GRADUATE PARAMEDIC PROGRAM
Applicant Information Kit
April 2018
Use this Applicant Information Kit to find out more on:

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INTRODUCTION

Thank you for your interest in working with the Queensland Ambulance Service (QAS).

This applicant information kit has been developed to inform potential applicants about the recruitment and selection process for graduate paramedics and other employment information.

Information is provided to assist you with applying for a graduate paramedic position with the QAS and how to prepare for the selection process. The kit should be read in conjunction with the Graduate Paramedic role description.

Our recruitment and selection decisions are based on the competitive assessment of applicant skills and behavioural capabilities against the inherent requirements of the role. If you meet the requirements of our competitive assessments, your application will be ranked in order of merit, based on your performance.

PRIVACY

The QAS is committed to the protection of privacy and personal information. All information submitted by an applicant for this position is subject to the Right to Information Act 2009 and the Information Privacy Act 2009.

The personal information you provide will only be used for the purpose of processing your application, and administering the department’s recruitment and selection processes. It will only be disclosed to authorised persons or if disclosure is required to fulfil statutory, administrative or other public responsibilities. The information will be accessible only by approved members of staff and will be retained, managed and disposed of in accordance with the QAS Recordkeeping Procedure.

Any person who seeks documents in relation to a recruitment and selection process must make an application under the Right to Information Act 2009. Fees and charges may be payable. Further information on Right to Information and Information Privacy is available on the Department of Premier and Cabinet website accessible on the following link:

BENEFITS OF WORKING WITH THE QAS

At the QAS you will work in an organisation that values community service, learning, safety, teamwork and results. You will be actively encouraged and supported as an individual and will have access to excellent learning and development opportunities. Additional benefits you may be eligible for include:

» generous leave provisions
» employee assistance services
» flexible work arrangement.

Remuneration

You will receive a remuneration package comprising:

» salary within the advertised range
» employer superannuation
» leave loading.

Superannuation

QSuper is the default superannuation fund for Queensland Government employees. Employees may nominate another superannuation fund by submitting a ‘Choose Your Super Fund’ form to Queensland Shared Services (QSS). This form will be provided to all new employees at the time of appointment. All new employees will automatically be set up with a QSuper account upon commencement where the employee has not nominated a different superannuation fund. In addition to the employer contribution amount, most employees (excluding casuals) are required to personally contribute a portion of their salary for superannuation purposes. This amount will default to 5%, however, employees may choose (using the appropriate form from their nominated superannuation fund) to reduce the contribution; in return the QAS pays an employer contribution (on a sliding scale based on the employee contribution percentage) up to 12.75%. Employees seeking further information should contact QSuper (www.qsuper.qld.gov.au or phone 1300 360 750) or their nominated superannuation fund.
Salary packaging

Queensland Government employees may choose to receive remuneration via in-house salary packaging. Salary packaging is an arrangement between an employer and an employee, where the employer provides the employee with benefits in return for an agreed salary adjustment.

As an employee of the QAS, you may be entitled to salary package part of your pre-tax income for certain approved non-cash benefits such as superannuation, motor vehicles, laptop computers, professional membership fees, etc. By reducing your pre-tax income, you can reduce the amount of tax you pay and increase the amount of your net pay.

Rural and remote incentives

The QAS provides service delivery to Queenslanders in isolated, rural and remote locations throughout the state and it is recognised that employees may be required to live and work in difficult conditions in remote areas. A range of allowances, concessions and other benefits are available, depending on the role and the location.

Learning and development

You will be actively encouraged and supported as an individual and will have access to excellent learning and development opportunities.

Your learning and development journey will include face to face workshops in various locations across Queensland, with ongoing mentoring and in field support in your designated Local Ambulance Service Network (LASN).

Equal Employment Opportunity

The QAS supports Equal Employment Opportunity (EEO) and encourages applications from members of EEO target groups. EEO target groups are:

- Aboriginal and Torres Strait Islander people
- people who have migrated to Australia and whose first language is a language other than English, and the children of those people
- people who have or have had a disability
- women.

During the online application, you will be presented with the opportunity to provide EEO data. Please note you are not required to provide this information, but provision of this information will assist the QAS to gain a better understanding of the diversity of applicants and inform the future development of recruitment within the QAS.

Domestic and Family Violence

The QAS is strongly committed to providing a healthy and safe working environment for all employees and recognises that the workplace can make a significant difference to employees affected by domestic and family violence by providing appropriate safety and support measures. Domestic and family violence can take many forms including physical, sexual, emotional, psychological, and economic abuse or any other threatening, coercive, or controlling behaviour which causes the victim to fear for their safety or wellbeing or that of someone else. The QAS has developed a HR Policy Statement to support employees affected by domestic and family violence. The policy provides the following support mechanisms for those affected by domestic and family violence:

- 10 days paid special leave
- flexible work arrangements and work adjustments
- counselling support services.

The QAS is also proud to be accredited as a White Ribbon Workplace, under the White Ribbon Australia Workplace Accreditation Program. The program recognises workplaces that are taking active steps to stop violence against women, including providing support for employees who are affected by domestic and family violence. The QAS is strongly committed to providing a safe and supportive working environment for all employees and will continue to promote positive and respectful relationships in an effort to reduce the negative impacts domestic and family violence has in our workplaces and communities.
Ambulance services across Queensland are coordinated through 15 Local Ambulance Service Networks (LASNs), based geographically around Queensland Health and Hospital Services.

### LASNs

<table>
<thead>
<tr>
<th>LASNs</th>
<th>STATIONS</th>
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<tbody>
<tr>
<td>CAPE YORK</td>
<td>Bamaga, Cooktown, Weipa</td>
</tr>
<tr>
<td>CAIRNS AND HINTERLAND</td>
<td>Atherton*, Babinda, Cairns*, Edmonton, Gordonvale*, Innisfail*</td>
</tr>
<tr>
<td></td>
<td>Cape York Stations: Bamaga, Cooktown, Thursday Island, Port Douglas</td>
</tr>
<tr>
<td></td>
<td>Cairns and Hinterland Stations: Babinda, Malanda, Mareeba*, Millaa Millaa, Mission Beach, Mossman, Weipa, Tully, Yarabah</td>
</tr>
<tr>
<td>NORTH WEST</td>
<td>Cloncurry, Doomadgee, Julia Creek, Karumba, Monington Island, Mount Isa*</td>
</tr>
<tr>
<td>TOWNSVILLE</td>
<td>Ay*, Cardwell, Charters Towers*, Gin, Gladstone, Hervey Bay, Home Hill, Hughenden, Ingham*, Kirkwin, Magnetic Island, Miriam Vale, Rockhampton*</td>
</tr>
<tr>
<td>CENTRAL QUEENSLAND</td>
<td>Aramac, Barcaldine, Blackall, Longreach, Winton, Mount Morgan, Moranbah, Nebo, Proserpine, Rockhampton*</td>
</tr>
<tr>
<td>SOUTH WEST</td>
<td>Charleville, Cumnamulla, Dirranbandi, Injune, Mitchell, Roma, St George, Surat</td>
</tr>
<tr>
<td>WIDE BAY</td>
<td>Agnes Water, Bundaberg, Burnett Coast*, Childers, Eidsvold, Gin Gin, Happy Valley, Hervey Bay*, Gilgandra, Navarino, Nambucca Heads, Taree</td>
</tr>
<tr>
<td>DARLING DOWNS</td>
<td>Chinchilla, Clifton, Crows Nest, Dalby*, Fairview*, Goondiwindi, Highfields, Inglewood, Jandowae, Kingaroy*, Millmerran, Miles, Mulgoolia, Nanango, Nambour, Nanango, Toowoomba*</td>
</tr>
<tr>
<td>SUNSHINE COAST</td>
<td>Beerwah*, Birtinya, Buderim*, Caloundra*, Coolum*, Cotton Tree, Coochin Creek, Currimundi, Eumundi, Maleny, Maroochydore*, Mooloolaba, Nambour, Noosa Heads*, Pomona, Rainbow Beach, Tewantin*</td>
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Please note that station locations may be subject to change.

* Graduate approved location.
Eligibility requirements

☐ Are you eligible to work in Australia?
☐ Have you completed a Bachelor of Paramedicine (or equivalent) OR are you currently studying Paramedicine and due to complete your degree by March 2019?
☐ Do you hold a current unrestricted C class, manual driver licence and are you able to confidently drive a manual vehicle? (Note: Licence must be provisional or open at the time of application, learner’s permits are not acceptable.)
☐ Do you understand that it is a requirement of the role to participate in a rotating shift roster that provides 24/7 coverage?
☐ Are you able to travel to Brisbane to complete mandatory assessments across one full day at the Assessment Centre?

Application requirements

Applicants must provide the following mandatory documents with their application:

☐ Certified evidence of ability to work in Australia. (eg. Australian citizenship, New Zealand citizenship, Australian resident status or a valid work visa)
☐ Certified manual driver licence (both sides).
☐ Certified final academic transcript (Bachelor of Paramedicine or similar) with final grade point average (GPA) or weighted average mark (WAM) OR Evidence of enrolment in the final semester of studies (Bachelor of Paramedicine or similar) and current academic transcript showing GPA or WAM.
☐ Current resume with two referees listed (one professional and one clinical).
☐ Evidence to support any name changes, if applicable (eg. marriage certificate, divorce records, deed poll certificate, etc.)
THE RECRUITMENT AND SELECTION PROCESS

The following provides you with a snapshot of the five stages of the QAS Advanced Care Paramedic recruitment and selection process. More detailed information on each stage is can be found on the following pages.

» Successful applicants will be offered appointment to the Graduate Paramedic Program at the conclusion of Stage five.

» Applicants deemed not competitive may receive notification at any of the relevant stages.
To apply for the role of Graduate Paramedic, you must meet the eligibility requirements outlined in the “Are you Prepared?” section of this document. If you are ineligible, you are encouraged to apply when you do meet these requirements.

When completing the application, you will be required to attach supporting documents to the online form to evidence you meet the eligibility requirements.

Please have all evidence on hand prior to commencing the application form as you will not be able to submit your application without attaching all required supporting documents. The online application form takes approximately 20 minutes to complete. After submitting your online application you will receive a confirmation email acknowledging your submission. If you do not receive this confirmation email please contact QAS Recruitment – QAS.Recruitment@ambulance.qld.gov.au

The QAS Recruitment team will assess your application and supporting evidence to confirm your eligibility. You will be advised if any further information is required and provided with a deadline for submission.

» Applicants who meet the eligibility and application requirements may be invited to Stage 2 of the process (Assessment Centre).

» Applicants who do not meet the eligibility and application requirements will receive notification on the outcome of their application via email.

Application requirements

Personal details

You must provide personal details (i.e. name, residential and/ or postal address, contact phone numbers and email address) including details of any other names you have been known by. For criminal history checking purposes you will be required to provide evidence of any name changes.

If your personal details change during the recruitment and selection process please email QAS Recruitment to update QAS.Recruitment@ambulance.qld.gov.au

Manual driver licence

You must provide evidence that you hold a current provisional or open, C class, manual driver licence, at the time of application. We are unable to accept learners permits. Interstate or overseas applicants who were tested on an automatic vehicle and have since obtained an open licence permitting them to also drive a manual, may be required to complete a statutory declaration stating they can competently and confidently drive a manual vehicle.

Successful applicants will be required to complete a driver training component at induction and will need to demonstrate their ability to drive a manual vehicle prior to commencing on-road. For the duration of the recruitment and selection process and throughout employment, you will be required to hold an unrestricted, manual licence. If you are unsure if your current licence type meets these requirements, contact the Queensland Transport Authority.

Provide a certified copy of BOTH sides of your unrestricted C Class manual driver licence.

Comprehensive resume

Employment history should include a full list of paid or volunteer work you have undertaken, including information relevant to Queensland Government or other previous health industry experience. Educational achievements should include a list of any completed tertiary study and relevant courses.

Referee details must include contact and position information of two professional referees. Your professional reference should be someone who has supervised you in a workplace within the previous two years. If you have any queries or are unable to meet the requirements, contact QAS Recruitment. QAS.Recruitment@ambulance.qld.gov.au

Provide a copy of your Resume.
Criminal History Check

As part of the recruitment and selection process applicants are required to undergo a Criminal History Check (CHC). Australia and New Zealand CHCs will be conducted and funded by QAS, with your consent.

Applicants who have resided in New Zealand for a minimum of six months (cumulative) in the previous 10 years and were 16 years of age or older at the time of residing in New Zealand, will require a New Zealand CHC and this detail must be disclosed on the consent form.

If required, applicants will be provided with the CHC form at the appropriate time in the recruitment and selection process. Applicants will be required to submit a completed CHC Consent Form providing authority for QAS to progress the check.

Applicants are also required to provide proof of identity with the CHC Consent Form. Applicants are to provide certified copies of either:

» Current passport; OR
» Birth certificate and a form of photo identification (Australian drivers licence, Australian student photo ID card, Australian proof of age card).

Provide the completed CHC Consent Form and proof of identity documentation when directed by QAS Recruitment.

International CHCs are required from all countries that you have resided in for a minimum period of 12 months (cumulative) in the previous 10 years, if you were over 16 years of age at the time. If you were under the age of 16 whilst living overseas you are not required to obtain a check unless advised by QAS Recruitment. Based on the above information, if this applies to you, you will need to research how to obtain the required information from the appropriate authority in all relevant countries. Obtaining international CHCs may be a lengthy process. Should you progress to the relevant stage of the recruitment and selection process QAS Recruitment will advise you to initiate international checks immediately, as all evidence must be submitted prior to an offer of employment being made.

Obtaining the International CHC(s) will be at your expense. Cost may vary dependent on country / authority. Refer to www.border.gov.au

Offer of appointment to the role may be contingent on the satisfactory outcome of the criminal history check and the appointment cannot be finalised until the criminal history checking process is completed.

Depending on the relevant duties of the role, having a criminal history may not necessarily result in disqualification for appointment. If, after obtaining an adverse criminal history report, the authorised delegate considers that the recommended person may be unsuitable for the role, the recommended person may make written or oral representations about why they are suitable for appointment before any final decision is made.

Ability to work in Australia

Applicants must have the ability to work in Australia, i.e. Australian citizenship or resident status, New Zealand citizenship or a valid work visa. For further information regarding work visas refer to the Australian Immigration and Border Protection Authority.

Provide certified copies of documentary evidence to support citizenship, permanent residency or work status (e.g. birth certificate, passport, citizenship certificate, work visa).

Citizenship requirements

To be eligible for permanent appointment to the Queensland Public Service, applicants must provide proof of Australian citizenship or permanent residency. To be eligible for temporary appointment applicants must provide proof that they can legally work in Australia.

Traffic History Report

Applicants will be required to provide traffic history reports from each state they have resided in over the last 10 years prior to receiving an offer of employment. Traffic history reports are valid for three months for the purposes of QAS recruitment and selection. To minimise cost to applicants we will request traffic history report(s) in the final stages of the process, allowing sufficient time for review and consideration by the panel. Applicants may be required to obtain an updated report if appointment cannot be made within three months after initial reports are received.
State and Territory transport department websites are listed below for further information:

Queensland ................................www.tmr.qld.gov.au
Australian Capital Territory . www.transport.act.gov.au
New South Wales ...................... www.rms.nsw.gov.au
Victoria ................................www.vicroads.vic.gov.au
South Australia ......................... www.sa.gov.au
Tasmania .................................. www.transport.tas.gov.au
Western Australia ..................... www.police.wa.gov.au
Northern Territory .................... transport.nt.gov.au/mvr
New Zealand ............................. www.nzta.govt.nz

Having an adverse traffic history may not necessarily result in disqualification from selection as it will depend on the nature of the traffic offence/s. If you have traffic history concerns, you are encouraged to email QAS.Recruitment@ambulance.qld.gov.au

Employment location preferences

When completing the online application, applicants will be required to nominate location preferences to indicate where you would prefer to work within the Local Ambulance Service Networks (LASNs). Locations offered to preference may be limited to those with vacancies at the time of advertising.

First preferences of applicants cannot always be accommodated, therefore QAS strongly encourage you to consider selecting location preferences throughout the state, giving you greater opportunity to obtain a position. When completing the location preference section of the online application, you should carefully consider your circumstances and ability to relocate if offered employment. You will have space in the application form to indicate if you wish to request compassionate consideration and attach the relevant documents. You will also be able to provide additional information for consideration ie. My partner (Name) is also applying for a position in this campaign and we would like to be placed within the same LASN.

Refer to LASNs and stations page of this document for more information

Compassionate consideration

Requests for compassionate consideration in relation to appointment location are reviewed on a case by case basis. The following are examples of appropriate reasons for requesting compassionate consideration:

» I am the primary carer for an immediate family member with an illness or special needs.
» I have court-ordered custody arrangements that require me to reside in a particular location.
» My child has special needs (schooling and/or medical) and the only schools/hospitals that offer this assistance are in a particular location.

The following are not examples of appropriate reasons for requesting compassionate consideration and will not be approved:

» I am established in my current location and cannot break my lease/sell my house.
» I have A Grade sporting commitments and cannot relocate from my current location.
» My partner will not be able to find employment in a rural location so I need to be placed in a metro location.

When completing the online application form you should indicate the reason(s) you are requesting compassionate consideration in the appropriate field and include any supporting documentation. If supporting evidence is not available at the time you complete the application form, please submit this as soon as possible to: QAS.Recruitment@ambulance.qld.gov.au

Each request is considered based on the evidence available and information you provide regarding your circumstances is strictly confidential. QAS Recruitment will advise if your request is approved if you are successful in reaching Stage 6 of the process.

Appointments are based on operational requirements so whilst your compassionate request may be approved, in some cases a position may not be available in your desired location.

Obtaining the traffic report will be at your expense. Cost may vary dependent on state/country.

You will need to acknowledge this requirement during the online application process and provide the report should you progress to Stage 3.

Provide evidence to support request for compassionate consideration of location preferences in online application form, or directly to QAS Recruitment.
Clinical practice checks

The Office of the Health Ombudsman (OHO) is the single point of entry for all health service complaints in Queensland. The Office of the Health Ombudsman deals with complaints relating to health practitioners registered under the National Law, as well as health practitioners that are not registered.

For registered health practitioners, the Health Ombudsman may refer certain matters to the Australian Health Practitioner Regulation Agency (AHPRA) in accordance with the powers in section 91 of the Health Ombudsman Act and the coregulatory arrangements of the National Law.

The Health Ombudsman may also refer matters to government entities of Queensland, other States or the Commonwealth under section 92.

When completing your application, you will need to advise if you have had any matters referred to the OHO, AHPRA or other regulatory body, the outcome of any relevant action taken and whether you currently have any conditions or restrictions imposed on you and your ability to practice in a health service environment.

Previous applicants

Applicants who have previously applied for employment in an operational role with QAS may have the results of any assessment completed as part of the recruitment and selection process taken into consideration as part of any future recruitment campaigns.

Testing completed as part of the recruitment and selection process will remain active for a period of 12 months.

Current and previous employees

Applicants are required to declare if they have previously been employed with the QAS or in the Queensland Public Sector. Applicants are also required to disclose any previous serious disciplinary action taken against them while employed in the Queensland Public Sector. Serious disciplinary action means:

a) termination of employment
b) reduction of classification level or rank
c) transfer or redeployment to other employment
d) reduction of remuneration level
e) a disciplinary declaration under a public service disciplinary law that states a disciplinary action mentioned in (a) or (b) would have been taken against the person if the person’s employment had not ended.

QAS Recruitment will conduct internal checks on all previous and current employees. This may include but is not limited to, internal references, Workplace Health and Safety, Employee Relations and Ethical Standards check(s).

Whilst a disciplinary history disclosure or adverse checks may not necessarily result in disqualification from selection, they will be considered on a case by case basis by a specialist panel including representatives from QAS Human Resources and Employee Relations. A copy of documentation, inclusive of any adverse information, will be provided to an applicant in order to allow for the applicant to review the information and provide a written response. During considerations, you may be requested to attend a face to face interview. The final decision will be made by the QAS delegated authority and an outcome provided in writing to the applicant.
Infectious diseases vaccinations

As a mandatory condition of employment applicants must be, and remain during employment, vaccinated against specified infectious diseases. You will be required to acknowledge and agree to this mandatory requirement during the online application process.

The table below outlines those diseases requiring vaccination and the acceptable evidence requirements.

Vaccination evidence will not be required until Stage 5. If you have not commenced vaccinations at the time of application, you may wish to attend to this as early as possible to avoid any delays to the appointment process.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Pre-employment Vaccination Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diptheria, Tetanus, Pertussis (Whooping Cough)</td>
<td>One adult dose of diphtheria / tetanus / pertussis vaccine (dTpa). Vaccination with ADT will not be accepted. Must consent and agree to further vaccinations, to occur every 10 years since previous adult vaccination.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>History of completed age appropriate course of Hepatitis B vaccine (not accelerated course); AND Documented serology results indicating Anti-HBs greater than or equal to 10mlU/ml; OR Documented evidence of anti-HBc, indicating past Hepatitis B infection.</td>
</tr>
<tr>
<td>Measles, Mumps, Rubella (MMR)</td>
<td>Two (2) doses of MMR vaccine at least one month apart; OR Positive IgG for measles, mumps and rubella; OR Birth date before 1966.</td>
</tr>
<tr>
<td>Varicella (Chicken Pox)</td>
<td>Two (2) doses of varicella vaccine at least one month apart (evidence of one dose is sufficient if the person was vaccinated before 14 years of age); OR Positive IgG for varicella; OR History of chickenpox or physician diagnosed shingles (serotest if uncertain).</td>
</tr>
<tr>
<td>Influenza</td>
<td>No evidence required upon commencement however, consent must be provided agreeing to receive influenza vaccination on an annual basis.</td>
</tr>
<tr>
<td>Tuberculosis (TB)</td>
<td>Tuberculin Skin Test (TST) will be required only if the person: Was born in a country with a high incidence of TB, or has resided for a cumulative time of 3 months or longer in a country with a high incidence of TB, as listed at <a href="http://www.health.qld.gov.au/chrisp/tuberculosis/high_risk_index.asp">http://www.health.qld.gov.au/chrisp/tuberculosis/high_risk_index.asp</a>; OR Has had direct contact with a person who has had active TB.</td>
</tr>
</tbody>
</table>

Evidence of your vaccination / immunisation status (and consent for the ongoing vaccination requirements) will be required. You will need to acknowledge this requirement during the online application process and provide evidence should you progress to Stage 5.

Applicants are responsible for the cost of all vaccinations, associated GP appointments, serology reports and the QAS Medical Assessment.
Hepatitis B non-responders

A person who does not develop protective surface anti-bodies following two full series of the Hepatitis B vaccines and for whom acute chronic Hepatitis B infection has been ruled out is considered to be a non-responder. Being a non-responder is quite common and does not preclude you from employment with the QAS. Medical results for applicants identified as a non-responder during the medical stage are referred to the QAS Medical Director’s Office and if successful in gaining employment, applicants will receive written correspondence outlining any additional precautions you should take to protect yourself.

Availability to commence

Recruitment to the role of Graduate Paramedic is campaign based. Applicants will be asked to provide the earliest date they would be available to commence employment in the application form. Applicants who are not available to commence within the required timeframe may be considered for future recruitment campaigns.

Application declaration

Applicants will be required to acknowledge the costs associated with the recruitment and selection process in the application form. Refer to the summary of costs section of this document for more information. At the end of Stage 2, a panel will consider your application against the requirements of the Graduate Paramedic position. If your application is deemed competitive, you may be invited to progress to further stages of the recruitment and selection process.

Withdrawing your application

Please contact the QAS Recruitment team at QAS.Recruitment@ambulance.qld.gov.au at any time to withdraw your application.

Changing your details after the closing date

If your personal details change after they have been collected, you may need to provide updated evidence of meeting the application and eligibility requirements. Please contact the recruitment team for advice as soon as possible via QAS.Recruitment@ambulance.qld.gov.au

STAGE 2 – ASSESSMENT CENTRE

For recruitment to the Graduate Paramedic Program, you will be required to undergo a broad range of assessments to determine suitability for the role as these are demanding positions and there is a high level of expectation placed on QAS Paramedics. If you have met the preliminary requirements in Stage 1 of the recruitment and selection process, you may be invited to attend an Assessment Centre, to participate in a range of merit-based, competitive selection techniques for the role of Graduate Paramedic.

The assessments will include a range of:

» computer-based cognitive ability and psychometric assessments* (approximately three hours of testing with breaks at appropriate intervals)
» individual and group exercises/interviews based on work-relevant scenarios and questions (approximately three hours of testing with breaks at appropriate intervals).

The Assessment Centre will be conducted in Brisbane and may take one full day. You will be responsible for the costs associated with any travel to attend the Assessment Centre in Brisbane. The cost of all the Assessment Centre selection techniques will be met by the QAS.

To prepare:

» read all assessment instructions and listen to directions carefully
» familiarise yourself with the Graduate Paramedic role description (on the QAS website) including the key functions and responsibilities of the role and the basis for selection
» ensure you have planned for adequate sleep and travel time prior to your assessment date
» bring a water bottle, pen and paper
» wear appropriate attire; clothing you would wear in performing the paramedic role or clinical placement uniform.

Applicants will be responsible for the costs associated with any travel to attend the Assessment Centre in Brisbane.

At the end of Stage 2, a panel will consider your application against the requirements of the Graduate Paramedic position. If your application is deemed competitive, you may be invited to progress to further stages of the recruitment and selection process.

* The QAS has engaged external providers to assist with the delivery of the computer-based assessments via a secure online system.
STAGE 3 – ASSESSMENT FOLLOW UP AND REFERENCE CHECKING

Applicant assessment results will be individually considered and ranked within the applicant pool by a panel. The selection panel will determine the necessary level of follow-up required for each applicant. Applicants progressed to stage 3 may be invited to participate in further assessments, such as interview with a QAS approved Psychologist or QAS panel. As in most recruitment processes, QAS will contact your nominated referees to obtain feedback on your current/previous employment history, workplace behaviour and any other relevant information.

Where adverse information is received from a reference and the details are taken into account by the panel in a way that negatively affects the proposed selection outcome, applicants will be afforded natural justice and given the right to respond. The type and amount of follow up required is individual to each applicant, therefore it is hard to predict how long it may take for all necessary checks, testing and interviews to occur. Applicants will progress at different rates while this follow up occurs. QAS Recruitment will advise if you are required to participate in any further testing, or if any additional information is required to progress your application.

STAGE 4 – MEDICAL ASSESSMENT

Applicants who progress to stage 4 will be required to undertake a QAS medical assessment, conducted by our approved medical provider Sonic Health Plus (SHP). Applicants will be assessed against the QAS Medical Standards which reflect the critical demands of the Graduate Paramedic role. Information on this assessment, including clinic locations, assessment forms and a copy of current QAS Medical Standards will be provided to you by QAS Recruitment at the appropriate time in the recruitment and selection process. This assessment can be conducted at a number of locations throughout Australia. SHP will provide applicants with a two-page report (fit slip) at the time of the assessment or within 10 days of the appointment via email. The result of your medical assessment may remain valid for 12 months.

The full QAS Medical Standards document for Paramedic and Patient Transport Officer (PTO) is available on the last three pages of this document. Applicants should familiarise themselves with the medical standards to minimise delays to the recruitment process and contact QAS recruitment with any concerns.

Applicants are responsible for the cost of all medical related expenses. To avoid additional costs and delays to your application applicants must ensure they meet the medical standards before undertaking the medical assessment.

At the end of Stage 4 the panel will consider all of your application and medical assessment results against the requirements of the Advanced Care Paramedic role. If your application is deemed competitive, you may be invited to progress to the final stage of the recruitment and selection process.

STAGE 5 – FINALISING PRE-EMPLOYMENT

If your application is progressed to Stage 5 of the recruitment and selection process you must ensure that you provide evidence that meets the mandatory requirements. Applicants will be advised at the appropriate time in the process to provide any documents required via email to QAS.Recruitment@ambulance.qld.gov.au

Applicants are responsible for the cost of all medical related expenses. To avoid additional costs and delays to your application applicants must ensure they meet the medical standards before undertaking the medical assessment.

At the end of Stage 4 the panel will consider all of your application and medical assessment results against the requirements of the Advanced Care Paramedic role. If your application is deemed competitive, you may be invited to progress to the final stage of the recruitment and selection process.
SUMMARY OF COSTS

The following is a breakdown of the costs you can expect to pay throughout the recruitment process:

- Travel to attend Assessment Centre ................... (varies)
- Academic Transcript ........................................... (varies)
- Traffic History Report .............. approx $23  (Qld) (varies)
- Medical Assessment*^ .................................$156.29
- International CHC (if applicable) ..................... (varies)
- Application Processing / Assessment .............. no cost
- Emotional/Cognitive Ability Tests .................... no cost
- Psychometric Assessment ............................... no cost
- Group and Individual Assessments .................. no cost
- Reference Checking ......................................... no cost
- Australian CHC ...............................................no cost

* Further costs may be incurred where additional specialist advice, immunisation or verification is required. In order to minimise additional costs please ensure all vaccination evidence and specialist reports, if applicable, are provided to Sonic Health Plus at your initial appointment.

^ Prices correct as of 2017/18, scheduled to increase by 4.5- 5.0% on 1 July each year.

APPLICATION CHECKLIST

- Ability to work in Australia: Certified copy of at least one of the following:
  - birth certificate
  - passport
  - citizenship certificate, permanent residency or valid work visa (as applicable)
- Manual driver licence: Certified copy of BOTH sides of unrestricted manual driver licence
- Employment history: Resume
- Referee contact details:
  - Provide contact details for two professional referees
  - contact your nominated referees to advise of your application submission
- Evidence of name change – if applicable provide:
  - Certified copy of Marriage Certificate
  - Certified copy of Divorce records
  - Deed Poll Certificate to support name change (if applicable).

YOUR APPOINTMENT TO THE QAS

Notification of appointment

Notification of your appointment will be published in the Queensland Government Gazette, if applicable.

Probation

Employees who are permanently appointed to the QAS may be required to undertake a period of probation, subject to the requirements of departmental policies and relevant industrial instruments. All Advanced Care Paramedics are required to undertake a probationary period of six months. Continued employment is subject to satisfactory performance, achievement of the competencies within the Certificates and other mandatory training as outlined in the Ambulance Service Employees Award – State 2016.

Union participation

The QAS encourages and supports employees to join a registered union, that has the right to represent employees in relation to the industrial instruments that govern employees’ terms and conditions. United Voice, Queensland Branch (UV) is the union relevant to the employment of operational employees within the QAS. The QAS provides the union with details of new employees, upon request, however it is recognised that union membership remains at the discretion of the individual.

Recognition of prior service

For sick and long service leave purposes, new appointees to the QAS may, upon request, be given credit for prior service with the following entities:

- commonwealth and other state public services
- statutory authorities
- public hospitals
- local government
- tertiary educational institutions.

This entitlement is only provided if your break in service is less than 12 months. For more information, contact Queensland Shared Services by email to dcsrps@dsiti.qld.gov.au
COMMENCING EMPLOYMENT

General
A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicles.

This position has accountability for Workplace Health and Safety (WHS) as set out in the department’s WHS Accountabilities Policy. It is a requirement of the Work Health and Safety Act 2011 for staff to comply with workplace health, safety and injury management policies and procedures. Furthermore, staff are encouraged to contribute to relevant programs and initiatives. Each officer is required to take an active role in managing risks in accordance with relevant policy and guidelines. The contribution each officer makes, collectively, allows the QAS to achieve organisational goals, discharge accountability, manage competing priorities, use resources effectively and continue to achieve high standards of customer service both internally within the department and to the community. All staff must comply with their responsibilities and accountabilities under relevant legislation, policies, directives, delegations and procedures applicable to the role and employment in the Queensland Government.

Employment conditions
Generally, employees engaged with the QAS are employed under either the Ambulance Service Act 1991 or the Public Service Act 2008, depending on the role. Employment conditions may vary depending on the award and/or certified agreement that covers your employment.

Advanced Care Paramedics employed by the QAS are covered by the:
» Ambulance Service Employees’ Award State 2016
» QAS Certified Agreement 2017.

Working hours
Employees covered by the Ambulance Service Act 1991 are paid 38 hours per week, however operational staff are required to work a 40 hour week and accumulate the additional 2 hours as accrued time.

Leave
Operational employees, after completing each year of employment, are entitled to 6 weeks and 2 days of annual leave per annum. Access to leave will be based on LASN operational requirements. All Paramedics employed full time are entitled to an annual accrual of 96 hours of sick leave and 13 weeks of long service leave for each 10 years of service with the QAS.
Introduction
The role of a Paramedic/Patient Transport Officer (PTO) requires a certain level of physical fitness. Critical job demands include:

- **Metropolitan**
  - Sitting and driving (<30 minutes).
  - Frequent and sustained squatting and kneeling to access patients at ground level. Some forward bending over patient.
  - Sitting and forward bending to provide clinical treatment/monitoring in the back of a moving ambulance. Some balance required.
  - Frequent manual handling of patients (generally two officers), including rolling, positioning, lifting and carrying patients (<180kg) between knee and waist level, and pushing/pulling trolleys. Assistance is to be called for heavier patients.
  - Manual handling of equipment between ground and above shoulder level (<20kg), lifting and carrying bilateral/unilateral (e.g. medication boxes, oxy-viva).
  - Other demands include shift work, work stress, fatigue and irregular eating hours associated with the workload (e.g. 12 hour work shift).

- **Regional**
  - Sitting and driving (<7 hours).
  - Frequent and sustained squatting and kneeling to access patients at ground level. Some forward bending over patient.
  - Sitting and forward bending to provide clinical treatment/monitoring in the back of a moving ambulance. Some balance required.
  - Frequent manual handling of patients (generally two officers), including rolling, positioning, lifting and carrying patients (<180kg) between knee and waist level, and pushing/pulling trolleys. Assistance is to be called for heavier patients.
  - Manual handling of equipment between ground and above shoulder level (<20kg), lifting and carrying bilateral/unilateral (e.g. medication boxes, oxy-viva).
  - Some heavier manual handling tasks in situations as required. May include use of equipment available to assist in removing patient from injury source.
  - Some sustained sitting or lying down at station when on standby waiting for calls on night shift.

The QAS Medical Standards reflect the inherent requirements of the role of a Paramedic/PTO. Applicants are assessed against the Medical Standards to determine their capacity to perform the duties of a Paramedic/PTO (i.e. fit for duty).

1. **General Reference**
   Individuals are required to work in shifts, with fluctuations in workload and variations in shift duration. Overall, an inherent requirement of the QAS is to transport patients via various vehicles. QAS vehicles undertake emergency lights and sirens driving, including when a patient under active treatment is on board. The QAS requires employees to meet the medical requirements for a commercial driving licence, as prescribed in the Assessing Fitness to Drive guidelines.

2. **Vision**
   a) Individuals are required to have good vision to be able to operate a vehicle and perform patient care duties.
   b) If an individual has visual acuity worse than 6/9 in the better eye, or worse than 6/18 in either eye, a specialist report taking into account the critical job demands should be sought.
   c) Individuals who experience any diplopia (other than physiological diplopia) when fixing objects within 20 degrees of the primary direction of the gaze are ineligible for appointment.
   d) Individuals must not have any indication of night blindness.
   e) If an individual has a visual field defect, a specialist report taking into account the critical job demands should be sought.
   f) If indicated by an ophthalmologist or optometrist, the individual will be required to undertake an annual review of their vision.

3. **Hearing**
   a) A loss of more than 40 decibels on the ISO 389 scale (at 500, 1000 and 2000 CPD on a pure tone audiometer) in either ear is considered significant, however may not exclude an individual from appointment. Hearing should be evaluated without the use of artificial aids.
   b) If any doubt exists as to an individual’s auditory acuity, a specialist report taking into account the critical job demands should be sought.

4. **Cardiovascular conditions, fainting or blackouts**
   a) Individuals are required to undertake significant physically and psychologically demanding duties such as prolonged extrications, walking long distances in difficult terrain, and lifting and carrying patients.
b) If an individual suffers from any of the following conditions, a specialist report taking into account the critical job demands should be sought:

- Angina Pectoris
- Suspected Angina Pectoris
- Confirmed myocardial infarction
- Coronary artery bypass, grafting or coronary angioplasty
- Vascular disorders
- Uncontrolled hypertension
- Valvular heart disease
- Arrhythmia
- Cardiomyopathy
- Congenital heart disorder
- Reoccurring fainting or blackouts.

5. Neurological and neuromuscular conditions (excluding epilepsy)

If an individual suffers from any neurological or neuromuscular disorder, a specialist report referencing the employee’s condition against the medical requirements for a commercial driving licence, as prescribed in the Assessing Fitness to Drive guidelines and the specific critical job demands must be obtained.

6. Epilepsy

a) Individuals with a diagnosis of epilepsy/seizures will be measured against the requirements for a commercial driving licence specified in the Assessing Fitness to Drive for Commercial and Private Vehicle Drivers Standards.

b) Individuals with a history of febrile convulsions limited to early childhood do not require further review.

7. Respiratory diseases

If an individual suffers from any obstructive lung disease such as severe chronic asthma, chronic bronchitis or emphysema, a specialist report taking into account the critical job demands should be sought.

8. Metabolic diseases

Individuals suffering diabetes mellitus may be considered for employment as a Paramedic/PTO. Some special conditions may need to be considered with regard to geographical placements and/or shift type e.g. placed in a larger station with day/night shift operations, requirement to work as a dual paramedic response and no on call emergency availability.

9. Psychiatric illnesses, depression or anxiety

a) Where there is a risk that an individual may be compromised by a psychiatric condition or psychological instability, a specialist report, taking into account the critical job demands should be sought.

b) A history of Post-Traumatic Stress Disorder (PTSD) or significant history of mental illness may exclude a person from employment as a Paramedic/PTO. A written report from a treating medical officer may be required.

10. Orthopaedic conditions

a) If an individual has suffered from a back injury that resulted in more than one week off work or full time study, spinal surgery or suffers from chronic back pain, a specialist report taking into account the critical job demands should be sought.

b) If an individual has suffered from multiple dislocations, reconstructive surgery or arthritis in any joint, a specialist report taking into account the critical job demands is required.

c) Individuals are required to have good manual dexterity (for drawing up drugs etc).

11. Medications

Medications which impair consciousness, cognitive thinking or spatial coordination may preclude employment or the Paramedic/PTO from performing operational duties. A detailed medical report is required from the applicant or employee’s treating medical officer for consideration before operational duties may be considered.

Applicants with a personal or family history of malignant hyperpyrexia cannot be accepted (because of the use of methoxyflurane in ambulances) UNLESS they have had testing that indicates volatile anaesthetic agents are NOT involved in their case.
12. Substance abuse

A definite history of abuse of any substance (alcohol or drug – either prescription or non-prescription) may exclude a person from employment as a Paramedic/PTO. Further testing may be requested at the QAS approved Medical Assessor’s discretion.

13. Immunisation

Paramedics/PTOs are required to undertake direct patient management and therefore, prior to commencing employment, as of 1 July 2015 all Paramedics/PTO’s are required to produce acceptable evidence of immunity to various communicable diseases.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Vaccination Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diptheria, Tetanus, Pertussis (Whooping Cough)</td>
<td>One adult dose of diphtheria / tetanus / pertussis vaccine (dTpa). Vaccination with ADT will not be accepted. Must consent and agree to further vaccinations, to occur every 10 years of former adult vaccination.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>History of completed age appropriate course of Hepatitis B vaccine (not accelerated course); AND Documented serology results indicating Anti-HBs greater than or equal to 10mIU/ml; OR Documented evidence of anti-HBc, indicating past Hepatitis B infection</td>
</tr>
<tr>
<td>Measles, Mumps, Rubella (MMR)</td>
<td>Two (2) doses of MMR vaccine at least one month apart; OR Positive IgG for measles, mumps and rubella; OR Birth date before 1966</td>
</tr>
<tr>
<td>Varicella (Chicken Pox)</td>
<td>Two (2) doses of varicella vaccine at least one month apart (evidence of one dose is sufficient if the person was vaccinated before 14 years of age); OR Positive IgG for varicella; OR History of chickenpox or physician diagnosed shingles (serotest if uncertain)</td>
</tr>
<tr>
<td>Influenza</td>
<td>No evidence required upon commencement however, consent must be provided agreeing to receive influenza vaccination on an annual basis</td>
</tr>
<tr>
<td>Tuberculosis (TB)</td>
<td>Tuberculin Skin Test (TST) will be required only if the person: Was born in a country with a high incidence of TB, or has resided for a cumulative time of 3 months or longer in a country with a high incidence of TB, as listed at <a href="http://www.health.qld.gov.au/chrisp/tuberculosis/high_risk_index.asp">http://www.health.qld.gov.au/chrisp/tuberculosis/high_risk_index.asp</a>; OR Has had direct contact with a person who has had active TB.</td>
</tr>
</tbody>
</table>

14. Body Mass Index (BMI)

Paramedics/PTOs are required to have a BMI of 33 or less (36 or less for Indigenous applicants).

\[
BMI = \frac{\text{mass (in kilograms)}}{\text{height (in metres)}^2}
\]

If an individual believes that their BMI is the result of ethnicity, an abnormal body build or high muscle mass, then they will be required to submit evidence based on floatation or body plethysmography tanks or a skin fold test from a health professional.