



Application Guidance & FAQ for Assistant Ambulance Practitioner

Please read this guidance and ensure that you meet the essential criteria outlined in the person specification.

APPLICATION FORM: Please ensure you complete ALL sections of the form. You are advised to save your application as you go along.

PERSONAL INFORMATION: Please note that we will contact you via the email address and telephone numbers that you have provided on your application form. Only provide your work number if you are happy for us to contact you this way.

RIGHT TO WORK IN THE UK: At interview, you will be asked to provide originals of photographic identification that enables you to work in the United Kingdom. **Please do not bring in photocopies as we need to see original documents.** If you have a visa then please clearly state what visa and when this will expire.

MONITORING INFORMATION: At London Ambulance Service NHS Trust we are passionate about diversity and inclusion and strive to ensure that our workforce is representative of the communities that we provide care to. We would appreciate it if you could complete the monitoring questions in order to help us monitor our recruitment processes and practices. This will assist us to continually evaluate fairness in our recruitment process. Please note that this information is not accessible by the shortlisters or interviewers for this role.

DISABILITY INFORMATION (TWO TICKS SCHEME): The London Ambulance Service is a Disability Confident Committed Employer and as such we will offer an interview to disabled candidates who have met the essential criteria for the role and have successfully passed the relevant assessments. We will also strive to offer and meet any reasonable adjustments/ support to disabled candidates throughout the recruitment process.

CRIMINAL CONVICTIONS: The position for which you have applied is exempt from the Rehabilitation of Offenders Act 1974. This means you must declare all cautions of less than 6 years ago (provided you were over 18 at the time of the caution) and all convictions of less than 11 years (provided you were over 18 at the time of the conviction).

Please note that you need to declare all convictions if there are more than one conviction and some serious offences will never be considered as spent i.e. removed from the disclosure certificate. It is your responsibility to declare any previously received police caution, conviction reprimand or final warning that fits the above description.

For further information please visit <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about> or contact the Recruitment Team.

EMPLOYMENT HISTORY: Please disclose your **FULL** employment history including and period of unemployment, gaps due to travelling etc. Please give some indication of how you have spent your time e.g. voluntary work, travelling, actively seeking employment etc. You are also required to provide details of reasons why you left previous employers.

Please provide the full and professional email address of current and previous employers as we will need to obtain references if your application is successful (we will approach your referee once you have verbally accepted the offer).





As an NHS organisation, we will request references covering a 3 year period, please ensure you have provided these details as they will be confirmed with you at Interview. Please note we are unable to request references from personal email addresses.

DRIVING EXPERIENCE: You are required to have a manual B class driving licence and have no more than 3 penalty points. It is important for you to declare any penalty points you hold on your valid UK licence. You will be asked to provide a code in order for the recruitment team to check your licence. You can do this by visiting <https://www.gov.uk/view-driving-licence>

You will be asked once you have been successful at interview to obtain the C1 Category on your licence. This allows you to drive vehicles above 7.5 tonnes and is necessary for driving ambulances. Please make sure you investigate the cost of this as once an offer has been made you will be given a timeframe within which to obtain this, and the cost can be about £1,000.

MOTIVATION QUESTION: You should provide details of your motivation for applying for the role, any experience/skills and knowledge relevant to the key requirements outlined on the person specification.

Frequently Asked Questions

- 1. I don't have a provisional licence yet, can I still apply?** Unfortunately, you are required to have at least a C1 provisional licence at the point of application. This means that you cannot apply for this role, if your driving licence does **not** show a C1 **provisional entitlement**. We request a driving licence summary check as part of the pre-screening process to evidence this.
- 2. I don't have a medical background, can I still apply?** Yes, although you need a good level of education in order to apply.
- 3. What is the career pathway?** Once successful completion of the AAP training, you will be eligible to apply for the Trainee Emergency Ambulance Crew (TEAC) role. Once successfully completing all elements of the TEAC training you will join as a full time Emergency Ambulance Crew (EAC). You are required to have at least one years' experience in the EAC role, before being eligible to apply for the Paramedic Degree Apprenticeship to eventually become a Newly Qualified Paramedic.

Assistant Ambulance Practitioner Role Guidance

Application requirements: Applicants need to have a current manual driving licence, valid in the UK, with a maximum of three penalty points. Applicants will be required to have at least a **C1 provisional licence** at the time of application. Applicants need to have a good level of education.

Specific role information: An AAP will work alongside either a Health and Care Professions Council (HCPC) registered Paramedic or other suitably qualified member of staff, such as an Emergency Medical Technician (EMT) or Emergency Ambulance Crew (EAC). An AAP will deliver emergency and urgent care to a wide range of patient groups. Where appropriate patients will be assessed and treated at the point of contact or





referred on to another healthcare provider. When necessary convey patients to treatment centres, hospitals and emergency departments according to their needs.

Salary information: Salary will defer depending on the training location. If the training is based inner London the starting salary will be £27,157 per annum inclusive of High Cost Allowance (HCAS). If based in outer London, starting salary will be £26,447 per annum inclusive of HCAS.

Training information: New AAPs will undertake a 12-week training provided by our Clinical Education and Standards team. This also includes the blue light driving course. After successful completion of the 12-week training, the AAP will work under the direct supervision of a mentor/Practice Placement Educator (PPEd) in clinical practice for 6-months in total. Successful completion of the training course and clinical practice period will result in the award of a level 3 diploma in Ambulance Emergency and Urgent Care Support, usually after 9 months. Please be advised you will not be able to take any annual leave during the 12 weeks of classroom education and when in supervised practice for 6 months access to annual leave may also be limited.

C1 Incentive Agreement: The London Ambulance Service can offer funding to support C1 theory tests and the C1 practical training and test via the C1 incentive agreement with our driving school provider, Wallace. We can only offer funding to cover the first test, candidates will be responsible to cover any re-tests.

The career pathway for an AAP: The career pathway from an AAP to a Paramedic is as follows -



Once successful completion of the AAP training, you will be eligible to apply for the Trainee Emergency Ambulance Crew (TEAC) role. Once successfully completing all elements of the TEAC training you will join as a full time Emergency Ambulance Crew (EAC) gaining the Level 4 Diploma Associate Ambulance Practitioner qualification. You are required to have at least one years' experience in the EAC role, before being eligible to apply for the Paramedic Degree Apprenticeship to eventually become a Newly Qualified Paramedic.

Please refer to the Assisant Ambulance Practitioner Job Description & Person Specification for further information.





Relief rota and postings – January 2021

5.1 Relief Staff postings

The Service is currently divided into 18 complexes over 5 operational areas: North Central, North West, North East, South East and South West. All relief staff (full-time, part-time and other flexible workers) will be posted to one of 20 main stations across these complexes and 5 areas. Here they will be provided with a personal kit locker, food locker and pigeon hole. The complex management team (CMT) at that station will provide day-to-day line management and fulfill training and personal development requirements.

Although relief staff will have a base main station, this does not guarantee their shifts will be at this station. Whilst priority will be given to relief staff to be posted to available shifts within their station group, staff may be expected to work shifts that neighbour their area. In certain circumstances, staff may be posted to stations beyond their neighbouring areas.

The Scheduling Department (SD) will schedule staff against shifts based on operational need, but individual preferences will be taken into account as far as is reasonably practicable. There is currently no automatic/technical tool to assist with this, but it is an area of future development. In all cases it is good practice to discuss your personal preferences with the SD staff.

5.2 General information

Shifts will be allocated in line with both demand levels and staff needs. Staff with particular preferences for certain stations or shifts types should inform the SD. Whilst no guarantees can be offered that these preferences will be met, the SD will factor this in when scheduling (in the absence of a technical tool to support, this may take some time to bed in).

Relief staff may be requested to work on frontline ambulances and FRUs, subject to the requisite qualifications and experience. Whilst runs of shifts with the same crew mate are preferred (when the SD schedules), this cannot be guaranteed. Staff should expect a variety of shift locations, crew mates and a mixture of ambulance and FRU shifts.

Shift lengths within the core rosters vary between six and twelve hours, inclusive of rest breaks (where applicable). The average shift length within the core rosters is 10.38 hours (inclusive of rest breaks), but there are local variations from station to station.

Supplementary Roster Days 63

Weeks 9

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
1	E	E	E	NRD	NRD	E	E
2	NRD	NRD	NRD	L	N	N	N
3	RAN	NRD	NRD	E	E	NRD	NRD
4	N	N	N	N	RAN	NRD	NRD





5	E	E	NRD	NRD	L	L	L
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
6	NRD	NRD	E	E	E	NRD	NRD
7	L	L	L	NRD	NRD	E	E
8	ADJ	ADJ	RAN/NRD	NRD	ADJ	ADJ	ADJ
9	RAN/NRD	NRD	ADJ	ADJ	RAN/NRD	NRD	NRD

6.1 Shift types

Each day on the supplementary roster is marked up as one of the following:

a) A rostered day on (**E**, **L** or **N**) - where an individual is definitely roster to work on that day.

These are defined as follows:

E: Early - shift start time between 06:00 and 10:59.

L: Late - shift start time of 11:00 (or later) and finish time of 02:00 (or earlier).

N: Night – all shifts that cover the period 02:00-05:00.

b) An adjustment shift (**ADJ**) – where individuals may or may not be required to work.

Adjustment shifts are provided to "balance" hours over the course of the roster. As shift lengths vary within the core rosters, it is impossible to determine how many hours will be worked in weeks 1-7. It is expected that staff will be required to work at least 2 adjustment shifts to meet their contractual hours. Adjustment shifts can be allocated as **early**, **late** or **night** shifts.

However, when nights are planned in the adjustment weeks, there will be a minimum of 2, and maximum of 3 in any run. No set of adjustments will include more than 3 nights over the two weeks, unless by mutual agreement with the member of staff.

c) A non-rostered day (**NRD**) – where individuals are not rostered to an operational shift. Non-rostered days will not be changed to rostered days by the Scheduling Department, unless by mutual consent. However, **each member of staff will be expected to book themselves onto mandatory and statutory training days (using their ILA hours) three times a year**. These must be booked on non-rostered days.

d) A rest after night (**RAN**) – where staff are not to be rostered as this is the recovery day following a night shift or run of night shifts. Additional rest after nights may be added to an individual's roster if they work any night shifts in their adjustment weeks. This will not be shown on GRS, but will still be protected as a rest day.





Appendix 1: List of Main Stations for the Posting of Relief Staff Operational Area

Operational Area	Main Station
North West	Brent
	Fulham
	Hanwell
	Hillingdon
	Westminster
North Central	Camden
	Edmonton
	Friern Barnet
North East	Homerton
	Newham
	Romford
South West	Croydon
	New Malden
	St Helier
	Wimbledon
South East	Bromley
	Deptford* (Oval & Waterloo)
	Greenwich

