INDIGENOUS PARAMEDIC PROGRAM
Applicant Information Kit
2018
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INTRODUCTION

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

This Applicant Information Kit (AIK) has been developed to inform potential applicants about the recruitment and selection process and other employment information.

Information is provided to assist you to apply for a job with the QAS and to prepare for the selection process. The AIK should be read in conjunction with the QAS Cadet (Identified) Role Description.

The provision of culturally appropriate and responsive services for Aboriginal and Torres Strait Islander people and communities is pivotal towards closing the gap in health outcomes.

As an integral component of the greater health system, the QAS is committed to building a workforce dedicated to better servicing Aboriginal and Torres Strait Islander people and communities.

It is well documented that Aboriginal cultures are the oldest living cultures in the world. QAS is dedicated to developing workforce recruitment and retention strategies which increases participation and represents Aboriginal and Torres Strait Islander People.

PROGRAM INFORMATION

The QAS Indigenous Paramedic Program (IPP) provides a structured and supportive educational pathway with the added benefits of full time employment within the pre-hospital emergency response sector. TheIPP offers on the job expert mentoring and additional learning support.

The QAS IPP education pathway has been tailored to accommodate various learning needs and capabilities. QAS provides a moderately paced program with several accreditation milestones available along the way. The QAS works in collaboration with Central Queensland University in delivering a unique learning and employment opportunity. The program has been designed to equip cadets with the theoretical knowledge and skills development required to provide clinical assessment and patient care in the emergency pre-hospital environment.

The IPP focus areas include:

» providing access and equality in education for Aboriginal and Torres Strait Islander people aspiring to work in the space of pre-hospital emergency response
» targeting Aboriginal and Torres Strait Islander people with a strong interest in health care who have the support of their community
» developing individuals to achieve their full potential
» fostering the principals of reconciliation within its every day practice.

Indigenous Paramedic Program Overview

The below diagram demonstrates the educational progression through the IPP:
BENEFITS OF WORKING WITH THE QUEENSLAND AMBULANCE SERVICE

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 arrangements.

Remuneration

You will receive a remuneration package including but not limited to:

» 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 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 Queensland Government is committed to actively promoting and providing equal employment opportunities (EEO) for people who identify with groups that have historically been disadvantaged in employment. These groups are Aboriginal and Torres Strait Islander people, people from non-English speaking backgrounds, people with a disability and women.

We use the information that you voluntarily provide through the EEO census, provided to you at the time of appointment, to gain a better understanding of the diversity of our existing workforce so
we can ensure we provide a fair and equitable workplace for all. This information also informs the direction of future development of human resource management programs across the sector - such as recruitment and selection practices, training opportunities and career development programs.

**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.
BEFORE YOU APPLY

The QAS encourages people to apply for roles that are relevant to their experience, skills, qualifications and interest.

Before applying for a role, you should:

» review the role description to gain a broad understanding of the role

» decide whether your experience and skills will enable you to undertake the key responsibilities of the role

» decide if you meet the key attributes required for the role.

You may need to hold any mandatory qualifications and/or professional registration that are indicated in the role description.

You may wish to consider obtaining further information about the specific role from the contact officer nominated in the role description, or about the QAS by visiting https://www.ambulance.qld.gov.au.

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.

HOW TO APPLY

Submitting your application

The QAS recruits periodically for the IPP in various locations across the state.

To ensure you are kept up to date, you can submit an Expression of Interest (EOI) to be considered for future recruitment activities.

An online EOI can be accessed on the QAS IPP website: https://www.ambulance.qld.gov.au/indigenous-recruitment.html

Contact details

If you have any further questions in regards to the IPP role, please contact the relevant LASN. Contact details are available on the QAS website: www.ambulance.qld.gov.au

Changing your details after the closing date

If your personal details change after they have been collected, or you would like to withdraw your application, you will need to advise the QAS as soon as possible. Please contact the relevant HR Representative from the list above.
Applicants for vacancies in the QAS are assessed in a way that is fair, nonjudgmental and free from bias, relevant to the role in question, consistent with the principles of employment equity and anti-discrimination, and based on assessment of suitability.

The QAS will invite you along to attend an Application Day to learn a little more about you, where you come from and how you can, or would like to, help your community.

This will also be an opportunity to meet the local QAS team, and find out more about the IPP, training and support that we can offer you.

We will discuss with you how your experience, skills and career interest matches the role requirements. You may also want to prepare questions to ask QAS representatives to clarify aspects of the role, the selection process or employment conditions.

The session will involve a number of activities that will prepare you for the IPP including, but not limited to:

- computer-based psychometric assessments
- individual and group exercises based on work-related scenarios and questions.

Positions on the IPP will be offered to applicants who display the most suitable abilities, skills and qualities relative to the role.

To prepare for the session:

- familiarise yourself with the QAS Cadet (Identified) Role Description (on the QAS website) including the key purpose and responsibilities of the role and the basis for selection
- ensure you have planned for adequate sleep and travel time prior to your scheduled full day session
- bring a water bottle, pen and paper.

Applications remain current for 12 months

Applications remain current for 12 months after the recruitment campaign closing date. Applications may be considered for future vacancies during this time.
**PRE-EMPLOYMENT CHECKS**

Pre-employment screening checks relate to specific job-related requirements and help to ensure the integrity of our people and the services we provide. Examples of pre-employment screening checks include criminal history checks, child-related duties checks, discipline history checks and confirmation of qualifications and previous employment. You will find details of which checks are applicable in the Role Description.

If we receive information that varies from what you have provided, we will seek clarification from you. Any statement in an application that is found to be deliberately misleading will result in disqualification from further consideration. If you are employed in the Queensland Public Service, this may be grounds for disciplinary action.

**Confirmation of Aboriginality**

As this is an Identified position, applicants will be required to provide a “Confirmation and Declaration of Aboriginality or Torres Strait Islander Descent Form” or nominate an Aboriginal or Torres Strait Islander person who is recognised and accepted in the community or within an organisation as their referee, to support their ability to meet this requirement for proof of descent.

**Drivers Licence**

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. Learner’s Permits and Licences for Automatic Vehicles will not be considered, although a Provisional Driver’s Licence (for a manual motor car) is acceptable.

**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.

**Medical Assessment**

You will be required to undertake a QAS Medical Assessment where you will be assessed against the QAS Medical Standards which reflect the requirements of the Cadet (Identified) role.

Information on this assessment including assessment forms and a copy of current QAS Medical Standards will be provided to you by the QAS HR Representative at the appropriate time in the recruitment and selection process.

The results of this Medical Assessment, in the form of a fit slip, must be provided to the relevant QAS HR Representative when received. Results may remain valid for 12 months.
Infectious Disease vaccinations

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: Diptheria, tetanus, pertussis (whooping cough); Hepatitis B; Measles, mumps, rubella (MMR); Varicella (Chickenpox); Influenza; and Tuberculosis.

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

Vaccination evidence will required at the time of your Medical Assessment. 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>

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 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.
Criminal history

When an applicant is recommended for a role, a criminal history check must be conducted if the applicant is not an existing permanent employee of the Department of Health.

People recommended for appointment will be asked to provide adequate proof of identity and written consent for the QAS to conduct a criminal history check through the Queensland Police Service.

Should an applicant be an existing Department of Health employee, but record of the previous criminal history check is not on record, a new check will be required.

Failure (without reasonable explanation) to provide the appropriate documentation and consent will render the applicant unsuitable for the role.

Please note applicants who have resided overseas may be required to obtain a criminal history clearance from the relevant country.

Appointment to the role will be contingent on the satisfactory outcome of the criminal history check and the appointment cannot be finalised until the criminal history checking process is complete.

Depending on the relevant duties of the role, having a criminal history may not necessarily result in disqualification for appointment.

If, after obtaining a 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 should be appointed before any final decision is made.

Reference checking

Reference checking is a mandatory requirement for all QAS employment.

Your referees may be asked if there were any previous issues of performance or conduct that we should be aware of. If you are, or were formerly, a Queensland Government employee, the selection panel will ensure that reference checking is conducted in relation to all of your relevant employment with the Queensland Government.

Reference checking also seeks information on whether an applicant already employed in the Queensland Public Service has previously been subject to disciplinary action.

YOUR APPOINTMENT TO THE QUEENSLAND AMBULANCE SERVICE

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.

On appointment to this position a twelve month probationary period will apply, based on an Individual Performance Plan.

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 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 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. For further information on conditions and entitlements please contact the relevant LASN HR Representative.

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

PRIVACY

The QAS is committed to the protection of privacy and personal information. All information submitted by an applicant 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: https://www.premiers.qld.gov.au/right-to-info/what-is.aspx