

EMT CPC Assessor Panel



1 Specific Tasks

- 1.1. Attend meetings as required by the EMT CPC Coordinator and the registrar of PHECC
- 1.2. Attend and successfully complete training as prescribed by PHECC.
- 1.3. Be available on up to 4 days per year to assess EMT portfolios at a location designated by PHECC (or remotely if so decided)
- 1.4. Provide feedback to registrants following assessment of their portfolios.
- 1.5. Attend and assist with any briefing sessions that will be delivered following the completion of training and assessment.
- 1.6. Submit a CPC portfolio for assessment each year on a mandatory basis.
- 1.6. Other tasks as designated by the CPC coordinator from time to time.

2 Timescale

- 2.1. The closing date for expressions of interest for the positions of EMT CPC assessor is Wednesday 28th of August 2019 at 12pm.
- 2.2. Training will take place in October 2019 over two days. Dates and venue to be decided.
- 2.3. Periodic meetings may take place at the PHECC offices in Naas
- 2.4. Assessors will be expected to attend portfolio assessments in November 2019 as part of their training.

3 Eligibility Criteria

3.1 Qualifications necessary

- 3.1.1. A current PHECC Emergency Medical Technician (EMT) Practitioner licence.
- 3.1.2. A minimum of 3 years practicing as an EMT
- 3.1.3. CFR Advanced Instructor / EFR Instructor level qualification.
- 3.1.4. PHECC Assistant Tutor, or higher, is desirable, but not necessary.
- 3.1.5. Have a completed CPC portfolio for the 2017/2018 cycle ready for assessment prior to commencing training. 2018/2019 portfolio will be assessed in November.

3.2 Skills, knowledge and experience

- 3.2.1. Possesses an excellent knowledge of PHECC EMT CPC requirements
- 3.2.2. Possesses excellent proof reading skills
- 3.2.3. Proficient in oral and written communication, including being IT literate and possess a laptop or home PC.
- 3.2.4. Has an interest in encouraging CPC and general accountability in the profession
- 3.2.5. Previous proof reading experience is desirable
- 3.2.6. Ability to commit to attending training, meetings and future assessments as required by PHECC

4 Application process

- 4.1. Complete the EMT CPC Assessor application form online
- 4.2. Applicants should be aware that a detailed C.V. maybe required at a later date.
- 4.3. Applications must be completed by 1st September 2019 at 10pm. No applications will be accepted after this time.
- 4.4. A selection process will include a weighted marking sheet along with a cap system to ensure a distribution of assessors across organisations and locations.
- 4.5. **Canvassing will lead to automatic disqualification.**

5 GDPR Notice

5.1. WHAT DO WE COLLECT AND HOW?

We need to collect some basic information about potential assessors and their location within the state. All data is being collected through the online form. There is no other information collected automatically using IP address or cookies.

5.2. WHY ARE WE COLLECTING THIS DATA?

All data collected is to enable us to select the desired assessors who are distributed throughout Ireland and various organisations.

5.3. HOW WILL WE USE YOUR DATA?

All data collected will be used only for the recruitment and selection process and will enable us to contact you to advise you of the outcome of your application. The information collected will not be shared with any third-party. When further information is required it will be collected at a later date.

5.4. HOW LONG WILL WE KEEP YOUR DATA?

The recruitment process will be completed by the end of August. Anyone not successful in their application will have their data deleted. Those that are successful will have their data retained by PHECC until December 2019 to allow for any appeal.

5.5. HOW SECURE IS THE DATA IN OUR POSSESSION?

In order to maintain data security only two people will have access to your data. These are the EMT CPC Coordinator and the PHECC ICT Manager. That data is downloaded from Survey Monkey and held on password protected computers and servers.

5.6. WHAT ARE MY RIGHTS TO THE DATA I'VE SUBMITTED?

GDPR clearly defines individuals rights for their own data. We take this very seriously and we wish to remind you that your rights, include the following:

- * Right to access, view, and edit your own information in a timely manner
- * Right to be forgotten, which means being deleted from our survey results
- * Right to be able to opt-out from your future messages

5.7. WHO TO CONTACT?

If you have any questions please feel free to contact EMT-CPC@phecc.ie where we will endeavour to respond within 24 hours to any request.