ability to cope under pressure, including the ability to diffuse difficult situations in a calm and professional manner
* Demonstrate the ability to plan and organise including multi-tasking and prioritising as appropriate
* Demonstrate tolerance and compassion especially in relation to providing a quality service in difficult and sometimes harrowing and 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 National Ambulance Service
* Demonstrate effective communication and interpersonal skills including the ability to influence others
* Demonstrate capacity for rapid, intense and sustained effort
* Demonstrate a good understanding of the requirements of the Paramedic role and the Paramedic Training Programme.
* Demonstrate basic knowledge of HSE reforms and how they pertain to the National Ambulance Service
* Demonstrate interest in and/or attainment of relevant training/ education and continuing professional development e.g. CIPD, computer course etc.
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| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | Applicants will be required to undertake Verbal Evaluation and Logical Thinking Testing as part of Stage 2 of the recruitment process.Applicants who meet the qualifying standard in Stage 2 and are invited to Stage 3 of the selection process MUST submit supporting documentation to NRS so UCC can conduct the eligibility stage of the selection process. This documentation will be gathered from candidates when they attend for assessment.Candidates who do not submit the required documentation when they attend for assessment will not be permitted to enter the test centre and their application will be deemed ineligible. To assist candidates in gathering their documentation we have provided a breakdown below of the documentation that you will need to submit depending on the category you are applying under. * **If you are applying under point i, iii or v of the criteria (six passes in the Leaving Certificate Examination Ordinary Level or higher including Mathematics and a Science subject) you will need to submit the following documents when you attend for assessment:**
* **A copy of your Leaving Certificate (or EU Academic equivalent) results**

*Your results must show that you hold the minimum six passes in the Leaving Certificate Examination, including Mathematics and a Science subject. These subjects 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 take 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 Cork’s Admissions policies. Typically educational qualifications from other jurisdictions are e.g. GCE / GCSE, O/A Levels** **If you are applying under point ii or iv of the criteria (six passes1 in the Leaving Certificate Examination Ordinary Level or higher including Mathematics and a PHECC EMT Cert) you will need to submit the following documents when you attend for assessment:**
* **A copy of your Leaving Certificate (or EU Academic equivalent) results**

*Your results must show that you hold the minimum six passes in the Leaving Certificate Examination, including Mathematics. These subjects 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* *\*Please note that it can take a minimum of 10 working days for a request for a Certified Statement of Examination Results to be processed.***AND*** **A copy of your PHECC EMT Certificate**
* **If you are applying under point vi of the criteria (comparable and relevant qualification of at least Level 5 or above) you will need to submit the following documents when you attend for assessment:**
* **A copy of your award from a comparable and relevant FETAC Level 5\* or above**

*Please note, candidates submitting a relevant FETAC Level 5 Award, must also provide a transcript of their results showing the list of modules completed and the scores obtained in each.**\* See appendix 2 (Additional Campaign Information) for a list of acceptable awards at Fetac Level 5* * **If you are applying under point vii of the criteria (two years full time ambulance service experience at EMT level and an EMT Certificate) you will need to submit the following documents when you attend for assessment:**
* **A copy of your response to question iv from your application form**

*Please ensure that this information clearly shows full dates of employment, your average monthly hours, your employer’s details and your job title while in post. If it is not clearly evident from the title of your post that it satisfies the eligibility criteria please provide further detail in relation to the post in the box provided on the application form.* **AND*** **A copy of your PHECC EMT Certificate**
* **If you are applying under point viii of the criteria (over 21 years of age and have a minimum of 2 years full time (or an aggregate of 2 years) of relevant experience) you will need to submit the following documents when you attend for assessment:**
* **A copy of your response to question v from your application form**

*Please ensure that this information clearly shows full dates of employment, your average monthly hours, your employer’s details and your job title while in post.* *Please also ensure that you have provided specific details from your experience to date that you feel help you meet the requirements for this post.***AND*** **A copy of your ID showing your date of birth**

*Your ID must show your photograph and date of birth. Acceptable forms of ID include passport or drivers licence.*Originals, photocopies or scanned copies of the above documentation will 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. If applicant numbers are very large, we may need to rank those candidates who are deemed eligible following Stage 3. Candidates may be ranked according to their testing results, placing them in either Band A, Band B, or Band C. If ranking occurs candidates will progress to the next stage of the selection process based on the Band in which they are placed i.e. highest scoring Band progresses first. Band A is the band with the highest score set; Band B is the band with the second highest score set etc. In accordance with Government Policy, the HSE will seek, as part of the selection process, Garda Clearance and/or Police Clearance in respect of candidates placed on a panel for this post. Successful candidates will receive specific instructions on this process at the appropriate time. |
| **Diversity, Equality and Inclusion**  | The HSE is an equal opportunities employer.Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition. For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/>  |
| **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 CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.This Job Specification 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. |

**Student Paramedic**

**Terms and Conditions of Employment**

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| **Tenure**  | The post of Student Paramedic is Specified Purpose. Any posts that may be offered, either specified purpose or permanent, full time and pensionable employment as a Registered Paramedic 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.Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration**  | The Salary scale as at 01/01/2024 is: €33,210 - €33,640 - €34,070 - €34,400Salary Scales are updated periodically and the most up to date versions can be found here: <https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html>New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.The salary for this role reflects the requirements set out in the eligibility criteria and is all inclusive. Hence no other allowances, including qualification allowances, or payments are payable with the exception of premia payments associated with shift working\* or unsocial hours.*\*Qualification for shift allowance is subject to working a recurring cycle of shifts which involve days, nights and weekend working, i.e. covering a 24/7 period* |
| **Working Week** | The hours of attendance i.e. average of 39 hours per week calculated over a predetermined period of time, involves shift work. You will be expected to be available for duty outside of the rostered hours as and when the need may arise. Shift patterns are normally of 8, 10 or 12 hours duration. A shift pattern may have a period of On Call incorporated. Rosters and periods of duty will involve working at weekends, nights and during public holidays. You will be required to work the agreed roster arrangements advised to you by your line manager.  Where you are required to work unsocial hours and/or night duty you will be remunerated at the nationally approved rates for your pay grade.   Where you are not assigned to a roster, your Supervisor will notify the working hours allocated to you at least 24 hours in advance. Where an unforeseen event such as staff availing of bereavement, force majeure, paternity or sick leave, staff injury, Stress Management stand down, a major emergency or critical staff shortage occurs, you will be required to change allocated working hours (& leave) at short notice, i.e. less than 24 hours’ notice.  |
| **Annual Leave** | The annual leave associated with the post is 23 days. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st 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 which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.***\* Public Servants not affected by this legislation:***Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **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 Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/). |
| **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. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include:* Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.
* Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.
* Consulting and communicating with staff and safety representatives on OSH matters.
* Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2).
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
* Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.

**Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.  |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://www2.healthservice.hse.ie/organisation/national-pppgs/writing-your-site-or-service-safety-statement/).

2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)