Paramedic - Graduate
Various Local Ambulance Service Networks (LASNs)

<table>
<thead>
<tr>
<th>Employment Type</th>
<th>Temporary Full Time for 6 months*</th>
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</thead>
<tbody>
<tr>
<td>Closing Date</td>
<td>As per QAS website</td>
</tr>
<tr>
<td>Classification</td>
<td>Level 2, Band 1.1</td>
</tr>
<tr>
<td>Salary Range</td>
<td>$63,466 per annum</td>
</tr>
<tr>
<td>Location</td>
<td>Various LASNs</td>
</tr>
<tr>
<td>Contact</td>
<td>QAS Recruitment</td>
</tr>
</tbody>
</table>

QAS.Recruitment@ambulance.qld.gov.au

* Continued employment is contingent on successful completion of the QAS 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 works under the supervision and coaching of experienced QAS personnel to develop the level of competency required of an Advanced Care Paramedic (ACP). An Advanced Care Paramedic is a health professional who provides frontline out of hospital care, medical retrieval services and health related transport for sick and injured people in both emergency and non-emergency settings. Advanced Care Paramedics assess and document patients' health and medical needs to determine and implement appropriate paramedical care in line with QAS policies and procedures. Paramedics work collaboratively with the Local Ambulance Service Network (LASN) team, the broader QAS organisation and with other health care and emergency services staff to provide high quality, patient centred care to 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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<tbody>
<tr>
<td><strong>Function 1: Professional development</strong></td>
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<tr>
<td>▪ Demonstrate an ongoing 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>
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<tr>
<td>▪ Develop and maintain the required competency practice standards contained within the Council of Ambulance Authority’s Professional Paramedic Competency Standards (PPCS).</td>
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<tr>
<td>▪ Generate and continually update a Professional Development Plan.</td>
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<td>▪ Regularly practise self-reflection and seek 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 significant events and professional experiences.</td>
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<tr>
<td>▪ Actively participate in coaching, 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>
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<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>
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<tr>
<td>▪ Present for shifts fit for duty by being physically and psychologically healthy, illness and fatigue free, and utilise staff support and counselling services when required.</td>
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</tbody>
</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 frontline 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.
- Assess the most appropriate method of conveying patients using the relevant equipment and moving and handling techniques where necessary.
- 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 and communication skills to encourage the active participation of patients, relatives and carers and reduce barriers by effectively managing avoidance, confusion and confrontation.
- Communicate appropriately with all key stakeholders including health professionals, members of the public, and other emergency service providers to ensure the best possible outcome for the patient and to promote the professional reputation of all Paramedics and the QAS.
- Transmit and 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 team to support paramedic service delivery through regular attendance at meetings, completion of operational readiness duties and participation in other activities that develop team unity and 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 required standards and observe the code of conduct expected of a professional QAS Paramedic, 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 regarding any personal or health related factors that may affect your ability to practise, limit your ability to work, or prevent you from practising if performance or judgement is affected.
- Behave with honesty, integrity and impartiality to ensure that your conduct does not damage the public’s confidence in the QAS.
- Demonstrate a professional duty of care by 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.
- Practise 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**

- Undertake appropriate clinical record keeping practices, including documentation in regard to patients, drugs, professional development, workplace health and safety, and meetings with Officers in Charge (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.

- Lead and manage staff in emergency management capability for disasters, major incidents and mass crowd gatherings, in close consultation with the Director Operations - Emergency Management, State Headquarters.
- Clinical practice within your credentialed scope of paramedical clinical practice as approved by the Medical Director and/or Commissioner QAS.
- Leaders actively demonstrate and promote the QAS’ approach of zero tolerance towards violence and commit to supporting those affected by domestic and family violence in accordance with QAS policies and mechanisms. Leaders must model and influence a workplace culture of gender equality, respectful relationships, diversity, inclusion, employee safety and support.
- Undertake other duties as required.

**Basis for selection**

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

<table>
<thead>
<tr>
<th>Key Attribute</th>
<th>Capability</th>
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<tbody>
<tr>
<td>Clinical Practice</td>
<td>- Demonstrate a high standard of clinical knowledge to provide effective pre-hospital patient care.</td>
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<tr>
<td></td>
<td>- Proven clinical reasoning, analytical and problem solving skills to assess patients’ needs and review patients’ health care records to determine best care alternatives.</td>
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Communication & Teamwork

- Demonstrated effective and appropriate skills in communicating information, advice, instructions and professional opinion to colleagues, patients, their relatives and carers.
- Proven ability to work as an effective member of a team and actively assist fellow team members towards the achievement of organisational goals.

Professional Conduct & Performance

- Demonstrated 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 proven ability to manage stress and maintain performance under pressure, without a negative impact on self or others.
- Demonstrated computer literacy skills for the effective use of available technology.

Operational Readiness / Fitness for Duty

- Demonstrate a personal commitment to maintaining medical, physical and psychological wellbeing in order to safely undertake the duties of the Paramedic role.

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

Please refer to the Applicant Information Kit (at https://ambulance.qld.gov.au/rec-paramedic.html#) for information about submitting your application.

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.

Clinical Practice Checks

The Office of the Health Ombudsman (OHO) is the single point of entry for all health service complaints in Queensland. The OHO 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 co-regulatory 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. The Health Ombudsman is the primary body that deals with health service complaints for health practitioners that are not registered.

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.

External Applicants

External applicants may be requested to submit the following documentation as a part of the employment screening process:

- Performance and Integrity Validation Form;
- Consent and Authority Form;
- Criminal History Consent Form;
- Certified colour copies of current Driver’s Licence and a Birth Certificate or Passport or Citizenship Certificate;
- Certified copy of relevant Qualifications; and
- Traffic History Report.

If required, qualifications will be forwarded to Recognition of Current Ambulance Practice (ROCAP) for verification. The following further paperwork/assessments will also be required in order to ensure an applicant meets the requirements of the position:

- Medical Assessment;
- Psychometric Assessment;
- Clinical Assessment (if deemed a requirement by ROCAP); and
- Discipline History Checks.
Overseas qualifications can be submitted to the Overseas Qualification Unit, Department of Education and Training (DET) for assessment, to determine an equivalent Australian qualification. Please visit the DET website https://training.qld.gov.au/training/osgrecognition, telephone 1300 369 935 or email oqu@det.qld.gov.au for information about how to have your qualifications assessed.

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.
- 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#