COVENTRY & WARWICKSHIRE AMBULANCE
NHS TRUST

Careers Information Pack

2005
WELCOME TO COVENTRY & WARWICKSHIRE AMBULANCE NHS TRUST

Coventry & Warwickshire Ambulance NHS Trust is a medium sized Ambulance Trust located in the centre of England. Our mission is to provide the best possible Ambulance and Logistical Medical Service possible in an efficient, effective, professional and caring way.

This careers information pack provides information about the following:

<table>
<thead>
<tr>
<th>Page 2</th>
<th>Page 3 &amp; 4</th>
<th>Page 5</th>
<th>Page 6 &amp; 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to apply</td>
<td>Post information</td>
<td>Benefits</td>
<td>Other information</td>
</tr>
</tbody>
</table>

HOW TO APPLY

Complete the enclosed application form in full and return to the Human Resource department.

Please do not hesitate to contact the Human Resources Department if you require further information, on 01926 881331.

ENTRY INTO COVENTRY & WARWICKSHIRE AMBULANCE

Coventry & Warwickshire Ambulance recognises the importance of its staff to the success of the Trust, and seeks to employ the best people for the job, regardless of race, ethnic origin, gender, sexual orientation, religion, or disability (in so far as the individual is able to meet any physical and/or mental demands of the post). The Trust maintains a policy of internal training, development and promotion wherever practicable. We therefore seek to employ high calibre people who are committed to contributing both to the organisation and to their own development and advancement.

Applications to join the Service invariably outweigh the number of vacancies, and details of candidates are held on file for up to six months. However, the Service is continually developing and growing, and we take all enquiries and applications seriously.

In addition, all recruitment is subject to:

- Satisfactory Criminal Record Bureau (CRB) Check
- Medical Clearance by our Occupational Health Advisors
- Receipt of references acceptable to the Trust
- Satisfactory completion of a 3 month probation period

Selection for appointments include:

- Interview
- Assessment tests – varies depending on job

Physical abilities/fitness:

- High level of fitness and strength
- This is not to say that people with disabilities can not apply – as they could undertake duties of many posts

Age information

The minimum age for new staff is 21 or over for the Emergency services and 18 or over for all other areas of the Trust.
## Posts Within the Trust

### Logistical Medical Services – LMS
Based in Warwick

- Undertake a range of non-patient transport duties
- Specimen collection & delivery
- Courier services
- Staff transport
- Clinical waste collection & delivery
- Maintain radio or mobile phone contact with Operations Centre

<table>
<thead>
<tr>
<th>Person Specification requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>£11777 entry</td>
</tr>
<tr>
<td>£12636 after 3 months successful completion of probationary period</td>
</tr>
</tbody>
</table>

- Driving Licence (3 points or less)
- Minimum of 12 months driving experience
- Knowledge of local area
- Ability to work alone
- 24 x 7 Rota

### Out of Hours Driver
Based in Coventry & Rugby

- Drive on-call G.P. to home visits out of hours.
- Ensure vehicles and equipment are kept in a state of cleanliness and any defects are recorded for action to be taken

<table>
<thead>
<tr>
<th>Person Specification requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>£11777 entry</td>
</tr>
<tr>
<td>£12636 after 3 months successful completion of probationary period</td>
</tr>
</tbody>
</table>

- Driving Licence (3 points or less)
- Minimum of 12 months driving experience
- Knowledge of local area
- Ability to work alone
- Evening & Weekend working

### Patient Car Service – PCS
Based in Coventry, Warwickshire and Birmingham

- Transporting patients to and from hospital in a car
- Ensuring patients are secured comfortably
- Taking care of patients health needs during the journey

<table>
<thead>
<tr>
<th>Person Specification requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>£11502 per annum</td>
</tr>
</tbody>
</table>

- Minimum of 12 months driving experience
- Good basic level of education or 12-18 months service within LMS.
- Driving Licence (3 points or less)
- Knowledge of local area
- Ability to work alone
- 24 x 7 Rota

### Patient Transport Service – PTS
Based in Coventry, Warwickshire and Birmingham

- Transporting patients to and from hospital as part of a two person crew
- Ensuring patients are secured comfortably
- Taking care of patients health needs during the journey

<table>
<thead>
<tr>
<th>Person Specification requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>£14093 per annum</td>
</tr>
</tbody>
</table>

- Minimum of 12 months driving experience
- Good basic level of education or 12-18 months service within LMS.
- Driving Licence (3 points or less)
- Knowledge of local area
- Ability to work alone
- 24 x 7 Rota
## POSTS WITHIN THE TRUST

### Operations Assistant
Based in Leamington Spa & Birmingham
- Answer emergency 999 calls from public / urgent calls / GP
- Deploy ambulance vehicles & crews to incident via radio contact
- Take requests for & plan Patient Transport Services

£11486 - £15506 per annum

- Computer Skills
- Communication Skills
- Good level of general education

### Out of Hours Call Handler
Based in Leamington Spa
- Answer urgent calls on behalf of GP services
- Deploy ambulance vehicles & crews to incident via radio contact

£11486 – £15506 per annum

- Computer Skills
- Communication Skills
- Good level of general education

### Trainee Paramedic
Based in Coventry & Warwickshire
Training includes the following:
- Ambulance familiarisation
- Patient Transport Driver duties
- D1 and D2 driving assessments
- Residential 6 – 8 week course
- Progression onto Technician duties

£14093 (c. 3 months)
£15787 Trainee Technician (c.12 months)

- Minimum of 12 months driving experience
- 5 GCSE’s (including Maths and English at grade C or above) or equivalent
- C1 & D1 categories on Driving licence (Desirable)
- Further Education (A Levels/NVQ/BTEC qualification) desirable
- Health Care background (desirable)

### Technician/Paramedic
Based in Coventry & Warwickshire
- Involved in full range of activities for A&E
- Respond to 999 calls and GP calls for urgent patients
- Services required for admission, transfer and discharge of patients
- Giving emergency treatment - splinting broken bones and using various types of life saving equipment

In addition, a Paramedic is:
- Qualified to use more advanced forms of life support equipment
- Qualified in coronary care
- Administration of drugs

£19701 Qualified Technician
£20538 Qualified Paramedic

- IHCD Qualified Technician/Paramedic
BENEFITS

NHS Discounts

Once you are employed by the NHS you are entitled to benefit from the NHS Discounts website - www.nhsdiscounts.com
Coventry & Warwickshire Ambulance are also currently investigating local discounts/benefits.

Childcare

Childcare Scheme – If you are concerned about your childcare arrangements and would like to work for Coventry and Warwickshire Ambulance NHS Trust, feel free to contact Colette McGreevy, Family Care Co-ordinator on 01926 493491 x422

Colette can assist employees and potential employees to organise suitable childcare arrangements and investigate the possibility of flexible working hours. She can also provide advice and support with regard to Tax credit.

Childcare Vouchers
The Trust has a scheme designed to make childcare costs less expensive. Employees can purchase childcare vouchers and save just under 10 % of their childcare costs. There is a list of nursery school providers who offer NHS employees 5 – 10% discount, if used with payment vouchers further discount would be available.

Childcare Emergencies
The Trust have a service of a list of registered emergency childminders from the CIS (Childrens Information Service).

Carers Support
If you are a carer for someone over 16 years of age then support/information is available.

Bumps and Babies
There are monthly Bumps and Babes sessions for those who have recently had a baby or who are expecting. Fathers are particularly welcome!

Holiday Playscheme
Holiday Playscheme are available 8 -14 years olds (Leamington & Warwick area)

Information Packs available
Paternity / Maternity / Adoption information packs
New to the Trust information packs
Joining the trust with older children
Children with particular needs information pack

Flexible Working

All posts are available on a part time/ job share as Coventry & Warwickshire Ambulance NHS Trust is committed to providing a flexible place of work, enabling all staff to balance work and home lives, where it does not effect the Service’s ability to provide exceptional patient care.

Pension Scheme

All NHS employees are eligible to join the NHS pension scheme, which is of great benefit to all NHS employees. More information will be provided during your Induction however, should you wish to know more prior to application, please feel free to phone a member of the HR team or check out the NHS pensions website www. nhspa.gov.uk
OTHER INFORMATION

Improving Working Lives – Achieved November 2002

There are 3 levels of accreditation for Improving Working Lives (IWL), Pledge award, Practice and Practice Plus. Coventry & Warwickshire Ambulance are currently at Practice level and striving towards Practice Plus.

The Improving Working Lives standard:
- Recognises that modern health services require modern employment practices
- Understands that staff work best for patients when they can strike a healthy balance between work and other aspects of their life outside work
- Accepts a joint responsibility with staff to develop a range of working arrangements that balance the needs of patients and services
- Values and supports staff according to the contribution they make to patient care and meeting the needs of the service
- Provides personal and professional development and training opportunities that are accessible and open to all staff irrespective of their working patterns
- Has a range of policies and practices that enable staff to manage a healthy balance between work and their commitments outside work.

Investors in People – Achieved November 2000

Investors in People is the national Standard which sets out a level of good practice for training and development of people to achieve business goals. Coventry & Warwickshire Ambulance achieved the standard in November 2000.

The Investors in People Standard is based on four key principles:
- Commitment
- Planning
- Action
- Evaluating

Disability Double Tick – achieved 16th September 2002

Anyone with a disability who meets the essential criteria of the person specification and has completed the equal opportunities form to declare their disability will be guaranteed an interview.

1st COMMITMENT - To interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.

2nd COMMITMENT - To ask disabled employees at least once a year what you can do to make sure they can develop and use their abilities at work.

3rd COMMITMENT- To make every effort, when employees become disabled, to make sure they stay in employment.

4th COMMITMENT - To take action to ensure that key employees develop the awareness of disability needed to make your commitments work.

5th COMMITMENT- Each year, review achievements in meeting these commitments, plan ways to improve on them and let all your employees know about progress and future plans.

No Smoking Policy

The Trust has a no smoking policy to improve the health of staff and patients by providing a smoke free environment and all successful candidates will be required to adhere to the policy, which enables employees to smoke in designated areas.
COVENTRY & WARWICKSHIRE AMBULANCE NHS TRUST

DRIVING TESTS

Checking of Driving Licences

Although applicants are expected to produce a clean driving licence, the following procedure should be adopted for applicants with penalty points showing on their licence.

A licence with **FOUR OR MORE** current (1) penalty points will **NOT** be acceptable.

A licence with any offence code commencing – **AC, BA, CD, DD, DR, IN, MS50, UT, or XX** is **NOT** acceptable whether the offence is current or not.

**NOTE**

(1) An offence code may still be showing on a licence but it is no longer current if the following applies;

- It is no longer than **4 years** since the date of **offence**, or,

- In the case of **DR** codes it is longer than **11 years** from date of **CONVICTION** or,

- In the case or **DD** or **XX** code it is longer than **4 years** from the date of **CONVICTION**.