**Paramedic - Graduate**

**Various Local Ambulance Service Networks**

<table>
<thead>
<tr>
<th>Employment Type</th>
<th>Graduate Paramedic – temporary full-time for 12 months*</th>
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</thead>
<tbody>
<tr>
<td>Closing Date</td>
<td>Thursday 30 June 2016</td>
</tr>
<tr>
<td>Classification</td>
<td>APARA</td>
</tr>
<tr>
<td>Salary Range</td>
<td>59,770.69 per annum</td>
</tr>
<tr>
<td>Location</td>
<td>Various – Local Ambulance Service Network</td>
</tr>
<tr>
<td>Contact</td>
<td>QAS Operational Recruitment Team</td>
</tr>
<tr>
<td></td>
<td>(07) 3635 2289</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:QAS.Recruitment@ambulance.qld.gov.au">QAS.Recruitment@ambulance.qld.gov.au</a></td>
</tr>
</tbody>
</table>

*Continued employment for the 12 month period is contingent on successful progression through the Graduate Paramedic Program.

**Queensland Government**

The Queensland Government is committed to working closely with all Queenslanders to create jobs and a diverse economy, deliver quality frontline services, protect the environment and build safe, caring and connected communities.

Integrity, accountability and consultation underpin everything the Queensland Government does.

Queensland’s public service has five organisational values that will support this goal:

Customers first | Ideas into action | Unleash potential | Be courageous | Empower people

**About the Queensland Ambulance Service**

The Queensland Ambulance Service (QAS) is a division of the Department of Health. The Department of Health’s purpose is to provide safe, sustainable, efficient, quality and responsive health services for all Queenslanders.

The QAS provides essential emergency medical services including pre-hospital care and related services across Queensland. The QAS aims to improve the health, safety and wellbeing of individuals and the community, by continuing to strive for excellence through innovation. Our services include:

- providing pre-hospital paramedical response services to patients who suffer sudden illness or injuries;
- emergency and routine pre-hospital patient care, coordination of aero medical services and inter-facility ambulance transport;
- planning and coordination of major events, multi-casualty incidents and disasters;
- community services such as community education and injury prevention; and
- pre-hospital care research.

To find out more about our organisation, please refer to the Applicant Information Kit or visit www.ambulance.qld.gov.au or www.health.gov.au.

Purpose of the role

The Graduate Paramedic role works under the supervision and mentorship of experienced QAS personnel to develop the level of competency required of an Advanced Care Paramedic. An Advanced Care Paramedic (ACP) is a health professional who provides front-line out of hospital care, medical retrieval and health related transport for sick and injured people in an emergency and non-emergency setting; accurately assessing and documenting patients’ health and medical needs to determine and implement appropriate paramedical care in line with QAS policies and procedures. Paramedics work collaboratively with the team, the broader QAS organisation and with other health care and emergency services to provide high quality, patient centred care to the members of the Queensland community.

Key responsibilities

A QAS Graduate Paramedic and Advanced Care Paramedic’s primary functions and responsibilities within the workplace include:

<table>
<thead>
<tr>
<th>Key Functions and Responsibilities*</th>
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</thead>
<tbody>
<tr>
<td><strong>Function 1: Professional development</strong></td>
</tr>
<tr>
<td>- Demonstrate a commitment to continuing professional development by participating in and completing all courses required for achieving and maintaining a credentialed level of paramedical clinical practice as approved by the Medical Director and/or Commissioner QAS. This includes accreditation, re-certification and adopting new clinical practices or procedures as outlined within the QAS Clinical Practice Guidelines.</td>
</tr>
<tr>
<td>- Build and maintain the required competency practice standards contained within the Council of Ambulance Authority’s Professional Paramedic Competency Standards (PPCS).</td>
</tr>
<tr>
<td>- Generate and continually update a Professional Development Plan.</td>
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<tr>
<td>- Develop the habits of self-reflection and seeking feedback from colleagues, to critically evaluate and continually develop personal capability and professional practice.</td>
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<tr>
<td>- Complete appropriate Graduate Paramedic Program (GPP) documentation, including logs, audits, case reviews and noting events and professional experiences.</td>
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<tr>
<td>- Actively participate in mentoring, teaching and development activities with students, Graduate Paramedics and Advanced Care Paramedics to meet learning objectives.</td>
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<tr>
<td><strong>Function 2: Operational readiness and equipment care</strong></td>
</tr>
<tr>
<td>- Carry out pre-shift vehicle and equipment checks and report any damage or defects immediately.</td>
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<tr>
<td>- Check the stock levels of patient care equipment and ensure that all equipment is safe, clean and in good working order at all times.</td>
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<tr>
<td>- Ensure that the vehicle, patient care equipment and station environment are kept clean and tidy at all times.</td>
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<tr>
<td>- Maintain the security of vehicle drug stock, including controlled substances, whilst on-duty and where applicable, in certain locations whilst on-call.</td>
</tr>
<tr>
<td>- Present fit for duty by being physically healthy, illness and fatigue free, and psychologically healthy; and utilise staff support and counselling services when required.</td>
</tr>
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</table>
### Function 3: Pre-hospital patient care

- Provide a high standard of pre-hospital emergency patient care and ambulance transport services for members of the community in line with the QAS Clinical Practice Manual (CPM) and scope of practical/clinical governance.
- Carry out dynamic risk assessments within the front-line operational work environment to ensure scene, patient and personal safety during the delivery of ambulance services. This includes assisting supervisors and managers with risk assessments of tasks carried out to ensure that safe working practices, in line with QAS policy and current legislation, are followed at all times.
- Administer medication and treatment according to relevant legislation, regulations, guidelines, policies and procedures to support the provision of the most effective care and treatment to the patient in an ethical and professional manner.
- Attend to patients using the full range of pre-hospital emergency care techniques available to a Paramedic, and extended skills when appropriate; by assessing the most appropriate pathway of care, taking into consideration the needs and feelings of the patient.
- Deliver sensible and practical clinical decisions in the best interests of the patient, within a framework of evidence based, reasonable and professional judgement.
- Operate effectively within a mobile environment by responding to requests in a low risk manner; in accordance with the approved methods and techniques of driving and the QAS Code of Practice.

### Function 4: Communication

- Communicate effectively and respectfully throughout the provision of patient care by using appropriate interpersonal skills to encourage the active participation of patients, relatives and carers; and appropriate communication skills to effectively manage avoidance, confusion and confrontation.
- Communicate appropriately with health professionals, members of the public, other emergency services, and other key stakeholders to ensure the best possible outcome for the patient is achieved and to promote professionalism and the reputation of all ambulance paramedics and the QAS.
- Transmit and/or receive information via mobile data terminal/radio/telephone or other technology in accordance with QAS procedures.
- Consult effectively with relevant health care professionals and service providers to facilitate continuity of care.

### Function 5: Working as part of a team

- Actively participate in the work team to contribute to and support paramedic service delivery through regular attendance at meetings, completion of operational readiness duties and participation in other activities that encourage team unity and required performance.
- Work in emergency management capability for disasters, major incidents and mass crowd gatherings.
- Work in collaboration with the broader LASN network and contribute to LASN performance targets and service delivery standards.
- Build and sustain collaborative and professional relationships within the team, the LASN and across the wider organisation.
- Contribute effectively to all work undertaken as part of a multi-disciplinary team.
Function 6: Professional conduct

- Maintain standards and observe the code of conduct expected of a professional QAS Paramedic Officer, including patient confidentiality and compliance with health and medical standards (e.g. infection control).
- Comply with the provisions of the Ambulance Service Act 1991, all relevant Industrial Awards and Agreements, and all QAS policies and procedures as determined by the Commissioner QAS.
- Act in accordance with the prescribed role/functions when first on scene at a major incident or disaster.
- Disclose to QAS all relevant information in regard to any personal or health related factors that may affect your ability to practice, limit your ability to work or prevent you from practicing if performance or judgement is affected.
- Behave with honesty, integrity and impartiality to ensure that your behaviour does not damage the public’s confidence in QAS.
- Display a professional duty of care taking into consideration the situation and the required knowledge and skills to provide a response that is in the best interests of the patient/s.
- Practice within an approved scope of practice in terms of authority and competence and access additional support and expertise to effectively respond to clinical challenges in unfamiliar circumstances or situations.

Function 7: Reporting

- Ensure appropriate clinical record keeping, including documentation in regard to drugs, professional development, workplace health and safety, and meetings with OICs.
- Maintain records information systematically in an accessible and retrievable form and ensure that records are accurate, comprehensive, logical, legible and concise.
- Report on relevant patient history, condition and treatment to receiving hospital staff.
- Complete and submit all relevant records and documentation in accordance with QAS requirements.

*Note: The functions and responsibilities for Graduate Paramedics will be carried out under direct supervision and supported practice in accordance with the QAS Graduate Paramedic Program and Authority to Practice Guidelines.

Basis for selection

We are seeking applicants who, within the context of the role responsibilities, possess the following key attributes and capabilities:

<table>
<thead>
<tr>
<th>Key Attribute</th>
<th>Capability</th>
</tr>
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<tbody>
<tr>
<td>Clinical Practice</td>
<td>• High standard of clinical knowledge to provide effective pre-hospital patient care.</td>
</tr>
<tr>
<td></td>
<td>• Clinical reasoning and analytical and problem solving skills to assess patients' needs and review patient health care records in determining best care alternatives.</td>
</tr>
<tr>
<td>Communication &amp; Teamwork</td>
<td>• Demonstrated effective and appropriate skills in communicating information, advice, instructions and professional opinion to colleagues, patients, their relatives and carers.</td>
</tr>
<tr>
<td></td>
<td>• Demonstrated ability to work as an effective member of a team and actively assist fellow team members towards the completion of organisational goals.</td>
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</tbody>
</table>
### Professional Conduct & Performance

- Proven capability in upholding the expected standards of conduct and performance required by the QAS.
- Planning and organisational skills to effectively manage time and prioritise workload, with the ability to manage stress and maintain performance under pressure, without negative impact on self or others.
- Demonstrated computer literacy skills for the effective use of available technology.

### Operational Readiness / Fitness for Duty

- A personal commitment to maintaining medical, physical, and psychological wellbeing in order to safely undertake all the duties of ambulance work.

**Note:** Officers posted to stations designated as Category 4 -7 may be required to undertake on-call duty to facilitate the timely and efficient provision of pre-hospital and emergency care. An employee may be required to be on-call to perform overtime work during a specified period of time outside normal rostered hours. During the on-call period an employee must be immediately contactable by telephone, pager, radio or similar approved device in order to facilitate the timely and efficient provision of pre-hospital and emergency care as required and within acceptable response times. An acceptable response time will be ten (10) minutes, however, other arrangements can be determined for specific rural locations to maintain continuity of service coverage within reasonable community expectations of service delivery.

### Mandatory/Special conditions/Other requirements

The following mandatory requirements, special conditions and/or other requirements apply to this role:

- Applicants must have a minimum of an undergraduate degree in Paramedicine or Health Science (Paramedic); certification to practise as a Paramedic in Queensland; or equivalent qualifications determined by the Commissioner QAS.

- Demonstrated medical fitness and physical capacity to safely undertake all the duties of the position in an operational ambulance environment, as determined by QAS.

- Applicants are required to hold a Queensland “C” Class Driver’s Licence (for a manual motor car) prior to the closing date for applicants. Interstate and international applicants must hold an equivalent licence at the time of applying and will be expected to obtain a Queensland Driver’s Licence upon appointment.

- It is an express condition of employment for all people who are to perform roles with direct patient contact, to be, and remain, vaccinated against the following infectious diseases during their employment, as specified within the QAS Infection Control Framework: Diphtheria, tetanus, pertussis (whooping cough); Hepatitis B; Measles, mumps, rubella (MMR); Varicella (Chickenpox); Influenza; and Tuberculosis.

- For the Graduate Paramedic role, continued employment and transition to independent practice as an Advanced Care Paramedic will be subject to the satisfactory achievement, progression and completion of each milestone of the Graduate Paramedic Program.

### How to apply

Employment screening

Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. The recommended applicant will be required to disclose any serious disciplinary action taken against them in public sector employment. In addition, any factors which could prevent the recommended applicant complying with the requirements of the role are to be declared.

Roles providing health, counselling and support services mainly to children will require a Blue Card, unless otherwise exempt. Please refer to the Applicant Information Kit for details of employment screening and other employment requirements.

Further information about the selection process and related assessments for QAS Graduate Paramedics can be found in the Applicant Information Kit which is included as an attachment on the Paramedic Recruitment page of the QAS website, or can be accessed via the following link: https://ambulance.qld.gov.au/rec-paramedic.html#

Additional information

- All newly appointed public sector employees who have been employed as a lobbyist in the previous two years are required to provide a disclosure to the Director-General within one month of taking up the appointment in accordance with departmental policy.
- The role reports to the Officer in Charge.