

First in First Aid



*St John Ambulance Australia (NT)
Information Kit for Trainee Ambulance
Paramedic Applicants
2010*

*This kit is intended to assist candidates to make the most of their applications
for appointment as Trainee Ambulance Paramedics with
St John Ambulance Australia (NT) Inc.*

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A paramedic on being a paramedic.....

Well the Reader's Digest latest edition lists paramedics as the number one most trusted profession for the fifth year in a row.*

Can I throw in some suggestions as to why we are trusted?

Could it be that we have great clinical skills? – I don't think this is it.

Could it be that we have great equipment? – I don't think this is it either.

Could it be that we run around on Code Ones saving lives? – no, I don't think so.

*Could it be that we are such an amazing bunch of great looking people? – maybe
no I don't think so!*

I wonder if in the course of our day, when we are dealing with hurting, frightened, concerned and needy people,

We might, just might, bring compassion and care to them.

Or when we turn up at a scene where chaos and panic are evident and observe that people relax to a certain extent when we bring our knowledge and caring attitude to them.

Or in the comforting of a bereaved loved one, our initial response might assist them in dealing with the pain of losing someone they love.

To those paramedics who think what we do is just a job – please think again.

To those who see our work as a means to just earn a living – it is much more than this.

To those who struggle with some of the day to day frustrations – hang in there.

We are in a privileged profession where we have the opportunity of changing the lives of those around us. And due to the unpredictable nature of our work – we may never know what is around the corner or when the next occasion is when we can initiate or implement these changes either deliberately or not.

So if you are thinking about joining us as a paramedic, consider these questions and reflect upon how you will measure up to the job. It's not for everyone. But if you do want to rise to the challenge, I would offer you my encouragement. You can make a difference!

**Trevor Keatch
ALS Paramedic
July 2008**

* Australian Reader's Digest, July 2008.

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INTRODUCTION TO ST JOHN AMBULANCE AUSTRALIA (NT) INC.

HISTORY

The Most Venerable Order of the Hospital of St John of Jerusalem sponsors the St John Ambulance organisation. The Order traces its ancestry to the Eleventh Century, the period before the first of the Great Crusades.

The modern Order developed from an English branch of the ancient Order of Knights Hospitaller during the Nineteenth Century. From the 1880s, its work began spreading far and fast throughout the British Empire. Its success resulted from a popular wish to acquire basic medical knowledge and skills in a world undergoing rapid industrial development; one of the costs of this rapid development was an increase in accidents on the streets, in the work place and in the home. In such a world, the First Aid principles it promoted were something of which the community had increasing need.

The Order and its St John Ambulance bodies arrived in Australia during the 1880s, since then its enterprises have flourished and over the past century, the Order has become one of the nation's foremost charitable and health training organizations.

St John Council in each state or territory is the representative of the Order and has the primary responsibility for the management of St John affairs within the State or Territory.

ST JOHN AMBULANCE (AUSTRALIA) IN THE NORTHERN TERRITORY

St John Ambulance Australia (NT) Inc. (SJAA) operates under the guidance of the St John Council for the NT. The Council comprises of ten members drawn from various disciplines within the general population of the Northern Territory. The primary function of Council is to provide management guidelines and endorse policy decisions affecting the entire operations of the organization.

Within the Northern Territory, SJAA has four separate but closely related Arms or Branches:

- ❖ The Ambulance Service
- ❖ Volunteer First Aid Services
- ❖ Training and Education Department
- ❖ Corporate Service Department

The Chief Executive Officer (CEO) is responsible to the Chairman of the St John Council and is accountable for the conduct and co-ordination of SJAA activities throughout the whole of the Northern Territory.

THE AMBULANCE SERVICE

Overview

The Northern Territory Government contracts SJAA, to provide an Ambulance service for the people of the Northern Territory.

The area of responsibility is large although the population is small, not all areas are accessible by road these are covered by Aero-medical Service/Territory Health Services (a government medical service) or the Royal Flying Doctor Service.

Centres are located in the main towns along the Stuart Highway as well as in Nhulunbuy on the Gove Peninsular. The service is required from time to time to transport patients from remote interstate areas to hospitals within the Territory.

Capabilities

The Ambulance Service, whilst providing an emergency ambulance service to the community, also has the capability of supplying trained personnel for immediate response to incidents as disaster plans require. This includes major emergencies out on a community where the normal Aero-Medical Service/Territory Health Service requires supplementing due to the scale of the event. Examples of this are major vehicle accidents, public disorder, floods, or any other mass casualty incident.

The Ambulance Service trains all its Paramedic Officers in disaster and emergency medical management principles.

SJAA Ambulance Service also operates two communications centres, one in each region, Northern and Southern. Vehicle workshops located in both regions are responsible for maintaining the fleet of ambulances; they also undertake conversion work necessary to build the vehicles from a basic Mercedes Sprinter Van into a fully equipped ambulance for not only SJAA Ambulance fleet but also for other organisations and businesses such as Aboriginal communities, mines sites etc.

All ambulances operate with two person crews. Varying roster combinations enable the SJAA Ambulance Service, to provide ambulance coverage 24 hours per day at all centres. Rosters in the larger centres are 24 hours / 7 days a week, with the smaller centres operating on a combination of day, afternoon and on-call to provide 24 hour coverage for these areas. Modern communications systems enable the recall of on-call crews with minimum delay.

Ambulance Centres – Northern Region

The vast area of the Northern Territory for ease of administration is divided into two regions Northern and Southern, these regions are further divided into smaller centres of operations.

The following areas make up the Northern Region.

Darwin:

The seat of the largest population and its boundaries extend south to Hayes Creek, west to Daly River and Cox Peninsular and east to Oenpelli. The permanent resident population increases substantially by an annual tourist potential of approximately 130,000 people of which 5,000 to 10,000 could be in the region nightly.

The Darwin area of operation is divided into three sub-centres plus a communications centre. These sub-centres are Casuarina (Management, Administration, Training and Volunteer First Aid services support staff are also located here), Palmerston and Parap (operational crews plus an area that is used by Training Department for Public Education). Communications Centre (JESCC) located at Police HQ, Berrimah.

Communications in Darwin has the ability to handle all emergency ambulance calls for all centres within the Northern Region.

Katherine:

The area of responsibility extends north from the Katherine Township to Hayes Creek, south to Daly Waters and east to Roper Bar and Tableland, west to Timber Creek including the Western Australia border.

Within the Katherine area is the Tindal Air Force base.

Katherine being a popular tourist area, the population fluctuates greatly and the workload of course, varies from being light to extremely busy.

Nhulunbuy:

Located on the East coast of the Northern Territory, It is the most isolated of the Ambulance areas of operation. Generally light workload, mostly occurring within 25kms of the ambulance centre.

Ambulance Centres – Southern Region

Alice Springs and Tennant Creek centres form the Southern Region of the ambulance service. The Operations Manager for the Southern Region is located at Alice Springs, together with a small administration team and Training Department – Public Education.

Tennant Creek:

This is another isolated area of operation. The area of responsibility extends north to Daly Waters, south to Barrow Creek and east to the Queensland border including the various mining communities that operate in this area at any one time.

Workloads vary especially during the tourist season.

Alice Springs:

This is HQ for the Southern Region. The area of responsibility extending north to Barrow Creek, north west to Rabbit Flats, west to Docker River, south to the South Australian border and east to many outlying missions. As a popular tourist destination, the population requiring ambulance coverage will vary greatly from day to day.

Long trips are normal especially at night when aircraft are restricted in movement.

A Communications centre is located at the Ambulance Centre in Alice and it has the capacity to handle all emergency calls for the two areas located in the Southern Region as well as handling after hours calls for other services.

Uluru is currently the responsibility of the Royal Flying Doctor Service, who has crews located in the area.

Communications

The communications centres located in Alice Springs and Darwin provide ambulance communications for the whole of the Ambulance Service in the Northern Territory. Ambulance trained Emergency Medical Dispatchers (EMDs) operate these centres on a 24 hours / 7 days a week rotating roster.

Both Centres receive all “000” medical emergency calls. All these calls originate from Telstra utilising the Enhanced 000 system. This system allows for the identification of the caller’s originating phone number and the address where the phone is located or registered. This enables Emergency Medical Dispatcher to activate a response even if a full address is unavailable from the caller and/or call back the number to verify details and to assist the caller with first aid advice.

The Darwin centre is located at the Joint Emergency Service Communications Centre (JESCC) located at NT Police Headquarters, Berrimah. This centre uses both a computer aided dispatch system as well as the PRO-QA system.

The Communications Centre in Alice Springs located at the Ambulance Centre provides after-hours support to the Royal Flying Doctor Service and Aero – Medical Services.

EMDs (Emergency Medical Dispatchers) are responsible to the Operations Managers for the coordination of all Ambulance service resources under the control of the Communications Centre. They have a direct link with the Hospital, Police, Fire, Air Traffic Control and essential services such as Power and Water in their area of control.

EMDs are trained in the use of computer aided dispatch equipment, the emergency call taking procedures (PRO-QA) as well as undertaking the same first Clinical module requirement of residential training as on-road officers.

Vehicles

The service operates a modern well-equipped fleet of ambulances including Mercedes, a few other models are still being used but are slowly being phased out. There are also 4WD Ambulances, clinic buses, mobile first aid posts, and other ancillary vehicles.

All Ambulances are equipped with the latest in pre-hospital equipment including

- ❖ Oxygen (up to 8 hours supply)
- ❖ Analgesia
- ❖ Resuscitation Equipment
- ❖ Emergency Childbirth kit
- ❖ Intravenous Cannulation Equipment and IV Fluids
- ❖ Portable and vehicle operated suction units
- ❖ Cardiac monitory and defibrillation devices
- ❖ Pulse Oximetry
- ❖ Spinal Immobilisation Devises
- ❖ General First Aid and Trauma Supplies
- ❖ Personal Protective Equipment
- ❖ Various Pharmaceuticals.

Paramedics carry additional equipment and drugs such as Atropine, Morphine, Infusion device, Cricothyrotomy device, and ET Intubation equipment

VOLUNTEER FIRST AID SERVICES

The volunteer arm of St John Ambulance Australia (NT) Inc., has over 500 members providing first aid services throughout the Northern Territory. These volunteers provide first aid coverage at various sporting, entertainment and community events and assist the paid service by providing emergency ambulance crews. Volunteer members undertaking ambulance duty roles, will have completed as a minimum level the same initial training as an employed Officer.

Volunteers meet weekly; these divisional nights focus on maintaining or developing various first aid skills and knowledge. Using the latest techniques and equipment, SJAA volunteers donate their time and services free of charge to provide professional first aid support to the community around the country 24 hours a day. The basis of the weekly volunteer training is under pinned by a national skills maintenance programme. Volunteers also have access to additional advanced first aid training and ambulance training.

VFAS have divisions in all major centres in the Northern Territory. They are located in Darwin, Palmerston, Humpty Doo, Nhulunbuy, Batchelor, Katherine, Tennant Creek, and Alice Springs.

SJAA provides volunteer members with a uniform and first aid equipment. Members are required to obtain a Senior First Aid Certificate, be of good character (police checks are undertaken), capable of intensive study to complete the necessary training, an ability to remain calm under stressful or emergency situations, and be free of any disability or condition which would limit these requirements.

The age of a SJAA volunteer can range from 8 years of age (St John Juniors) to over 70 years of age. Retirement is determined on fitness and ability to carry out the necessary first aid duties rather than age.

TRAINING & EDUCATION DEPARTMENT

St John Ambulance Australia (NT) Inc is a nationally accredited and registered training provider. The Training and Education Department not only offers a wide range of first aid courses for the general public, it is also able to offer specially designed courses for individual clients as well as being responsible for the Diploma of Paramedical Science (Ambulance) which all on-road full-time employees are required to complete.

The Paramedic Training College (PTC) located at Casuarina Centre is responsible for providing the training for Ambulance Officers from Trainee through to Intensive Care Paramedic status.

Trainee Ambulance Paramedics are required to complete the Diploma of Paramedical Science through PTC. The Diploma offered by PTC is only available to full-time employees or members of Volunteer First Aid Services of St SJAA. Prior to being elevated to Paramedic status it is necessary for students to complete logbooks associated with clinical skills and driving.

Applicants who have completed and/or partially completed the Diploma of Paramedical Science (or equivalent) through another training provider may apply for recognition of prior learning (RPL) for units, modules or the full Diploma. Information on how to apply for RPL is provided in the General Information Booklet which is issued to applicants successful in being appointed to a position.

HUMAN RESOURCES DEPARTMENT

The Human Resources Department provides the full range of personnel and payroll services to all employees and volunteers of SJAA. Additionally, the HR Department contributes to the strategic development of the organisation through workforce planning, risk management, attraction and retention strategies, and information and quality management.

This department is also responsible for the personnel who provide paramedical services to various clients of SJAA such as exploration vessels and mines sites. Paramedics appointed to these positions may be staff members who transfer to 'contract work' from an on-road position with SJAA or are specially recruited for a contract position.

FINANCE DEPARTMENT

The Finance Department is responsible for providing administrative services to the various arms of St John Ambulance Australia (NT) Ambulance and First Aid Services.

As well as providing an ambulance service to the people of the Northern Territory and a wide range of national accredited training courses, SJAA also sells a wide range of first aid kits, medical supplies, and equipment as well as undertaking vehicle conversion for various communities, mine sites etc requiring ambulances. These activities are managed through the Finance Department.

YOUR CAREER AS A PARAMEDIC

The role of a Paramedic is rewarding, challenging, and demanding. The selection process focuses on selecting the 'best' candidate based on a merit system.

The prime objective for a Paramedic Officer is the efficient and competent treatment and transportation of the sick and injured, within the scope of the Officer's training and experience. It involves daily contact with people in crisis. It also involves being confronted by severely injured and disfigured persons, and in some instances being involved with a dying patient or deceased person/s.

Routinely, the Paramedic's role involves unpleasant and gruesome sights including serious injury and death of children, interacting with distressed, angry, and anxious relatives and loved ones.

Prospective Trainee Paramedics should be fully aware of the likelihood of being confronted by these and other unpleasant experiences which may confront their personal values, beliefs and coping style and which may be regarded as outside the usual range of human experience.

The public has a high expectation of the assistance a Paramedic can provide to them and while as a student officer, you may find this expectation overwhelming, the role will provide you with rewards and the knowledge that your skills have made a difference to a person's life.

In applying for a position as an on-road Paramedic officer you must accept that at some time during your employment with the organisation you will be required to work on Christmas Day, New Year's Eve over the Easter Break or on any other of the many public holidays that occur during the year.

It will be both mentally and physically demanding; you must be prepared to work outdoors in all weather conditions.

The following is an overview of some of the environmental conditions and physical activities performed by Ambulance Officers:

- ❖ Working outdoors in all kinds of weather
- ❖ Using patient lifting devices such as collapsible stretcher, carry chairs and wheelchairs
- ❖ Treating patients who may have infectious or communicable diseases
- ❖ Working for extended periods during the day or night in ambulance vehicles
- ❖ Driving a range of ambulance vehicles in all kinds of weather conditions
- ❖ Working in confined spaces such as under vehicles, trains and buildings
- ❖ Working at hazardous material scenes such as a chemical spill, industrial fire or accident
- ❖ Treating patients at heights such as rooftops and building sites.

IDEAL ATTRIBUTES OF A PARAMEDIC

What are the attributes SJAA looks for in a trainee ambulance paramedic?

A Good Communicator

Paramedic Officers will meet and be required to treat all types of people from the very young to the older person and from many different cultural backgrounds. These people are often in an anxious state it is important that you are able to talk with them, ask the right questions, and most importantly listen to their answers.

A Team Player

The role requires crews to work as a team in all aspects of the role. From not only the treatment of the patient but right through to cleaning and maintaining the ambulance in an operational response condition with regard to equipment and general vehicle checks (fuel, water etc).

A Decision Maker

There will be occasions where as a Student Officer you will be required to take control at the scene of an accident or emergency. This may involve directing other emergency services and members of the public to carry out tasks. Time can be important, as you must be able to assess the situation quickly and respond accordingly.

An Adaptable Person

A Paramedic Officer's role is to not only treat and transport the sick and/or injured it also involves:

- ❖ Maintaining skills - including assisting others in developing and maintaining their skills.
- ❖ Completing the necessary report forms correctly and promptly.
- ❖ Undertaking centre duties as required.
- ❖ A preparedness to undertake other associated duties that will assist in developing an understanding of the service as a whole.

A Fit Person

The job of a Paramedic Officer is physically demanding. Prior to an applicant's appointment to the service they will be required to undergo a full Medical Examination; this will require a disclosure of information regarding previous illnesses or injuries. Applicants who are short listed for interview are also required to complete a Functional Capacity Evaluation – this is a comprehensive evaluation of your ability to perform a variety of activities and tasks that could reasonably be expected of a Paramedic.

THE TRAINING

Diploma of Paramedical Science (Ambulance)

Officers appointed to the service are required to complete the Diploma of Paramedical Science (Ambulance) through the Training & Education Department and specifically through the Paramedic Training College (PTC) located at Casuarina HQ.

Study for the Diploma of Paramedical Science (Ambulance) requires a student to complete a number of short residential schools at Casuarina HQ as well as skills logbooks associated with some of the courses and assignments.

On commencement of employment, a Trainee Ambulance Paramedic (TAP) is required to attend a nine week residential school at the Casuarina HQ; during this period students will cover Defensive driving (two weeks) and Clinical 1 (seven weeks). At the conclusion of this residential school students are assigned to an ambulance crew as a 'third person' and it is in this role that a TAP completes the two logbooks associated with Driving and Clinical 1. A TAP does not move to the next pay level of Student Paramedic until the logbooks associated with Clinical 1 (160 hours) and Driving (40 hours) are completed.

Completion of all the requirements of the Diploma including the clinical skill requirements of the Ambulance Service will take approximately three years.

Following successful achievement of the nationally recognised Diploma level entry qualification (completed concurrent to full time employment) and following a 12 month period of skills and knowledge consolidation, students become eligible for nomination for entry into the Advanced Diploma qualification. It is this level which prepares paramedics for elevation to Intensive Care Paramedic level, the highest clinical status offered within St John (NT).

The Diploma of Paramedical Science through St John Ambulance (NT) Paramedic Training College is only available to either full-time employees of St John Ambulance Australia (NT) Inc., such as a Trainee, Student Paramedic or member of the Operations Branch (volunteer arm) of SJAA.

Volunteer Members applying for acceptance into the study program must meet the same pre-requisites as applicants applying for permanent positions.

Applicants, who have completed an equivalent qualification through another Training Provider but have not completed clinical requirements, must apply for a Trainee position; should you be successful with this application, you may then submit an application for RPL (recognition of prior learning) to the RPL Assessor.

Student Paramedic Officers may make application for RPL/RCC at any time during their training. Information on how you may apply for RPL/RCC is included in PTC General Information booklet (GIB) issued to all Trainee Paramedics prior to commencing training.

All Trainee/Student Paramedic Officers appointed to full-time positions with SJAA Ambulance Service are required to complete the various units in this course of study concurrently with full-time employment.

Students attend the PTC facility located at Casuarina HQ for all residential units. Student Officers appointed to centres outside of the Darwin operational area travel into Darwin to attend these

residential units. SJAA Ambulance Service will meet these costs and make all travel and accommodation arrangements for students.

The Diploma of Paramedical Science (Ambulance) contains 20 compulsory units and 2 elective units. The Ambulance Service sponsors all officers through this qualification. No fees are levied. Student paramedics are required to provide their own (prescribed) text books and stationery. Information regarding this is covered in detail in PTC – GIB issued to all Trainee/Student Paramedics.

On the successful completion of the Diploma of Paramedical Science including the necessary clinical logbooks together with the approval of the SJAA Ambulance Service an Officer is elevated to the position of Paramedic.

Intensive Care Paramedics

When the Officer has achieved the Diploma level qualification and has had 12 months experience as an unsupervised Ambulance Paramedic, they may apply for nomination into the Advanced Diploma qualification. When the Advanced Diploma is fully and successfully completed the Officer will achieve the pinnacle of paramedic practice, Intensive Care Paramedic status. As a time-guide a person entering the service as a Trainee Paramedic Officer can take approximately three years to reach Ambulance Paramedic status and five years to reach Intensive Care Paramedic status.

Officers at Paramedic level may be given the opportunity of completing helicopter underwater escape training (HUET), basic offshore survival (BOSS) and Confined Space (BA) courses. This allows the Officers to work in off-shore environments such as exploration vessels and oil rigs.

Katherine and Tennant Creek Relief Roster

Applicants appointed to Trainee Ambulance Paramedic positions may also be required to undertake limited rotations of duty in Katherine or Tennant Creek. Accommodation is provided should you be required to relieve in these centres. This is a compulsory requirement and a condition of employment.

Probationary period

A six-month probationary period is applicable to all employees appointed to a Trainee and/or Student position. Additionally, all students are monitored during their study towards their Diploma to ensure adequate progress for completion of all academic and practical requirements. Failure to attain these standards of progress may result in disciplinary action that may include termination of employment.

CONDITIONS OF EMPLOYMENT

A BRIEF OVERVIEW

All SJAA paramedics are covered by the St John Ambulance Australia Northern Territory Award 2005, the St John Ambulance Australia Northern Territory Collective Agreement 2007 and the St John Ambulance Australia (NT) Inc (Katherine Region) Employment Collective Agreement 2007.

Base rate of pay (2008 / 2009)

As at 1 July 2009

Trainee Ambulance Paramedic	\$42259 pa
Student Paramedic	\$49962 pa
Paramedic	\$54239 pa
Intensive Care Paramedic	\$55270 pa

Penalty payments

Penalty payments applicable to the above base rates are dependent on the type of roster an officer undertakes. When operating as a crew member penalties are paid for shift work, overtime, working on public holidays, on-call and recall, ordinary roster hours in excess of 80 hours in a fortnight.

Officers permanently appointed to 10/14 or 12/12 (this is two by 10 hour day shifts, 2 by 14 hour night shifts) followed by four days off Roster Line, a penalty allowance is paid in lieu of a number of the above penalties and this is additional to the rates indicated above.

Annual leave lines form a part of this rotating roster and officers appointed to this roster on a permanent basis are required to take leave in accordance with the roster.

Annual leave is eight weeks per completed year of service. Officers working on a permanent 24/7 roster line receive an additional 5 days leave per year.

Shift Combinations

Shift arrangements vary throughout the Regions. Combinations can be:

- ❖ 10/14 (2x 10 hour days, 2 x 14 hour night shifts) followed by 4 days off;
- ❖ 12/12 (2 x 12 hour days, 2 x 12 hour night shifts) followed by 4 days off;
- ❖ morning and afternoon shifts followed by period of on-call at night and over full weekend;
- ❖ 4 x 8 hours shifts (day and evening) with two days off. Evening shift is followed by 8 hours of on-call.

FROM APPLICATION TO APPOINTMENT – THE PROCESS

APPLICATIONS

Applicants should submit a written application. The application must include:

- An application form (attached at back of this guide);
- Comment against each of the key selection criteria – **listed below**;
- A current curriculum vitae that covers personal details, qualifications, previous experience and details of last three previous employers;
- A current criminal history report (within the last three months) or evidence of obtaining same – **see below**;
- A passport-sized photograph of yourself;
- A written statement supporting your application – **see below for details**;
- Certified copies of current first aid certificates;
- Certified copies of motor vehicle licences;

- At least three referees (name, relationship to the candidate, organisation, contact details); and
- Contact details during business hours.

Some more tips for completing your application to ensure the best outcome are included at the back of this Kit.

Selection Criteria

Selection criteria are key elements of the decision about whom to appoint. It is therefore very important that you take time to present relevant evidence to demonstrate that you meet these criteria. The panel does not want theory or opinion – it is looking for you to show that your experience and knowledge are sufficient to enable you to do the job.

Try to keep your responses to no more than a third to half a page of A4 size. One or two examples against each criterion are generally sufficient to convince the panel of your suitability.

Please note: if you do not address each criterion, your application may not be considered. The panel will generally not look further into your curriculum vitae to make a decision about a selection criterion; it is up to you to highlight the evidence.

The requirements of a Trainee Ambulance Paramedic are as follows:

Applicants should

- ❖ Be of suitable character and maturity;
- ❖ Have a high standard of personal appearance and hygiene;
- ❖ Meet the minimum educational requirements of passes in Year 12 maths and English (or be prepared to attain them); or
- ❖ Be able to demonstrate the ability to pass the course of study (this can be through work or other forms of study);
- ❖ Ideally hold a light rigid licence. As a minimum applicants must hold a current unrestricted Drivers Licence, (clear photocopy of the licence required);
- ❖ Have permanent residency status or Australian citizenship;
- ❖ Hold a current first aid certificate issued by a recognised training provider – (a certified photocopy of the certificate is required);
- ❖ Hold a current (within 3 months) Criminal History Report, or evidence of obtaining same.

Criminal History Report

Please complete the Northern Territory Police Safe NT Criminal History Check – Application C. Please choose **NAME Check \$50**.

Ensure that section G indicates the original results of the check are to be sent directly to:

St John Ambulance Australia (NT) Inc.
PO Box 40221
CASUARINA NT 0811

Please ensure checklist and payment options on page 6 are completed and send to:

SAFE NT
PO Box 39764
WINNELLIE NT 0821

If you have been issued with a Criminal History report that is less than 3 months old you do not need to apply for another report, if you have a copy of the report please ensure it is certified and attached to your application.

Written Submission – 500 words

We require from you a submission of 500 words (can be in dot point form – hand written or typed) on why you wish to become a Paramedic Officer. This should include a description of what you think the job is about, what qualities you have that make you suitable for the role, and what kind of contribution to the community and to SJAA's standing within the NT you'll be able to make.

Referees

Please ensure that your referees include at least two who are able to offer valid comment regarding your work skills and experience. You may also include a character referee, who is not a family member, to confirm a particular characteristic you possess or specific non-work experience that could assist you in your application.

Referees should be current (relevant to work or experience within the past 12 months), and prepared to provide information to the selection panel within a short timeframe. Should the panel be unable to contact a referee within a reasonable timeframe, you may be asked to provide an alternative referee at short notice.

THE INTERVIEW

The selection panel will assess each written application and determine a shortlist of candidates for interview. It is essential that all required information is supplied with each application, otherwise it may not be considered (see checklist above).

Generally interviews are arranged within a month after the date of closure of applications, and whilst every attempt is made to give applicants as much notice as possible, SJAA will seek to expedite its processes. Applicants should therefore ensure that they are reasonably available for the period immediately following the date of closure of the applications.

All interviews will be in person and take place in Darwin.

Interviews vary in length from 30 minutes to one hour. They are structured to enable the panel to make a fair and equal assessment of each candidate. The selection panel will take notes, and mark responses to questions in accordance with a scoring grid. The panel will offer applicants the opportunity to ask a few brief questions as well.

Other Assessments

Shortlisted candidates will be required to undertake assessments that will form the next part of the selection process:

- ❖ Group Challenges bring together a group of candidates that are presented with a situation and are required to work together to find a solution.
- ❖ Each candidate is presented with a general topic and will be required to handwrite approximately 500 words on the topic;
- ❖ Each candidate will be required to complete a General Reasoning Assessment, a Values and Motives Inventory and a Personality Questionnaire which will take approximately 1 hour and 30 minutes. All assessments will be conducted online.
 - The General Reasoning consists of three timed tests to measure your ability to work with verbal, numerical and abstract information.
 - The Values and Motives and Personality Questionnaire asks questions concerning your interests, preferences and feelings about a range of things.

Upon successful completion of the first three assessments and an interview, you will then be requested to perform:

- ❖ Written and practical first aid assessment that will include CPR;
- ❖ You will be individually or as a part of a small group be assessed by a member of the Defensive Driving team. This assessment is not to assess your ability to drive at high speed but to assess your driving manner and habits.
- ❖ Medical Examination and Functional Capacity Assessment;

Medical Examination

The medical will include a PEM and a functional capacity assessment this will include the following areas;

- Full medical history based on a comprehensive five-page questionnaire, including detailed review of work injury and rehabilitation history
- Full musculoskeletal examination
- Examination for hernias
- Epworth Questionnaire (fatigue assessment)
- Urinalysis for diabetes or kidney/bladder disorder
- Cardiac and respiratory examination.
- Vision assessment including colour blindness/ visual perception
- Instant Drug screening
- Audiometry (hearing test)
- Spirometry (lung function test)

Functional Capacity Evaluation

This is a comprehensive evaluation of your ability to perform a variety of activities and tasks that could reasonably be expected of a Paramedic. It reports or assesses your body's ability to function with minimal risk of injury when it is at its most fatigued limit. The evaluation takes approximately 3 hours. **Minimum lifting weight that you will be assessed on is 25 kg for female applicants and 30 kg for males.**

- ❖ The functional capacity assessment is a test of a candidate's capacity to undertake work postures and work activities.
- ❖ Consideration has been made when designing this assessment to simulate work tasks that may be required of a paramedic.
- ❖ Candidates will be asked to undertake a range of activities including bending, reaching, squatting, lifting, performing transfers (floor and bench height), carrying and pushing and pulling.
- ❖ As per the demands of the position, the candidate may be required to lift to a heavy capacity this may include lifting up to 45kg as per the US definitions of a heavy work.
- ❖ Consideration is taken as to the candidate's body weight and they will not be asked to lift more than 60% of their body weight.

- ❖ Throughout the lifting assessment the candidate's heart rate and lifting technique will be monitored if there are any concerns the testing will be ceased.
- ❖ A three minute step test is carried out to test the candidate's fitness. They are also required to perform a range of sustained postures including reaching, squatting and kneeling.
- ❖ The candidate will be asked to demonstrate fine motor skills as well as the ability to climb stairs. Abdominal, quadriceps and back strength and flexibility will also be assessed.
- ❖ The candidate will not be asked to undertake any task that they do not feel able to perform.
- ❖ Specific recommendations will be made according to the results of the functional capacity assessment.

When asked to attend a functional capacity evaluation, please ensure you wear appropriate clothing and footwear, which will enable you to undertake the above exercises.

THE SELECTION PROCESS

At the end of all the assessments, panel members confer to discuss their preferred candidate/s and compile a short list of applicants to progress to the next stage of selection.

The chairperson (or delegate) of the panel will conduct reference checks. The candidate will be advised of this beforehand to ensure the referees are still current, and to enable him / her to inform the referees that they will be contacted shortly.

APPOINTMENT

Once all assessment reports are completed and reviewed, the Selection Panel re-convenes to finalise their selections for appointment as a Trainee Ambulance Paramedic and entry to the Diploma of Paramedical Sciences with the St John Ambulance Australia (NT) Inc Paramedic Training College in Darwin. A written offer of employment will be made. Once a letter of acceptance is completed and returned to SJAA, the process of recruitment and selection is complete.

RELOCATION

In some cases, SJAA may assist new staff with relocation expenses. Information regarding this will be provided at the time of offer of employment.

SPECIAL NEEDS

SJAA is an equal employment opportunity employer. SJAA's policy allows the organisation to make reasonable adjustments to meet the needs of a person from a different cultural background or with a disability. If you have a special requirement, it is important to advise us either in your application or by direct contact with the Human Resources Manager as soon as you make application.

YOUR RECORDS

SJAA retains the documentation relating to the selection process for a period of twelve months following the appointment of the preferred candidate. Applications may be used to identify suitable candidates for positions that may arise during that period; please indicate on your application form whether you are willing for this to occur.



TRAINEE AMBULANCE PARAMEDIC APPLICATION FORM

PERSONAL PARTICULARS FORM

Surname:		Given Names:		
Preferred Name:	Date of Birth	Age:	Sex:	
Postal Address				
State		Postcode:		
Residential (if different from above)				
State		Postcode		
Telephone: Home:	Work:	Mobile		
E-mail Address:				
Place of Birth:(Town)	(State)	(Country)		
If not Australia, date of arrival in this country: / /		Preferred Centre of Appointment		
Are you an Australian Citizen? YES / NO				
If you answered NO above are you permitted to work in Australia YES / NO (please enclose certified copies of supporting documentation)				
Highest education level COMPLETED YEAR 10 [] 11 [] 12 []				
UNIVERSITY -				

Last school attended		
Further studies/certification		
Trade certificate		
Other Skills		
First Aid Certificate No:	Drivers Licence No:	Class and/or restrictions:
Expiry Date	State Issued	
St John Ambulance Australia – Operations Branch Membership Number:		Years of Service
Division & State:		
Nominated Referee: Relationship to Applicant: Phone / Email Contact Details		
2nd Referee: Relationship to Applicant: Phone / Email Contact Details		
3rd Referee: Relationship to Applicant: Phone / Email Contact Details		

INSTRUCTIONS FOR COMPLETING YOUR APPLICATION

A CHECKLIST

Applications that do not meet these guidelines may not be considered.

All applications received will be acknowledged on receipt and at the conclusion of selection processes.

Please use plain white paper only.

Do not include your application in any type of folder.

Record your surname and the page number at the top right hand corner of every page.

- An Application Form;
- Comment against each of the key selection criteria;
- A current curriculum vitae that covers personal details, qualifications, previous experience and details of last three previous employers;
- A current criminal history report (within past year) or evidence of obtaining same;
- A passport-sized photograph of yourself;
- A written statement supporting your application;
- Certified copies of current first aid certificates;
- Certified copies of motor vehicle licences;
- Contact details during business hours.

Do not put your application in any type of folder

Do not attach originals of certificates

Mailing address for your application:

**Human Resources Manager
St John Ambulance Australia (NT) Inc
PO Box 40221
CASUARINA NT 0811**

Emailed applications are preferred providing the application is in a Word or PDF format and in one file:

jobs@stjohnnt.asn.au

If you have elected to submit your application electronically and it cannot be opened or it has more than one attachment it will be returned to you and will not be considered unless re-submitted in the required format.

Please ensure your application is received by the closing date and time.