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**Supplementary**

**Paramedicine Tutor**

**National Ambulance Service (NAS)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Paramedicine Tutor  *(Grade Code: 3451)* |
| **Campaign Reference** | NRS14358 |
| **Closing Date** | Monday, 1st July at 12 noon |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **National Ambulance Service (NAS)\***  There are currently four permanent whole time vacancies in the following area:   * NASC Tallaght – NAS Training College, Rivers Building, Tallaght, Dublin 24   It is anticipated that vacancies will arise in the following locations:   * NASC Ballinasloe * NASC Tallaght * NASC Tullamore   A supplementary panel may be formed as a result of this campaign for **Paramedicine Tutor****within the National Ambulance Service (NAS) (which will be used to fill vacancies within NAS Training Colleges and all Health Regions)** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled |
| **Informal Enquiries** | **Name:** **Karl Kendellen, General Manager – Tertiary Education**  **Email:** [**karl.kendellen@hse.ie**](mailto:karl.kendellen@hse.ie)  **Phone:** **087 4479558** |
| **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 2500 staff across 118 locations and has a fleet of in excess of 620 vehicles. In conjunction with its partners the NAS transports approximately 25,000 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.  In 2025, the National Ambulance Service will continue implementation of a strategic plan, NAS Strategy 2025-2034, 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 other than the emergency department.  \*Applicants should be aware that the HSE is implementing an organisational re-design of NAS which will mean that in due course, NAS will be re-organised into six Operational Areas, aligned to the future Sláintecare regions. |
| **Reporting Relationship** | The Regional Paramedicine Tutor will report to the Regional Principal Paramedicine Tutor  The Campus based Paramedicine Tutor will report to the Campus Manager/Principal Paramedicine Tutor |
| **Key Working Relationships** | The key working relationships associated with this role are:   * NAS Managers, Students and NAS Staff * Regional Executive Officers * Third Level Educational Partners * Dublin Fire Brigade * An Garda Siochana * Local Authority Fire Services * Dublin Airport and Fire Services * Defence Forces * Aeromedical Providers * HSE Communications (including Press and Media) * HSE NRS * HSE HR * External Service Providers * Health Information and Quality Authority * Pre Hospital Emergency Care Council |
| **Purpose of the Post** | As part of the NAS strategic commitment to ensuring that the highest possible standards are achieved in the delivery of patient care, this post supports the importance and significance of clinical education and professional development of all NAS pre-hospital care practitioners.  The post holder will under the direction of the relevant Principal Paramedicine Tutor, plan, develop and deliver educational content for NAS clinical staff in order to contribute to the continued development of an effective, person centred and equitable Health Service.  The post holder will play an important role in ensuring the development of students and the competence of existing staff through the provision of an engaging and challenging forum in which to foster collaborative learning, reflection on practice and innovation.  The post holder will be a key enabler in the achievement of improved clinical effectiveness and compliance with all statutory educational requirements while monitoring and evaluating the efficiency and effectiveness of current clinical services  The post holder will provide leadership to students while working in a campus of the NAS College, Higher Education Institute or as Clinical Placement Coordinators and Clinical Supervisors in one of six Operational Areas with a view to ensuring that both the learning outcomes are achieved and wellbeing of students and staff are supported  The post holder will be a cultural guardian and ambassador by ensuring that students, interns and staff have a positive and supportive educational experience |
| **Principal Duties and Responsibilities** | **Leadership/Management**   * Plan and arrange delivery of training and development programmes in accordance with annually agreed objectives as assigned by the relevant Principal Paramedicine Tutor. * Be a role model for other managers and exemplifying the HSE values and vision * Support managers and staff to achieve their full potential * Support the development of the NAS strategic directions and development of strategies to improve clinical and operational performance aligned with the NAS Strategy. * Provide high level timely, accurate and informative advice. * Actively contribute to the successful team working of the function. * Work effectively with other colleagues to ensure NAS complies with the HSE performance framework. * Represent NAS as directed. * Facilitate engagement with key regulators as required. * Act as the Line Manager for Clinical Placement Coordinators and Clinical Supervisors   **Clinical Workforce Education & Development**   * Ensure a workplace environment that is safe, inclusive, healthy and sustainable enabling everyone to be their very best at work. * Delegate appropriate responsibility to relevantly qualified instructors empowering them to undertake tasks that are within their scope of practice and educational capacity thereby enhancing the individual's skills and the Service's resources. * Improve clinical workforce capability, enhancing clinical workforce planning, role development, talent management and succession planning, shaping professional development programmes, appraisal and future recruitment and retention initiatives. * Work closely with Higher/Further Education Institutions to deliver undergraduate and post graduate education programmes for new and existing staff, and apprenticeship development. * Where required, work in a Higher/Further Education Institution as part of a Faculty of Paramedicine * Implement and oversee the Clinical Induction Programme and education of new entrants to the NAS in any grade. * Promote and foster teamwork and staff resilience * Ensure all clinical and operational staff are competent for the role they are undertaking by working collaboratively with the Operations Directorate to facilitate engagement in all training requirements * Oversee and manage the experiential phase of the NEOC, Paramedic and Specialist Paramedic Education Programmes and support students in achieving their educational qualifications. * Plan and arrange delivery of a range of education programmes. * Establish and/or maintain systems to record education, training and development activities of staff. * Undertake regular evaluation of training and development activities. * Encourage and support the research agenda at local and national level. * Encourage and support staff development, talent development and succession planning * Ensure that effective HR systems are in place e.g. absence management, disciplinary & grievance procedures. * Oversee the delivery of Return to Work programmes * Validate payroll claims by staff undertaking training programmes.   **Clinical Governance, Quality Assurance and Patient Care**   * Act as a source of clinical advice in respect of paramedic practice * Deliver the dissemination of the PHECC Clinical Practice Guidelines. * Work with the Clinical Directorate to implement best practice and disseminate learning from critical incidents. * Review clinical risk management, complaints and legal claims, taking action to prevent the recurrence of events, to ensure the safe and appropriate standards of clinical practice. * Ensure the dissemination of best practice and achievement of excellence in communication, professional behaviour, staff attitude and patient care. * Support and promote a strong research, innovation and teaching ethos within the NAS, working in close liaison with University partners. * Ensure issues regarding the completion and management of electronic Patient Care Reports by Ambulance crews are addressed, ensuring patient confidentiality and strict compliance with data protection regulations in conjunction with Operational Resource Managers and Paramedics Supervisors. * Liaise with local medical and nursing staff, including Emergency Department Consultants and other healthcare teams staff who interact with the NAS. * Monitor and implement clinical audit procedures relating to staff performance and ensure remedial training is carried out. * Support and improve the quality of service and patient care in close liaison with the Clinical Directorate. * Participate in Fitness to Practice or Incident Reviews as may be required   **Financial and Resource Management**   * Manage all of the resources available including facilities, people, equipment and intellectual property of NAS and the HSE in an efficient and effective matter * Ensure all essential and planned maintenance of training equipment is carried out in the most cost effective manner. * Exercise administrative and financial delegations where appropriate, implementing decisions as required; * Represent NAS in relevant forums, advocating on behalf of the interests of its patients and staff   **Risk Management & Business Continuity**   * Ensure that all training and educational activities comply with Health and Safety legislation, the NAS’s Health and Safety Statements and Pre Hospital Emergency Care Council (PHECC) Standards. * Ensure all new staff are familiarised with the Service’s Health and Safety Statement as part of Service’s Induction process. * Ensure that the NAS safe system of work is in place during their period of duty and where an issue is urgent, complete a dynamic risk assessment * Know when to document and escalate risk and recommend mitigation * Observe, report and take appropriate action without delay on any matter which may be detrimental to staff and/or service user care that may be inhibiting the efficient provision of care * Assist in the implementation and adherence to established policies and procedures e.g. health and safety, Children First and Safeguarding, etc. * Ensure completion of incident/near miss forms/clinical risk reporting and ensure the relevant information is handed over to the relevant manager without delay * Liaise and engage with other relevant staff in the course of the duties * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service * Maintain confidentiality of patient identifiable personal data using a non-identifiable alternative, where practicable, and limiting access on a strictly need to know basis. * Adequately identifies, manages and reports on risk within their area of responsibility   **Communications and Engagement**   * Demonstrate pro-active commitment to all communications with internal and external stakeholders. * Develop effective and robust collaborative/team working relationships with key internal and external stakeholders * Support the stakeholder engagement requirements of the NAS Transformation Programme   **Project Management**   * Take the lead in managing relevant business projects as assigned   **Other**   * 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 etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.   **The above Job Specification 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 them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | * + - 1. **Statutory Registration, Professional Qualifications, Experience etc.**  1. **Eligible applicants will be those who on the closing date for the competition:** 2. Possess current registration on the Advanced Paramedic Division of the Register as held by the Pre Hospital Emergency Care Council (PHECC) or be eligible to apply for such registration   **AND**   1. Possess PHECC certification at Tutor or Assistant Tutor level or be eligible for such certification   **OR**   1. Have a minimum of three years’ experience of clinical instruction relative to the functions of the role   **AND**   1. Are the holder of a full Class C1 Licence\*   **AND**  **(b)** Candidates must possess the requisite knowledge, leadership and Management ability for the proper discharge of the duties of the office.  *\*note some restrictions on C1 license are not acceptable for example 78, NI 78 or ROI 78 Restriction.*  **2. Annual Registration**  Practitioners must maintain live annual registration in the relevant division of the Register of Pre Hospital Emergency Care Council  **3. 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.  **4. Character**  Each candidate for and any person holding the office must be of good character. |
| **Other requirements specific to the post** | * Flexibility in relation to working hours to fulfil the requirements of the role. * May be expected to use a marked Response Vehicle during working hours. Alternatively, access to appropriate transport to fulfil the requirements of the role. * This is a leadership role and while not in the Operations Directorate, wearing operational uniform (green and white) as an exemplar of professionalism is a mandatory requirement when engaging with clinical staff and students * Able to attend meetings and conferences across the country, including overnight stays. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge/Experience**   * Demonstrate practitioner competence and professionalism. * Demonstrate knowledge of Training and Instructional Techniques * Demonstrate knowledge of relevant legislation & standards. * Demonstrate commitment to educational and professional development issues. * Demonstrates strong knowledge of research methods and knowledge of the challenges and opportunities to develop research, audit and evidence based practice. * Demonstrate knowledge and understanding of the corporate agenda to inform the provision of relevant education in response to service planning. * Demonstrate critical thinking and academic writing skills. * Demonstrate the ability to effectively manage relevant resources and practice * Demonstrate the ability to plan and prioritise resources to ensure safe practice and maximise effectiveness to the service. * Strong planning and organising skills including, structuring and organising own work load and that of others effectively * The ability to use computer technology effectively for the management and delivery of results * The ability to take responsibility and be accountable for the delivery of agreed objectives * A logical and pragmatic approach to workload, delivering the best possible results with the resources available   **Interpersonal and Communication Skills**   * Demonstrate effective interpersonal and communication skills including the ability to transmit information fluently and persuasively in an engaging manner. * Demonstrate ability to build and maintain effective working relationships. * Demonstrate evidence of ability to provide constructive feedback to encourage learning. * Demonstrate evidence of information technology literacy including ability to use email, PowerPoint, excel, database, search engines etc.   **Planning and Organising**   * Demonstrate evidence of organisation and time management skills to meet objectives within agreed timeframes and achieve quality results. * Demonstrate evidence of effective planning and organisation skills including awareness of resource management, co-ordinating and scheduling of activities. * Demonstrate evidence of the ability to plan and organise own workload to meet deadlines and operate effectively with competing priorities and unexpected scenarios. * Demonstrate evidence of ability to budget and ensure effective utilisation of resources.   **Sustained Personal Commitment to Providing a Quality Service**   * Demonstrate evidence of ability to maintain a disciplined and professional level of performance under sustained or situational pressure and to show persistence and flexibility in achieving goals. * Demonstrate evidence of ability to analyse and evaluate information and situations quickly and accurately to solve problems and make decisions. * Demonstrate evidence of a commitment to self-evaluation, reflection and continuous performance improvement.   **Leadership and Teamwork**   * Demonstrate evidence of motivation and an innovative approach to the job in a changing work environment. * Demonstrate evidence of ability to work as a team member and to contribute positively to the development of that team. * Demonstrate evidence of ability to work in a co-operative and collaborative manner with other teams and disciplines. * Demonstrate evidence of ability to lead projects and show initiative in developing new projects. * Demonstrate evidence of ability to effectively chair meetings. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **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. | |



**Paramedicine Tutor**

**National Ambulance Service (NAS)**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancies available are permanent and whole-time.  The post is pensionable. A supplementary 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 Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post is (as at 01/01/2024)  €66,981, €67,892, €68,798, €69,709, €70,618, €71,530, €72,435, €73,347, €74,257, €75,166  The salary for this role reflects the requirements set out in the eligibility criteria and is all inclusive. Hence no other allowances, including qualification allowance, or payments are payable  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. |
| **Working Week** | The standard working week applying to the post is 39 hours.  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).  Overtime working is not a feature of this role, however where an unforeseen event occurs, time off in lieu arrangements will apply |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **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)