



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive



Post-Graduate Internship Transfer Policy

HSE- National Ambulance Service National Ambulance Service College

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1.0 POLICY STATEMENT

- 1.1 The policy of the National Ambulance Service is to attempt to facilitate the placement, where possible, of all trainee paramedics under-graduate interns and post-graduate interns, in or near their home area. The operational requirements of the HSE-NAS will take precedence over the determination of assigning interns to respective NAS Divisions.
- 1.2 All trainees accepted into the HSE-NAS and the NASC to embark upon their paramedic training are informed prior to their acceptance of the position, that they may be placed anywhere within the NAS.
- 1.3 The trainee has accepted that their training may continue in any county and any of the NAS Areas/Divisions
- 1.4 Any and all pending transfers shall stop immediately following the introduction of this policy.
- 1.5 All previous forms/applications by interns for a request to transfer will be deemed inactive as this policy supersedes any previous format for transfers.
- 1.6 All Paramedic Post-graduate interns will be contacted forthwith via email requesting them to submit by email, a request to transfer.

2.0 PURPOSE

- 2.1 This policy sets out the procedure to be adhered to when post -graduate paramedic interns specifically request transfers to other Divisions of the NAS
- 2.2 This policy will be used by the NAS Education Manager and distributed to all Paramedic Post-Graduate Interns.
- 2.3 Requests to transfer will be dealt with in an equitable and transparent manner and in accordance with this policy

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3.0 SCOPE

- 3.1 This Policy applies **only** to all Paramedic Post-Graduate Interns requesting a transfer to another NAS Area, from the initial Area to which they were originally assigned.
- 3.2 All NASC Education and Competency Assurance Officers and Administration Staff involved in the process of intern transfers should ensure familiarity with this policy.
- 3.3 This policy does not apply outside of the post-graduate internship period.

4.0 LEGISLATION/OTHER RELATED POLICIES

- A. HSE-EMT Contract of Employment, terms and conditions

5.0 GLOSSARY OF TERMS AND DEFINITIONS

- A. ECA Education and Competency Assurance
- B. EM Education Manager
- C. HECA Head of Education and Competency Assurance
- D. NAS National Ambulance Service
- E. NASC National Ambulance Service College
- F. PHECC Pre-Hospital Emergency Care Council – The pre-hospital Regulator and Statutory body responsible for pre-hospital standards
- G. Paramedic Post-Graduate Intern: a trainee paramedic who has completed both PHECC examinations successfully and is offered a period of approximately one year to complete their final stage of training – the Paramedic Internship period.

6.0 ROLES AND RESPONSIBILITIES

- 6.1 It is the responsibility of Education Manager to ensure compliance with this policy.
- 6.2 This responsibility may be delegated to a nominated NASC Officer as deemed appropriate by the EM.
- 6.3 This nominated Officer is accountable to the EM.
- 6.4 Paramedic Programme Directors must ensure that post-graduate interns have received this policy prior to the commencement of their post-graduate internship period.

7.0 Procedure/guideline

7.1 Immediate pre-policy introduction procedure

- 7.1.1** All Paramedic Post-graduate interns will be contacted forthwith via email offering them the opportunity to submit by email, a request to transfer.
- 7.1.2** All Paramedic Post-Graduate interns will also be informed that all previous requests to transfer are now inactive.

7.2. Transfer Requests

- 7.2.1 The EM shall endeavour to accommodate an intern's request to transfer, but ultimately the decision to allow interns to transfer is based on the balance of availability of corresponding transfers and the operational requirements of the HSE-NAS.
- 7.2.2 Due to the random positions available nationwide it is not always possible to accommodate every intern in their own preferred area.
- 7.2.3 Upon receipt of requests for transfers from Paramedic Post-Graduate interns, a list of all requests shall be collated.
- 7.2.4 All communications with Post Graduate interns relating to transfers is solely through the medium of email/mail to the NASC – EM.
- 7.2.5 All communications by phone regarding transfers shall cease immediately.
- 7.2.6 **The designated positions for any class shall remain with that class and will be allocated individually to that class.**
- 7.2.7 **Once positions have been offered to a class the student may then enter the post-graduate transfer procedure.**
- 7.2.8 **No class, or individual student from any previous classes, have any right to positions offered to a class until a student within that class enters the transfer process.**
- 7.2.9 Transfers will be organised based firstly on course number and then by respective post-graduate internship panel positions (e.g. course 3 will have preference over course 4 and those higher up the panel on course 3 will have preference over those further down the panel).

- 7.2.10 Course Panel positions relate solely to the students' academic results within his/her class prior to their final successful PHECC stage two results.
- 7.2.11 The Selection panel position that allowed the student to enter the paramedic training programme becomes defunct upon commencement of the paramedic programme.
- 7.2.12 Positions on any further panels while training, is determined by the individual's performance and results during that training period.
- 7.2.13 An intern may request by email a transfer at anytime and shall not be penalised for a delayed request to transfer.
- 7.2.14 An intern may normally only transfer once within their post-graduate internship period.
- 7.2.15 In exceptional circumstances an intern may transfer twice within their internship period, preference will then be given to other interns who have not had a transfer. This applies even if the intern who already has transferred is higher up the panel.
- 7.2.16 An intern who has already received a transfer will then go to the bottom of the class panel.
- 7.2.17 All requests to transfer shall be dealt with in an equitable and transparent manner, compliance with this policy shall ensure the principles of fairness are applied.
- 7.2.18 There is no obligation on the NASC to facilitate transfers.
- 7.2.19 Interns MUST apply for a transfer only through this mechanism.
- 7.2.20 Transfers can only occur with other post-graduate interns and do not apply when another intern has vacated a position, leaving a vacancy, in another area.
- 7.2.21 The policy shall be circulated to all NASC ECA Officers

7.3 Appeals process

- 7.3.1 An intern has the right to follow-up on their submitted request to transfer.
- 7.3.2 Any post-graduate intern has the right to appeal a decision regarding transfers.
- 7.3.3 The appeal must be in writing; by mail or email, to the NASC - EM clearly stating the basis for their appeal.
- 7.3.4 The NASC EM shall give due consideration to the appeal and shall reply to the intern in writing within ten working days.
- 7.3.5 If an intern is still dissatisfied with the decision of the EM then he/she may appeal that decision to the HECA.
- 7.3.6 Following consideration of the appeal the HECA's decision is final and no further appeals will be considered.
- 7.3.7 The decision of the NASC EM is final and no further communications shall be entered into.

8.0 IMPLEMENTATION PLAN

- 8.1 This Policy will be circulated electronically to all NASC Officers, and all Post-Graduate paramedic interns, currently on their internship training.
- 8.2 This Policy will be placed in hardcopy in each of the NAS Colleges for ease of retrieval and reference

9.0 REVISION AND AUDIT

- 9.1 This policy will be reviewed every six months and after each internship period commences.
- 9.2 The NASC EM reserves the right to amend this document at any time and circulate the revised version to all interns and NASC personnel.

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10.0 REFERENCES

- None

11.0 APPENDICES

- None