



FREQUENTLY ASKED QUESTIONS for patient facing operation roles

APPLICATION PROCESS

- ▶ **How long does the recruitment process take?**
From application to start date, the pre-employment checks and assessments can take between six weeks to three months; however, this can vary for some candidates.
- ▶ **I am on the DBS update service and have an enhanced adult and child certificate; do I need to complete the DBS with SCAS?**
We need to check your certificate in person to ensure it is enhanced and checked against the barred lists for both children and adults. We can then check (with your permission) check the DBS website in order to confirm that your certificate is still valid. You will still need to complete our DBS form, this will be sent to you as part of your conditional offer letter.
- ▶ **I have spent criminal convictions; do I need to declare these?**
Yes. You will have an opportunity to complete a mandatory declaration form during the recruitment process. This is not reviewed by the interview panel prior to your interview. Every declaration will be reviewed once you have been offered a role within the trust and you may be asked to complete a risk assessment to explain your convictions.
- ▶ **I have lived outside of the UK; do I need to get a police check from that country?**
If you have lived outside of the UK for a period of six months or more (whether continuously or in total) within the last five years, whilst aged 18 or over, you will be required to obtain an overseas police check. You will be expected to request this yourself. Police clearance is required before you commence employment.





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▶▶ **I already have a DBS in my current role outside of SCAS; do I need to do another one?**

If you hold a valid enhanced child and adult DBS certificate that's dated within the last 5 years, we may be able to use this. If accepted, we will need to see your original certificate. Please inform the recruitment team of this once you have been sent your conditional offer.

▶▶ **Are there any age restrictions?**

Yes, you must be over the age of 18 due regulations around shift work and the age restriction for C1 driving.

INTERVIEW

▶▶ **What type of interview will I have?**

Our interviews are focused on our core values and include incident scenarios. It is recommended that you check our website for information about SCAS and find examples that are linked to our core values.

You are welcome to bring notes to your interview.

For hints and tips click scasjobs.co.uk/moreinfo/application-process/





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➤ What should I expect during the assessment process and is there anything I can do to prepare for it?

The requirements of the pre-employment fitness assessment are:

Fitness Declaration.
Walk up and down the stairs with a 10kg kettle bell in one hand, change hands and repeat the exercise
Static lift for 10 seconds with a 20kg kettle bell in both hands followed by 5 squats while holding the weight.
Lift a 25kg weighted power bag, hold for 6 seconds, walk sideways for 5 metres one way and 5 metres back the other way.
Lift a 25kg power bag, walk forwards up 10 steps, then backwards down 10 steps. Repeat the exercise, walking backwards up 10 steps then forwards down 10 steps.
999 only-2 minutes of CPR, walk 10 metres to retrieve a response bag, further 2 minutes of CPR

To help you with what to expect, please click on the link below to view the requirements of the pre-employment fitness assessment:

<https://youtu.be/bgHUchtocws>

TRAINING SCHEDULE

➤ What does the training programme involve?

Training will vary from role to role and will be detailed within the job advert as well as your conditional offer letter.

Most training programmes will consist of:

- One week induction
- Statutory and mandatory sessions (lifting assessments, safeguarding, information governance)
- Up to five weeks of clinical training
- Up to four weeks of driving training

Depending on the role, you may be rostered one week of compulsory leave at the end of your training period before going operational.





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➤ **How long is the training programme?**

Your training programme is full-time, Monday to Friday (08:30 - 16:30). Timings may vary depending on the Education Centre you attend.

If you are required to complete the four week driving training, you will complete one late-night drive as part of this.

Further information on course times will be detailed within your joining instructions which will be sent to you two weeks prior to your start date.

➤ **Do I need to pass all the assessments?**

You must pass all the assessments during your training. If you do fail any of these, you will be given one chance to re-sit. Should you fail a second time you will be removed from the course and your contract of employment will be terminated.

➤ **Is there an option to submit a flexible working request?**

Requests to work flexibly in the role you have been offered should be communicated to the recruitment team as soon as possible. All training must be completed on a full time basis.

➤ **Can I take annual leave during my training?**

No annual leave is permitted during the training period. All elements of the course must be completed.





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➤ **What unsocial hours am I entitled to?**

All time Saturday, Sunday and Bank Holidays (midnight to midnight) and Monday to Friday 20:00 to 06:00 are classed as “unsocial” hours. Unsocial hours will be paid in line with Section 2 as set out in table below.

Pay band	All time Saturday (midnight to midnight) and any week day after 8pm and before 6am.	All time on Sundays and Public Holidays (midnight to midnight)
1	Time plus 48%	Time plus 95%
2	Time plus 42%	Time plus 84%
3	Time plus 35%	Time plus 70%
4-9	Time plus 30%	Time plus 60%

➤ **Why is my DBS taking so long to clear?**

As the DBS (Disclosure and Barring Service) is a separate organisation to SCAS, it can take some time to receive your DBS back. Therefore, if your role requires a DBS, please ensure that your form is completed promptly.

➤ **What does “conditional offer” mean?**

Your offer is conditional until we have received all pre-employment checks and they meet a satisfactory standard. Should we find that any checks fall below our requirements, we reserve the right to withdraw your conditional offer of employment.

➤ **Why do I need to attend a face to face occupational health appointment?**

Occupational health clearance is a mandatory pre-employment check and a face to face appointment is needed to ensure you are fit to complete the requirements of the role. At your appointment the Nurse will take your blood, check your eyesight and monitor your blood pressure (plus other checks)... Our providers will then send us a report advising if you are fit/unfit for the role. If for any reason you are deemed to be unfit for the role you have applied to, you may need to provide further evidence to our occupational health provider. This will need to be assessed before your scheduled start date, so it is imperative to complete our pre-employment checks as soon as possible.





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- **I need reasonable adjustments to fulfil the role, is this possible?**
We consider reasonable adjustments on a case-by-case basis to provide as much support as we can. Please ensure that you discuss any requirements with recruitment team and our occupational health provider.

- **When can I hand in my notice?**
We do not recommend that you hand in your notice to your current employer until we have confirmed your start date. When we are offering a start date your notice period will be considered.

- **When is pay day?**
This will be 25th of each month, or if this falls on a weekend or bank holiday you would be paid on the last working day before.

If you start after the 5th of the month, then you will be paid the following month. For example, if you started on the 10th January, then you would be paid on the 25th February.





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➤ How do I apply for my C1 provisional entitlement?

If you have a manual Category B (car) driving licence, the next step is to download your D2 + D4 application forms from the .gov website:

<https://contact.dvla.gov.uk/order-dvla-forms>

You can complete your D2 application form.

The D4 medical form needs to be completed by a Doctor or a private provider permitted to do this (you will need to arrange this yourself). You could search the internet for 'D4 medical assessment' within your area, the results will show you some of the alternatives to your Doctor - please note there may be a fee to pay for this.

Once you have both forms completed you need to return these to the DVLA as per your instructions.

We recommend you take a note of your driving licence number - including the numbers at the end - before you send it away so you can monitor your application process.

➤ My licence is still with the DVLA who are adding on the provisional C1 entitlement, can I still apply?

No, you will need to wait until this C1 status is showing on your licence - you can check your application status via the below website:

<https://www.gov.uk/vehicles-can-drive>

As part of your application you are asked if you have the C1 provisional entitlement on your licence. The DVLA check code is the very first check that's completed before shortlisting. Therefore, if it's found your C1 provisional is in fact not showing on there, you will automatically be rejected, and your application will be withdrawn.





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▶ Will SCAS pay for my C1 training?

If you are joining SCAS as a clinical (HCPC/NMC) member of staff then we may be able to support you in obtaining your full C1 as part of a salary sacrifice scheme.

You will need to obtain your provisional C1 and complete your theory and hazard perception tests prior to SCAS being able to support you in completing the practical elements of obtaining your full C1. You will need to provide evidence of your full C1 licence 6 weeks prior to commencement of training.

QUALIFICATIONS

▶ I don't have the required GCSE's; will my relevant experience be accepted as an equivalent to GCSE's?

We may accept relevant experience in lieu of GCSE's for the ECA role only. This will be reviewed on a case by case basis.

Experience must be: within a minimum of 6 months and within the last 3 years, relevant to this level of qualification or experience within a similar healthcare or caring role.

We would recommend you ensure all relevant experience is listed within your application form. Please include: courses + education along with your supporting information.

▶ I have my FREC 3 and FREC 4, can this be in place of GCSEs?

Unfortunately, we cannot accept FREC qualifications in replacement of GCSEs..

▶ I completed my GCSE's several years ago and I don't know where the certificates are...

You may need to obtain replacement certificates if you do not have demonstrable experience for the role you are applying to or these are mandated on the person specification as essential to the role.

You can find information on this by clicking this link

<https://www.gov.uk/replacement-exam-certificate>





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- ▶ **I already have my FutureQuals or IHCD Emergency Driving certificate, do I need to complete the 4-week driving course again?**
We may be able to offer you a shortened driving course, however this would depend on when you qualified and when your C1 was achieved in relation to the qualification. Once you have been successful, please contact OPSRecruitment@scas.nhs.uk who will be able to advise you further. We will need to see the original certificate for this qualification.
- ▶ **I have recently completed my paramedic degree but haven't yet had my official degree certificate, what can I provide in place of this?**
We can accept your university transcript in place of your degree in the first instance, but we will need you to provide your official degree certificate as soon as you receive it and before you are offered a course start date.
- ▶ **I have applied for my HCPC registration, but this hasn't been confirmed yet, can I still start?**
Yes, as long as you have submitted your HCPC registration application you are able to complete your training course. However, you will only be able to carry out minimal duties alongside another paramedic until you receive your HCPC registration pin number. We will need to see evidence of your HCPC application.

PREVIOUSLY WORKED FOR THE NHS

- ▶ **I have previously worked for the NHS, will my previous service be taken into consideration?**
We will ask for your consent to run an Inter Authority Transfer (IAT). This will confirm your previous NHS service and enable us to calculate your continuous and reckonable service dates.

If you have any questions that we have not answered please email us:
OPSRecruitment@scas.nhs.uk

