



STUDENT PARAMEDIC INFORMATION PACK

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Student Paramedic Training Programme



Information Pack for Student Paramedic

Congratulations on taking the first step towards becoming a Paramedic!

This pack introduces the Student Paramedic programme with West Midlands Ambulance Service University NHS Foundation Trust.

The aim of the programme is to provide a vocationally based education pathway which leads to registration and a Level 6 Degree Apprenticeship / Bachelor of Science (BSc) qualification. In this pack we will outline the recruitment and selection process that we will take you through if you choose to apply, and we outline the programme to help inform your choices and help you understand what you will be doing if you are successful.

West Midlands Ambulance Service University NHS Foundation Trust is immensely proud of its global standing and continues to aspire to be a world class ambulance service. This requires our staff to have the knowledge, skills and competency to deliver high quality health care to the people within the West Midlands. Our staff also need to uphold, share and support our visions and values.

As a Student Paramedic you will be supported in the clinical environment while you work your way through your training programme which will take a minimum of 36 months resulting in HCPC registration as a Paramedic. You will also have access to Clinical Team Mentors for specified periods who will provide advice and guidance to support your clinical practice.

All Student Paramedics earn while you learn, this document sets out the responsibilities of our students and West Midlands Ambulance Service University NHS Foundation Trust. It will also explain how the remuneration for the programme works.

To support you in making that decision about whether you wish to apply, I have outlined in this pack the areas we will assess during the recruitment & selection process.

I wish you well in your application



Louise Jones
Recruitment Manager

The Application process

The first stage for you is to ensure that you are in a position to commit to undertaking the programme and substantive employment with the Trust:

- The preparation for and attendance at the selection dates
- Having Full C1 category driving licence – financial support to complete this training is available to successful candidates which will then be repaid back to the Trust directly from your salary within the first 12 months of employment, **however you must have applied for your C1 provisional at the point of application**)
- Learning throughout the duration of the programme
- Practice placements – supported by Paramedic / Associate Mentors
- Paramedic Education within the West Midlands

This is the first step to becoming a Paramedic, so it is essential that you read this document fully; you will need to adhere to the time frames you are given for making your application as well as any dates for assessments.

Once you have decided you can commit to the programme and you have checked your eligibility against the criteria outlined in this pack, you will need to complete and return the application form via the NHS Jobs website.

Think carefully about the information you put in your application, paying attention to details about previous jobs or work experience and your supporting statement. Please make sure that you provide evidence of the knowledge, skills and experience as per the selection criteria which is detailed in the person specification (on the last page of the job description). Only those applications which meet the criteria will proceed to the next stage. For more information on how to evidence the selection criteria please refer to the guidance notes. Make sure they are completed electronically, pay attention to your grammar and spelling. Make sure you submit your application form in good time so it is received on or before the closing date. As soon as the closing date has passed applications will not be able to be submitted or accepted.

Your completed application will firstly be considered and shortlisted against the selection criteria listed within the person specification. If successful, you will receive notification via NHS Jobs & will be asked to provide your education certificates via email prior to being invited to attend any assessments, failure to provide the correct documents by the deadline specified will result in your application being stopped.

Once you have provided the relevant qualification documents you will receive an invite via NHS Jobs to attend a Highway Code Assessment.

Candidates who successfully provide the team with the required documents and pass their highway code assessment will then progress on to stage 2 which consists of an online interview followed at a later date by a fitness and driving assessment at our Training Academy. If you are unable to access the appropriate technology to attend an online interview, alternative arrangements will be made for you by the recruitment team.

Interviews are formal and full notes are taken to inform decisions and enable feedback to be given. The best interview experience can be gained from having an open and honest two-way discussion as well as sound preparation.

Once all the assessment information is received within our recruitment team we will notify you of the outcome. We are happy to provide feedback to unsuccessful candidates to assist you to prepare for any future vacancies.

Essential Application Form Selection Criteria

Please use this check list to ensure you are eligible to apply for the Student Paramedic post.

Do you have:

1. **5 GCSE's including Maths, English Language and Science at grade C or above plus an A-level?** Y/N

*Some equivalent qualifications are accepted and are listed at the back of this pack. You must be able to evidence all your **GCSE & Level 3** qualifications prior to Stage 1 (****please note**** Higher level qualifications **do not** supersede the GCSE qualifications for this role). Applicants who do not provide certificates will be unable to undertake the assessments.*

Please note that Provisional Statements of Results are not accepted.

2. **Full manual driving licence with no more than 3 points?** Y/N

Please be reminded that points remain live on your licence for a period of 4 years. Any individual who has received a drink driving conviction must declare this on their application form. DR10 convictions will not normally be accepted less than 11 years of the conviction date but individual circumstances will be considered.

3. **C1 provisional licence or have submitted the application form and medical forms in order to apply for your provisional?** Y/N

Applicants must have at least applied for their C1 provisional licence at the point of application. In order to meet this criteria, the relevant forms available via <https://www.gov.uk/become-lorry-bus-driver/applying-for-a-bus-or-lorry-provisional-entitlement> must have been completed and submitted to the DVLA at point of application

4. **A passion and motivation to provide excellent patient care to the people within the West Midlands region?** Y/N

Student Paramedics are employed substantively by West Midlands Ambulance Service University NHS Foundation Trust and applicants will need to demonstrate substantial local knowledge and a commitment to the Trust and to the region, almost always demonstrated by living within the area for 5 years.

5. **An ability to undertake rotating shifts covering 24 hours a day, including shift changes at short notice?** Y/N

All Student Paramedics will be deployed operationally and will be expected to work full rotational shift patterns including weekends, evenings, nights, Christmas and New Year.

Other factors which will be considered

As part of the overall recruitment and selection process there are other factors which will be considered along with your application form and selection assessments, these include:

- A reference history with a minimum of 2 references (one of which must be your current or most recent line manager). Only employment and academic references are acceptable.
 - Work Health assessment screening to ensure you are medically able to undertake the full range of duties and meet DVLA Group 2 driving standards. Please refer to the DVLA website for more information.
 - An Enhanced Disclosure & Barring Service (DBS) Check – this post is exempt from the Rehabilitation of Offenders Act, therefore you must declare all criminal convictions, cautions and offences on your application form even if you consider them to be spent. A Criminal Convictions Declaration form is included in the selection paperwork at Stage 2. We are required by law to make you aware of the relevant pieces of legislation that requires or permits us to ask for certain information. Understanding what offences might need to be declared to a prospective employer will be critical to ensure you do not disclose information you are not legally bound to declare or omit relevant information that must be declared. The requirements under the criminal record disclosure regime are complex and subject to periodic change. If you are unsure about whether you need to disclose certain criminal record information, free confidential advice may be sought from one of the charity bodies listed below. These bodies can advise you on what you are legally required to declare and may also be able to advise you on how you can disclose criminal record information to a prospective employer and your legal rights when doing so.
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- Nacro – Tel: 0300 123 1999, or email: helpline@nacro.org.uk
 - Unlock – Tel: 01634 247350, email: advice@unlock.org.uk or **or complete the [online form on the Unlock website](#)**

Preparation for the assessments

Highway Code & Driving Assessment

Highway Code Assessment – This is a multiple choice assessment and includes written questions and road signs. Please read your Highway Code carefully. You can revise using the written Highway Code book and online tools as well as official The Highway Code social media pages.

The demands placed upon the driver of an ambulance are probably greater than any placed upon any other driver. Irrespective of weather, road or traffic conditions, an ambulance must respond to every call for assistance, therefore, a high degree of skill and awareness on the road by the driver is an absolute necessity.

During the practical driving assessment, the examiner will be looking to see if you have maintained the standard you achieved when you passed your driving test with the Department of Transport.

You will be allowed a short period of familiarisation and during this time, providing you do them safely, you may, as often as you wish, change gear, brake, stop and restart.

If the examiner is satisfied that you are not keeping the vehicle under control and has to take action, either verbally or physically, to correct the situation, it is considered that you have failed to reach the required standard. Under such circumstances, the examiner will take control of the vehicle and this will terminate the assessment.

It is advisable to practice driving a larger vehicle prior to your assessment day if you are only familiar with smaller cars.

Fitness Assessment

Lifting is a task frequently undertaken by operational staff when responding to patients needs, therefore it will form part of the initial training course you will undertake.

This is a significant challenge and one for which you should prepare by undertaking physical exercise to strengthen your core muscles and your back and to improve your cardiovascular fitness. Most leisure centres will have trainers and personal trainers who can advise you on how to achieve this.

As part of the assessment you will be required to demonstrate the following;

- Resting heart rate: <90 bpm
- Blood pressure: <160 systolic <95 diastolic
- Leg / backstrength test: minimum of 117kg (3 attempts given)
- Hand grip test: Minimum of 35kg – dominant hand Minimum of 33kg – sub dominant hand (3 attempts given)
- Flexibility test: Ability to reach toe line whilst sitting and stretching with legs straight

In addition to this you will demonstrate your cardiovascular ability by completing a step test;

Phase 1 Aerobic warm up

Phase 2 Step test whilst carrying a 10kg kettlebell

Compression only CPR (you will be shown technique)

Step test whilst carrying 2x 14kg kettlebells (one in each hand)

Your heart rate will be monitored throughout Phases 1 & 2 of the step test.

If you have any concerns you will not physically be able to achieve this or have any medical conditions that may affect your ability to undertake the test then please talk to your own doctor in the first instance and bring written consent from them along to the assessment day.

Also bring this to the attention of the Recruitment Department prior to attending the assessments who will be able to arrange for a Fitness Assessor to contact you and discuss further.

Interview

Your interview will be conducted via Microsoft Teams by a member of staff from West Midlands Ambulance Service University NHS Foundation Trust. A standard interview template is used to ensure that all candidates are assessed against a set criteria. Our interview is designed to learn more about you as an individual and your qualities, skills and attributes. As part of your interview candidates will be expected to demonstrate an understanding of the role including the associated training programme and the Trust itself including our Vision & Values.

The interview panel will also provide further information on the terms and conditions for the role and they will also give you an opportunity to ask any questions that you may have.

Other relevant information

This post is exempt under the Rehabilitation of Offenders Act, therefore you must declare all criminal convictions on the application form, Criminal Declaration Convictions Form and during your interview, including “spent” convictions, driving offences. The post is subject to an Enhanced DBS check and ultimately HCPC registration may not be possible to achieve with some convictions. We would want to establish this early, if you wish to discuss confidentially with the Recruitment Team please email recruitment@wmas.nhs.uk. Please ensure that you are familiar with your legal obligation to disclose certain convictions. If you are unsure of what you need to disclose, contact details for organisations who can assist you can be found on page 4/5 of this document.

GUIDANCE ON COMPLETING THE APPLICATION FORM

Make sure you complete **all** sections of the form. It will be helpful to make a rough draft first. You can save your work as you go along.

We can only make a decision on the information that you provide; therefore you should ensure that you have given us all the necessary information and details to show how you meet the essential criteria for the post. Please note that if you are unable to complete our application form on-line please contact the Recruitment Team for advice.

For more guidance on how to complete your application, please see the 'supporting information' section.

PERSONAL INFORMATION

Please fill in all of the personal details information – we will email, write to or phone you at the email address, contact address or phone numbers that you provide. Only provide your work contact number if we may call you on it – we will be discrete. Please note that any personal details including monitoring information are detached before the application is shortlisted in order to ensure fairness to all applicants.

Please note that we will send all of the correspondence to either the email address or postal address detailed on your application form. Please keep us updated if this changes and ensure that you check this email address regularly.

MONITORING INFORMATION

West Midlands Ambulance Service University NHS Foundation Trust is firmly committed to equal opportunities and we ask you to complete this section in order to help us to monitor our recruitment processes and practices to ensure that all applicants are fairly assessed and selected on merit. This part is electronically detached before your application is shortlisted and will only be viewed by the Recruitment Team. All data is reported in statistical formats only.

DISABILITY CONFIDENT LEADER

West Midlands Ambulance Service is committed to ensuring equal opportunities for disabled people who apply for our positions. In line with our commitments under the new Disability Confident scheme and as a Disability Confident Leader, we guarantee to interview disabled people who meet the minimum job requirement for a particular post and will ensure that we offer any reasonable adjustments/support to that individual through the recruitment process.

The Equality Act 2010 defines a person as having a disability if she or he “has a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities”. If you consider that you are disabled please tick the 'yes' box under this section in the application form.

Dyslexia - If you have a specific learning disability, such as dyslexia, please ensure that you inform us on the application form so that we can make any reasonable adjustments to the recruitment process. You will also need to provide an education report if you are offered a role so that the appropriate support can be put in place prior to your start date.

If you wish to discuss this further please contact the Recruitment Team.

CRIMINAL CONVICTIONS

As stated above, under the conditions of the Rehabilitation of Offenders Act 1974, as amended, you are not entitled to withhold information about convictions which otherwise might be considered 'spent'. If you have been issued with a conviction, caution, warning or reprimand that you have not yet disclosed please ensure that you do so.

Accordingly, as this post involves working with vulnerable adults and/or children, you will be asked to complete a "Criminal Convictions Declaration Form" prior to booking your interview.

Please note no monitoring information is disclosed to the shortlisting panel therefore if you have declared any information in relation to the above this will be discussed with you on an individual basis during the assessment process. Should you wish to discuss this beforehand to understand any implications this may have on your application then please contact the Recruitment team via email recruitment@wmas.nhs.uk.

RELATIONSHIPS

Please ensure that you declare any relationship that you have to any Trust Board members or managers of the West Midlands Ambulance Service University NHS Foundation Trust.

QUALIFICATIONS

Ensure that you list all your qualifications, subjects, dates taken and the appropriate grades. For example;

| Subject / Qualification | Place of Study | Grade / Result | Year Obtained |
|-------------------------|----------------|----------------|---------------|
| GCSE English Language | WMAS School | A | 2003 |
| GCSE Mathematics | WMAS School | B | 2003 |
| A Level Biology | WMAS College | C | 2005 |

Ensure that you list the qualifications that are relevant and required by the person specification. Whilst some qualifications may be of a higher level than those required, such as degrees, you must still list your GCSEs / Level 2 qualifications and A-Level / Level 3 qualifications to include at least one English, one Maths & one Science as per the acceptable qualifications at the end of this document. Your application will not be shortlisted if the panel are not able to evidence that your qualifications meet the requirements of the post.

****please note, degrees and higher-level qualifications (unless listed on the acceptable qualifications list) do not supersede the GCSE requirements, you must be able to provide evidence of your GCSE qualifications.**

Original & copies of all qualification certificates must be emailed when requested & prior to the deadline given. Please note that **'Statements of Results' are not accepted, and evidence of qualifications will only be accepted in the form of an original educational certificate or certified statement of results.**

If you no longer have access to your educational certificates you will need to obtain these & can do so by visiting the examining board website or contacting your school or college to request replacement certificates or a certified statement of results.

TRAINING COURSES ATTENDED

This section should include any professional examinations, vocational courses that you have completed, membership of professional organisations and other non-academic courses and awards.

EMPLOYMENT HISTORY

Ensure that there are no gaps in your employment history since formal education. If you have had a period of unemployment, please give details of how you have spent your time (e.g. voluntary work, travelling, looking after relatives, actively looking for employment, etc). Please provide the **full address** of **previous** and **current employers where appropriate**, as we may need to write for references if your application is successful. Please note that the more information you provide us with in terms of contact details for previous/ current employers or work experience, the faster we will be able to process offers of employment.

Please note that we will only contact your current employer if you have given us permission to do so in the referencing section.

SUPPORTING INFORMATION

You should provide details of your experience/skills and knowledge relevant to the key requirements outlined on the person specification for the particular position. You should make sure that you provide examples for each key criteria listed.

You should mention experience, skills, achievements and knowledge gained not only in past employment, but also through other activities such as voluntary or community work, experience in the home, and leisure interests. You should, where possible, give examples of specific situations which you have come across and how you have dealt with the situation and the people involved.

You should also show how this experience relates to the position you have applied for. Bear in mind that **if you do not show that you meet all the essential criteria, your application is unlikely to be shortlisted.**

REFERENCES

As part of the pre-employment checks for the post, the Trust will need to be in receipt of 2 references that are deemed satisfactory by us. One of these references **must** be from your current or most recent employer, the other should be an academic referee or previous employer. We do not accept personal references. The majority of our references are requested via NHS Jobs so please include a work / professional email address where possible.

DECLARATION

Please tick the declaration as this certifies that the information is correct to the best of your knowledge

BEFORE SUBMITTING YOUR APPLICATION FORM:

Before submitting your application form, please check that you have completed all sections of the application. **If you have any questions please** contact the **Recruitment Team** via email recruitment@wmas.nhs.uk as soon as possible.

ADDITIONAL INFORMATION

Salary details

Student Paramedic (SP) Stage One: £18,661.50 per annum

Student Paramedic (SP) Stage Two: £22,549 per annum

Student Paramedic (SP) Stage Three: £22,549 per annum

(salaries are based on 2021/22 payscales)

Successful applicants will also receive a retrospective (monthly) unsocial hours payment based on the actual hours worked the previous month as per the NHS Terms & Conditions.

The Student Paramedic pathway will be undertaken via a full apprenticeship programme or alternative route subject to meeting the eligibility criteria. If the programme is not fully incorporated into an apprenticeship programme students will be required to financially contribute towards their training programme.

On receipt of HCPC registration as a Paramedic and confirmation of achievement of all training programme requirements you will be upgraded to Newly Qualified Paramedic and subject to the associated consolidation of learning period and framework.

Stage Four: Newly Qualified Paramedic status £25,655 per annum plus any relevant unsocial hours payment as per the NHS Terms & Conditions (on successful completion of course & receipt of HCPC registration)

Monthly Contributions

The above salaries are before a monthly deduction which contributes to your training programme and commitment to achieve HCPC Registered Paramedic Status. This includes a number of administrative and management arrangements and co-ordination required in facilitating your overall programme.

The contribution will be split into 13 monthly payments of £151 followed by 23 monthly payments of £306 spreading the cost over a total of 36 months. These payments will commence from your first month of employment with the Trust. Please be advised that the total contribution required is £9,000. Should there be any amendments to your progression through the stages, these payments will continue until the total amount of £9,000 has been paid.

Should at any stage and for whatever reason you are unable to continue to complete the full training programme for the role of Student Paramedic then you will not be entitled to a refund of any payments made.

COMPETITIVE SELECTION

Positions will be offered based on the agreed figures within the Trust Workforce Plan or following further consultation with the People Director.

Candidates must pass all elements of the selection process.

The Trust is currently under-represented in terms of people from BME backgrounds and welcomes applicants from these communities. Selection will be on a basis of merit. The Trust has achieved the status of a Disability Confident Leader and guarantees to invite to assessment applicants who meet the criteria for the job vacancy. To ensure the diversity of the workforce and understand the differing needs of our communities, the Trust is committed to the principles of Positive Action.

The Trust is proud to support our Armed Forces community and have signed up to the Step Into Health initiative. We welcome applications from Armed Forces Veterans and Service leavers.

NOTIFICATION OF CANDIDATES

Candidates will be advised whether they have been successful, or not, at each stage. This notification will normally be via the NHS Jobs website. Unsuccessful candidates, following selection, will normally be notified via the NHS Jobs website with an option to receive feedback on their assessments. If you prefer to be notified by letter please inform the Recruitment Team.

Successful candidates will initially be made a conditional offer for the post of Student Paramedic, subject to receipt of an Enhanced DBS check, Work Health Assessment clearance, completion of Category C1 and two references, all satisfactory to the Trust and received within a timely manner. This will be followed by a confirmation of offer being sent to you which will also confirm the start date of the initial training course.

Where a Disclosure & Barring Service (DBS) check is required for the post, applicants are required to cover the cost of the check. The cost (£45 for an enhanced check) is payable to our online provider at the time that the DBS application is submitted.

STUDENT PARAMEDIC – ASSOCIATED TRAINING PROGRAMME

Applicants for the role of Student Paramedic will be assessed for potential to successfully complete paramedic training within a fixed time period. This will be through a series of assessment methods including recognised and validated written assessment, group interaction, fitness & medical assessments, driving assessment and interview.

Successful candidates will be offered a post within the Trust and will be progressed through a training programme for a minimum period of 36 months. During this period they will be required to undergo a planned programme of training which will enable them to attain qualification as a Paramedic.

The Student Paramedic Training Programme is split into 4 stages, and you must successfully complete all 4 stages, as detailed below, alongside any relevant assessments and post course experience to continue in the role;

Stage 1 Associate Ambulance Practitioner (AAP):

You will commence your classroom based clinical training programme for a minimum of 5 months, consisting of the 14-week clinical AAP course (Level 4 regulated AAP Diploma) and the 4-week Emergency Driving course (Level 3 regulated Certificate in Emergency Response Ambulance Driving). This will be completed alongside the apprenticeship standard (subject to meeting the eligibility criteria).

After you have successfully completed the theory element of the programme, an operational deployment commences, which includes a minimum of 750 mentored hours (7 months), of on-the-job guided learning for evidencing competencies, this is in addition to a number of clinical assignments that are also required.

In total you will complete a minimum of 366 days of on programme learning to enable you to submit your portfolio for marking and verification. Once the Internal Quality Assurance process has been satisfied, learners will then be issued with certification of the Level 3 Certificate in Emergency Response Ambulance Driving and the Level 4 Diploma in Associate Ambulance Practitioner programmes.

Stage 2 Qualified AAP:

Stage 2 in the programme enables you to complete a minimum of 6 months working as an autonomous clinician to facilitate consolidation of your clinical skills and to complete the relevant AAP Apprenticeship independent end-point assessments (if applicable) if and when required by the Trust's approved academic Awarding Body, before progressing to stage 3, as a ratified AAP.

Stage 3 Paramedic Conversion:

At Stage 3 you will commence on a Paramedic Sciences conversion programme with the Trust's approved Academic Awarding Body resulting in obtaining a Level 6 Degree Apprenticeship and/ or Bachelor of Science (BSc) qualification.

This will consist of both 'classroom' theory sessions and mentored practice placements. The formal course is then followed by exam / module ratification and application to register with the Health & Care Professions Council.

Stage 4 HCPC Registration:

Successful completion of the full Student Paramedic Training Programme for Paramedic ratification, and subsequent registration with the HCPC, resulting in a Newly Qualified Paramedic (NQP) role with the Trust.

Should a Student Paramedic fail to successfully complete or pass any element of the Student Paramedic programme an employment panel will be held, and one of the potential outcomes of this meeting will be release from the programme and possible termination of employment.

Student Paramedics will receive a salary and may also be expected to make a monthly salary contribution towards the cost of the programme as detailed above.

If an extension to the training programme is required due to difficulties experienced by the Student then this should be formally requested in writing to Paul Tolley, Head of Education & Training and a formal panel will be held to consider this request.

Accepted Qualification Equivalents

English Language qualification

GCSE grade C/ grade 4 or above English Language
O Level / GCE grade C or above English Language
CSE grade 1 English
BTEC First, National or Higher Diploma or Certificate English
International IGCSE grade C/ grade 4 or above English Language
A Level / AS Level grade E or above English
Scottish Ordinary Grade C or above (SCQF level 5 or above)
Northern Ireland & Wales Essential skills Level 2 or above
Functional Skills Level 2 in English
Key Skills Level 2 in Communications

Maths qualification

GCSE grade C/ grade 4 or above Maths
O Level / GCE grade C or above Maths
CSE grade 1 Maths
BTEC First, National or Higher Diploma or Certificate Maths
IGCSE grade C/ grade 4 or above Maths
A Level / AS Level grade E or above Maths
Scottish Ordinary Grade C or above (SCQF level 5 or above)
Northern Ireland & Wales Essential skills Level 2 or above
Functional Skills Level 2 in Maths
Key Skills level 2 in Application of Number

Science Qualification

GCSE grade C / grade 4 or above *Sciences (Double/ Triple award)
O Level / GCE grade C or above *Sciences or science related subject
CSE grade 1 *Sciences
BTEC First, National or Higher Diploma or Certificate Science
A Level / AS Level grade E or above *Sciences (Double/ Triple award)
NVQ Level 2 - Science or science related subject

Level 3 Qualification (minimum 45 credits)

Degree
A Level
AS Level x2
OA Level
Higher National Certificates
BTEC Level 3
VCE (AVCE)
A2 Level
AO Level
NVQ Level 3
City & Guilds Level 3
Access to Higher National/ Education Diploma

Any other international qualifications will be reviewed individually and translations should be provided.

If you no longer have access to your educational certificates you will need to obtain these & can do so by visiting the examining board website or contacting your school or college to request replacement certificates or a certified statement of results.

We hope that you have found the information contained within this pack beneficial but if you have any further queries then please do not hesitate to contact the Recruitment Team via recruitment@wmas.nhs.uk