



**HEALTH SERVICE EXECUTIVE  
NATIONAL AMBULANCE SERVICE**

**NATIONAL HEADQUARTERS**

Oak House, Millennium Park, Naas, County Kildare, Rep. of Ireland

TEL: 00353 (0)45 882567

FAX: 00353 1890252125

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**ADVANCED STAFF  
NOTICE**

**Advanced Paramedic Programme –  
National Selection Process**

**This notice is to inform all staff that the NAS will commence an Advanced Paramedic Selection Process on week commencing the 24<sup>th</sup> of September 2012. For further information please see overleaf.**

**Please do not remove this document from the notice board**



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## STAFF NOTICE

### **Advanced Paramedic Programme – National Selection Process**

The HSE National Ambulance Service is commencing a selection process to form a panel of persons who may be deemed suitable for nomination onto the Advanced Paramedic programme. This selection process may be used for nominees on courses commencing in 2013/2014. Staff interested in undertaking the selection process must successfully discharge the initial MCQ Test prior to seeking the nomination of the senior manager or his/her designate prior to being allowed to proceed to Stage 2. Following successful discharge of the initial Written Test, applications should be on the appropriate form (Available from the Education and Competency Assurance Team) and completed in full prior to submission to the Area Operations Manager

The attached pages outline the eligibility criteria, details of the selection process and panel management arrangements.

This documentation is also available by email to [shane.knox@hse.ie](mailto:shane.knox@hse.ie)

**Please bring the contents of this notice to the attention of all staff on all types of leave and display on the Staff Notice Board.**

Issued by: Macartan Hughes, Head of Education and Competency Assurance

| Dated: 20<sup>th</sup> March 2012

## Advanced Paramedic Programme – National Selection Process

### Candidate Eligibility Criteria

Nominees must meet the following criteria for entry to the selection process:

1. Be employed in and working at the grade of EMT/Leading EMT
2. Have his/her name entered on the NQEMT database of the Pre-Hospital Emergency Care Council and be entered on the Paramedic division of that Register
3. Possess the UCD Diploma in Emergency Medical Technology or a third level equivalent acceptable to the UCD Academic Board
4. Possess a minimum of two years post qualification experience at DipEMT level (**day after the exam date of successful completion of PHECC Paramedic NQEMT part 2 Examination up to the last date of the examination – 29<sup>th</sup> September 2012**).
5. Be compliant with the HSE requirements for Hep B vaccination
6. Be free from physical impediments that would interfere with completion of any Advanced Paramedic duties including lone working
7. Compliant with all Continuing Professional Competence (CPC) requirements (including elearning modules)
8. Confirm the following:
  - (a) Commitment to Continuing Professional Competence (CPC) within the realms of pre-hospital care
  - (b) Commitment to the ongoing development of the Advanced Paramedic programme
  - (c) A statement that the nominee is computer literate and will have appropriate Internet access for the duration of the programme
  - (d) A statement that the nominee has and will continue to participate fully in the mentoring of students, experiential placements and observers

**Following successful completion of the HSE National Ambulance Service Selection Process, candidates will be panelled and their applications forwarded to UCD for consideration against the University's academic requirements. Garda clearance will be required prior to entering clinical placements. It is recommended that application for such clearance should be pursued as soon as success in the selection process is notified. Hep B Status will be sought before undertaking placements, it is recommended that candidates who are successful in the selection process should pursue this issue with their Occupational Health Department.**

Successful candidates will be required to sign the Declaration in relation to Terms and Conditions of attendance prior to nomination to the UCD Academic Board.

## Pre-course selection process

### For Whom Intended

Persons who wish to be nominated by the HSE National Ambulance Service to undertake the Advanced Paramedic course.

### 1. Selection process purpose

To provide the HSE National Ambulance Service with potential nominees for the Advanced Paramedic programme. Following successful completion of the HSE National Ambulance Service selection process, candidates may be nominated to UCD to enter the programme. Nominees will be required to meet the academic requirements of UCD before being allocated a student place.

### 2. Aim

The process will measure the potential nominee's competencies in all of the domains of learning (Knowledge, Skills, Attitudes & Relationships) for example:

- practical and theoretical clinical ability
- interpersonal skills
- communication skills
- team-working
- intrinsic motivation

### 3. Methodology

**Stage 1:** Complete and submit to your Education and Competency Assurance Officer the application form (appendix 2). This must be submitted before Friday 14<sup>th</sup> September 2012. The process will consist of a written examination with a required pass mark of 75%. Examination areas will include CPGs, Pharmacology, A & P, Operations, etc. This process will be facilitated regionally. Successful candidates will then proceed to Stage 2 of the Selection Process subject to securing a nomination by the Area Operations Manager. This stage will be delivered regionally. Stage 1 of the Selection Process will take place on the **27th and 29<sup>th</sup> September 2012** with results being notified on or before the **19th October 2012**.

**Stage 2:** Application form Appendix 1 must be completed at this stage. A number of PCRs for each candidate will be audited. These PCRs will be selected from a twelve month period preceding the Selection Process. In exceptional circumstances such as in the case of a candidate having returned from long term leave, etc, PCRs may be extracted from a period greater than the preceding twelve months. The PCRs will be audited and the minimum data set established by PHECC will provide the basis of the assessment of compliance. This stage will be delivered regionally. Stage 2 will take place over the second half of October and early November 2012.

**Stage 3:** This stage will consist of a structured interview based in part on a report developed from the stage two findings. Exploration of commitment to life long learning, professional development, practitioner deployment and motivation will also be included. This stage may be completed centrally or at a small number of regional venues. Stage 3 will take place in December 2012. You will be advised of an interview time and venue. You will need to ensure that you have completed and submitted, to your interview panel, the UCD application form and provide copies of additional items e.g. CV, relevant certificates, copy of Birth Cert or Passport requested. These forms will be available from your ECAO.

The interview panel should consist of an independent chairperson as well as representatives of the Area Operations Managers, Education and Competency Assurance Team and Medical Directorate where possible.

#### **4. Panel Management**

Potential candidates seeking a nomination should carefully review the attached Information on Selection and Panel Management Procedures.

#### **IMPORTANT NOTE:**

Potential candidates should note that NAS nominees who successfully complete the Advanced Paramedic Programme will be deployed to support HSE priorities at the time of completion, e.g.:

- Acute Reconfiguration
- Clinical Care Programmes
- Changes to smaller hospitals
- Lone Responder roles
- Clinical Supervision (applies to LEMT grade only)

***As a result of the above HSE priorities it may be necessary for course participants to be redeployed from their current work location. Candidates who are unable to make such a commitment should not apply at this time.***

**If further information is required, please contact the Education and Competency Assurance Team who will assist or re-direct any queries to the appropriate person**



**Appendix 1**

**Nomination for the National Selection process for the  
Advanced Paramedic Course**

To: Area Operations Manager, NAS Area \_\_\_\_\_

I wish to apply for nomination to undertake the selection process identified above. I confirm I have successfully discharged Stage 1 (MCQ Test). I have considered the criteria listed as 1-7 and confirm that I meet same. I confirm that I will comply with issues outlined in criterion 8. If successful in the selection process, I will be available to accept an allocated course place when offered and understand fully, the requirements regarding deployment on successful completion of the Programme.

I understand that my attendance and work performance records as well as CPG compliance and quality of PCR completion will also be considered in assessing my suitability for nomination to participate in Stage 2 onwards of the selection process and also again should I be successful and considered for nomination to a course place.

I understand that if nominated to a course place in the future, I will be required to sign a Declaration accepting the Terms and Conditions of attendance.

Signed: \_\_\_\_\_

PHECC PIN: \_\_\_\_\_

Date: \_\_\_\_\_

Please send to the Education and Competency Assurance Team in an envelope marked "Advanced Paramedic course selection".

<b>Received:</b>	<b>Date:</b>	<b>Signed:</b>
<b>Approved/Not Approved:</b>	<b>Date:</b>	<b>Signed:</b>
<b>Applicant Informed:</b>	<b>Date:</b>	<b>Signed:</b>

Appendix 2

## NATIONAL AMBULANCE SERVICE COLLEGE

Please complete all sections in Block Capitals and return to the Education and Competency Assurance Officer no later than 1200 on Friday 14<sup>th</sup> September 2012

SURNAME:

\_\_\_\_\_

(As on Birth Certificate or current Passport)

FIRST NAME:

\_\_\_\_\_

(As on Birth Certificate or current Passport)

TITLE: \_\_\_\_\_ (Mr, Mrs, Ms.)

PHECC REGISTRATION / DATABASE NUMBER:

\_\_\_\_\_

PERMANENT ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_

CONTACT NUMBER:

\_\_\_\_\_

EMAIL ADDRESS:

\_\_\_\_\_

Please sign to confirm the following:

1. I am committed to Continuing Professional Competence (CPC) within the realms of Pre Hospital Care.
2. I am committed to the ongoing development of the Advanced Paramedic Programme.
3. I am computer literate and will have appropriate internet access for the duration of the Programme.
4. I have and will continue to participate fully in the mentoring of students, experiential placements and observers

Signature:

\_\_\_\_\_

For Official Use Only:

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## NATIONAL AMBULANCE SERVICE

### AP Selection Process – Selection and Panel Management Procedures

<p><b>Submission of applications</b></p>	<p>Applications must be made on the appropriate form (available from any Education and Competency Assurance Officer) no later than 12.00 hours on the 14<sup>th</sup> September as the latest date for receiving completed application forms.</p> <p>Application forms received after the closing date will not be accepted. Candidates must ensure that applications are completed and submitted in sufficient time to guarantee arrival not later than the latest time stipulated for acceptance.</p> <p>The acceptance of an application form from a person applying to be a Student, or an invitation to attend for interview or any other selection method is <b>not</b> an admission by the organisation that the Candidate possesses the prescribed qualifications or meets the established criteria.</p>
<p><b>Declaration</b></p>	<p>You are required to sign a declaration as part of the application process. You should carefully read all relevant sections of each form and complete in full.</p>
<p><b>Line Management Nomination</b></p>	<p>Each Candidate seeking a Nomination to participate in the National Selection Process following successful discharge of Stage 1 (MCQ Test) must ensure that they actively follow the processing of their Application for Nomination.</p>
<p><b>Notification of Each Stage and Non attendance at any Stage</b></p>	<p>Candidates will be given adequate notice of at least one week prior to the date of each Stage. This time scale may be reduced in exceptional circumstances. Candidates, who do not attend for any Stage when invited, will be deemed to have withdrawn their application and will have no claim for consideration.</p>
<p><b>Results of test/interview</b></p>	<p>Candidates will be notified of the result of their application at the earliest possible date after test/interview.</p>
<p><b>Creation of panels</b></p>	<p>3 Area Panels (North Leinster, South, West) of successful Candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel may be considered for a place on the Advanced Paramedic Programme.</p> <p>Any allocation of course places to a specific NAS Area will be filled as outlined in the Section below on Offers of Course places</p> <p>Where a Candidate is on a panel for 12 months or more, then they must re-submit an Application for Line Management Nomination prior to being offered any place on the Advanced Paramedic Programme</p> <p>Candidates will be placed on a panel in order of merit based on the cumulative score of all of the Stages of the Selection Process</p>
<p><b>Garda Clearance (Police Clearance)</b></p>	<p>In accordance with UCD requirements the NAS will seek, as part of the selection process, Garda Clearance in respect of candidates placed on a panel. Candidates must request, complete and submit a Garda Clearance Form from and to the relevant nearest Area Headquarters through their immediate Supervisor</p>



<p><b>Offer of a Course Place</b></p>	<p>Course places allocated to a particular NAS Area (1 of 3) will be offered in the following order:</p> <ol style="list-style-type: none"> <li>1.To candidates in order of merit on the relevant Area panel whose home address and/or current work location is within 45km of the area in which the deployment of the Post Graduate Advanced Paramedic is anticipated</li> <li>2.To candidates in order of merit on the relevant Area panel whose home address and/or current work location is within 65km of the area in which the deployment of the Post Graduate Advanced Paramedic is anticipated</li> <li>3.To candidates in order of merit on the relevant Area panel whose home address and/or current work location is more than 65km from the area in which the deployment of the Post Graduate Advanced Paramedic is anticipated</li> <li>4.To candidates in order of merit on the other Area panels whose home address and/or current work location is within 65km from the area in which the deployment of the Post Graduate Advanced Paramedic is anticipated</li> <li>5.To candidates in order of merit on the other Area panels whose home address is more than 65km of the area in which the deployment of the Post Graduate Advanced Paramedic is anticipated</li> </ol> <p>Where the course place cannot be filled, then the NAS may consider allocating the course place to another NAS Area and repeating the process in that Area</p>
<p><b>Refusal of Offer of Course Place</b></p>	<p>It should be noted that no offer of a course place is made, or should be interpreted as having been made, until the Area Operations Manager has received, signed and verified copies of all required documentation</p> <p>Where a Candidate whose home address and/or current work location is within 45km of the area in which the deployment of the Post Graduate Advanced Paramedic is anticipated, is offered a course place but refuses to accept the offer, then their name will be removed from the panel</p> <p>Where a Candidate whose home address and/or current work location is within 65km from the area in which the deployment of the Post Graduate Advanced Paramedic is anticipated, is offered a course place but refuses to accept the offer, then their name will be moved to the bottom of the panel</p> <p>Where a Candidate whose home address and/or current work location is more than 65km from the area in which the deployment of the Post Graduate Advanced Paramedic is anticipated, is offered a course place but refuses to accept the offer, then they will maintain their place on the panel</p> <p>Where an offer of a course place is made, candidates will have 7 days from the date of the offer to accept or decline the offer. Candidates who do not reply within 7 days will be considered to have declined the offer.</p> <p>Candidates who intend to accept the offer of a course place must also complete and submit all required documentation to the designated Officer</p>
<p><b>Pre Existing Panels</b></p>	<p>Whenever a new National Selection process is conducted (e.g. insufficient number of remaining panelists in a particular Area, remaining panelists will be absorbed in order of merit at the top of any new NAS Area Panel formed and offered course places in line with the procedures set out above</p>

<b>Change of Candidate's details</b>	Any change of address since submitting your application form should be notified immediately in writing to the relevant Education and Competency Assurance Officer
<b>Expenses</b>	Candidates are responsible for all expenses incurred in relation to their participation in the National Selection Process.
<b>Data Protection Act, 1998 and 2003</b>	<p>When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature.</p> <p>Such information held on computer is subject to the rights and obligations set out in the Data Protection Act, 1988.</p> <p>Certain items of information, not specific to any individual, may be extracted from computer records for general statistical purposes.</p>