



St John Ambulance Australia (NT) Inc.

Graduate Intern Paramedic Application Kit



We're here
for you 

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Introduction

Thank you for your interest in career as a Paramedic with St John Ambulance Australia (NT) Inc. (St John NT)

It takes a special person to become a Paramedic. You are at the forefront of medical care every day. To be successful you need to be confident and able to make fast, smart decisions based on quick assessments of patients in highly stressful and emergency medical situations.

As a Paramedic with St John NT, you will be helping the organisation to reach its goal of being the leading provider of first aid and ambulance services in the Northern Territory. That takes working to our values.

Are you thinking this job might be right for you?

This application kit outlines how to go about becoming a Graduate Intern Paramedic with St John NT.

St John Ambulance Australia (NT) Inc. GRADUATE INTERN PARAMEDIC PROGRAM

The St John NT Intern Paramedic Program is designed to transition university graduates into becoming qualified ambulance paramedics. Graduates Intern Paramedics are employed on an 18 month contract during which time they are required to be credentialed to obtain an Authority to Practice.

St John NT is an Equal Employment Opportunity Employer. We encourage applications from women, Aboriginal and Torres Strait Islander people and people from a range of ethnic, racial and religious backgrounds.

Our Mission

To be the leading provider of first aid and ambulance services in the Northern Territory.

Our Values

We live the mission by practicing these values:

Integrity

Acting honestly and reliably when delivering our services

Respect

Treat our people with respect at all times: ourselves, our colleagues, our members and all the people we support.

Quality

Highest quality service delivery, training, development and clinical standards.

Dedication

Actions are undertaken with commitment, enthusiasm and loyalty protecting our people, our patients and the environment.

Compassion

Caring about all members of the community.



The St John Ambulance (NT) Inc. Service

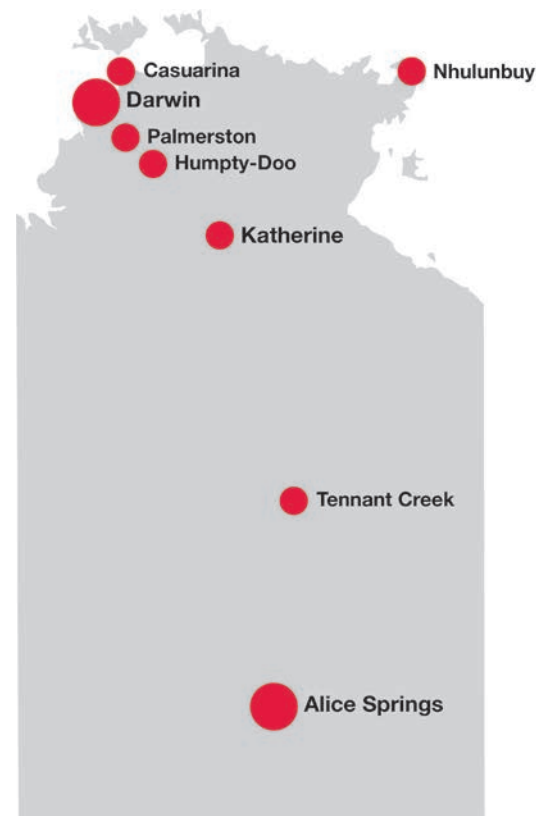
St John NT has been active in the Northern Territory for over 70 years with a long, proud history nationally and internationally dedicated to helping people in sickness, illness or danger and with a strong commitment to volunteerism. We are a community minded organisation providing volunteer first aid services and community education to build resilience and public safety. We are contracted by the Northern Territory Government to provide the road ambulance emergency response in key locations across the Northern Territory.



The area of responsibility is large and some residents are located in very remote areas that are not always accessible by road.

Our ambulance centres are located in the Darwin area, Katherine, Nhulunbuy, Tennant Creek and Alice Springs.

We provide a comprehensive response service to the sick and injured. It commences with first aid training to the public, extends to the provision of first aid services at public events and culminates in a high quality patient transport and ambulance service, delivering pre-hospital emergency care



Our Ambulance Centres

What it means to be a Paramedic

The role of a Paramedic is rewarding, challenging, and demanding. The prime objective for a Paramedic is the efficient and competent treatment and transportation of the sick and injured, within the scope of the Paramedic's training and experience. It involves daily contact with people in crisis. Routinely, the Paramedic's role involves unpleasant sights including serious injury and death of children and interacting with distressed, angry and anxious relatives and loved ones.

Our Paramedics are likely to be confronted by unpleasant experiences which can challenge their personal values, beliefs and coping style and is outside the usual range of human experience for people not working in emergency services or regional/remote health care.

The public have a high expectation of the assistance that a Paramedic can provide to them and while a Graduate Intern Paramedic, 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.

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

Paramedics are required to work shift work, weekends and public holidays, including Christmas Day and New Year's Eve.

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

- ✓ Using patient lifting devices, stretchers, carry chairs
- ✓ 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 a hazardous material scenes such as a chemical spill, industrial fire or accident
- ✓ Treating patients at heights such as rooftops and building sites
- ✓ Working outside in high humidity and extreme heat

Graduate Interns must be prepared to accept a posting to a remote or rural location such as Katherine, Tenant Creek, Nhulunbuy and Alice Springs.



Application flow chart

Application

- ✓ Cover letter
- ✓ Resume / CV
- ✓ Responses to the Selection Criteria
- ✓ Completed Personal Details and Check List form
- ✓ Certified copies of all requested documentation (Passport or Birth Certificate, National Criminal History Check, Ochre Card (Working with Children Card), Drivers Licence, Immunisation Records and Transcript of academic achievement)



Shortlisting

Candidates Shortlisted



Unsuccessful candidates are advised via email



Shortlisted candidates are advised via phone.
Emails are sent confirming the scheduled date and times for Round 2.



Round 2

Interviews, group challenge, driving assessment, pre-employment medical examination, functional capacity evaluation, clinical assessment and psychometric assessment.



Results from Round 2 assessments collated



Unsuccessful candidates are advised via email



Conduct reference checks and choose successful candidates.



Successful candidates will be advised of their commencement date and sent a contract.

The Recruitment Process

The process undertaken by all candidates involves a number of assessments. This is to ensure that St John NT selects candidates based on merit and employs the highest standard of Interns.

During the first round, your application will be assessed and compared with other candidates. Panel members will confer to compile a short list of candidates to progress to round two. (your referees may be contacted during this stage of the process).

Unsuccessful candidates will be notified and successful candidates will be required to travel to Darwin or Alice Springs for round two of the selection process.

Round two of the selection process includes an interview, group challenge, driving assessment, pre-employment medical examination, functional capacity evaluation and a psychometric assessment. Following receipt of the results of the assessments, reference checks will be conducted.

- **Interview** All interviews will be in person. 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 with a scoring grid. Opportunities will be given to applicants to ask questions.
- **Group Challenges** Bring together a group of candidates that are presented with a situation and are required to work together to find a solution.
- **Driving Assessment** You will individually or as part of a small group be assessed by a Driving Assessor. This assessment is not to assess your ability to drive at high speed but to assess your driving manner and habits.
- **Psychometric Assessment** Each candidate will be required to complete a Psychometric Assessment.
- **Clinical Assessment** General clinical knowledge assessment

The Pre-Employment Medical Examination will include:

- ✓ Full medical history based on a comprehensive 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)

Medical and Function Capacity Assessments

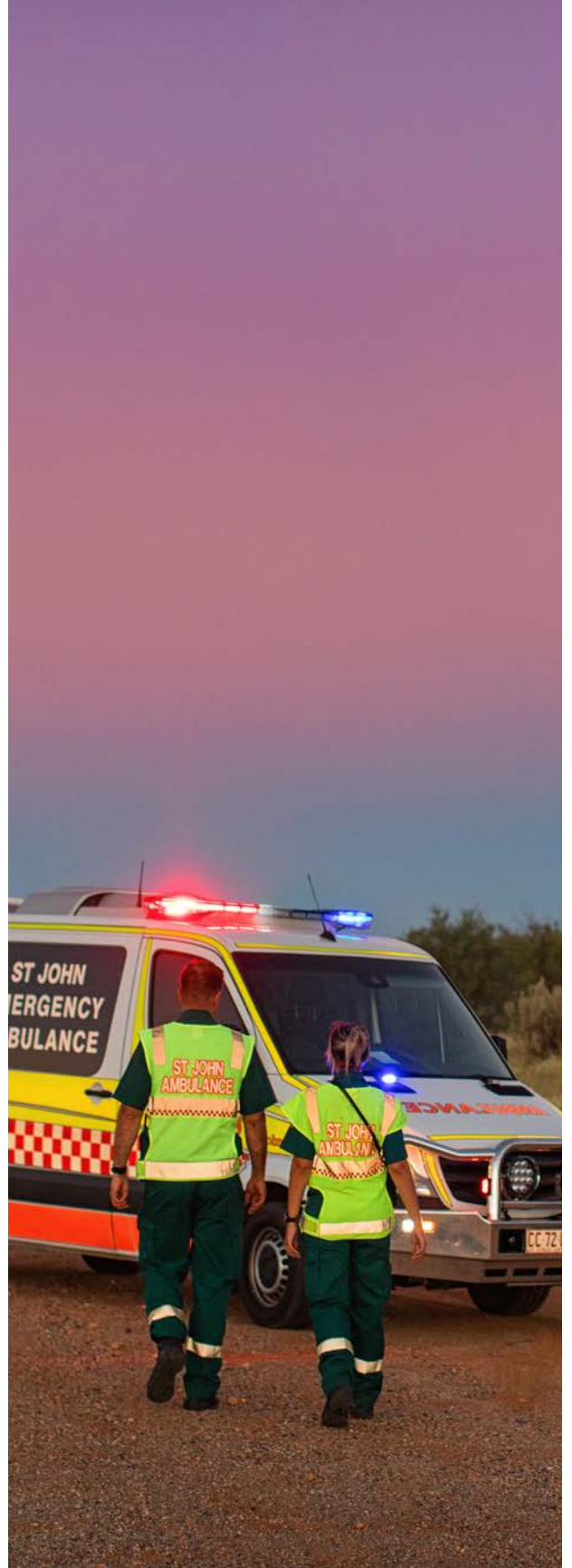
Please note as part of the application process you are required undertake a mandatory medical examination and functional capacity evaluation. The cost of the medical and the functional capacity evaluation is to be covered by the candidate and will need to be undertaken by Jobfit and Darwin Physiotherapy. Information regarding this assessment will be sent via email when it is required during the recruitment process.

Functional Capacity Evaluation

St John Ambulance Australia (NT) Inc. require candidates for employment to have a minimal functional capacity assessment in order to be able to safely tolerate the stressors of everyday tasks. The functional capacity assessment comprises of flexibility, strength and aerobic endurance.

The evaluation includes

- **Aerobic**
Assessed through a step test with recovery heart rate recorded
- **Flexibility**
Assessed through maintaining a squat position, straight leg raises, sit and reach touching toes, which demonstrates good hamstring flexibility.
- **Strength**
General - Demonstrate appropriate manual handling techniques while lifting and carrying a variety of loads up to 20kg repetitively.
Core – Abdominal endurance, lower back endurance and head lifts



Selection Criteria for the Intern Paramedic Program

Candidate must address the selection criteria and provide substantive evidence to justify their claims against each criterion.

All licences, qualifications and essential documentation must be certified true copies.

Experience	<ul style="list-style-type: none"> • Previous experience working in health care environment with a customer focus - desirable
Clinical Understanding	<ul style="list-style-type: none"> • Demonstrate understanding of clinical excellence and how you apply that to your practice
Organisational Skills	<ul style="list-style-type: none"> • Ability to uphold the values and principles of St John NT • Adhere to policies and guidelines regarding confidentiality and patient sensitivity • Exhibit self-motivation including a commitment to continually improve and update skills • Have a willingness to work in a small team environment
Interpersonal Skills	<ul style="list-style-type: none"> • Proven ability to communicate verbally and in writing, professionally and accurately to a high level • Ability to work under pressure • Proven ability to work with competing demands and within time frames • Demonstrated commitment to maintaining medical, physical and psychological well-being in order to safely undertake all the duties of a Paramedic
Health Issues	<ul style="list-style-type: none"> • Demonstrate your understanding of the health issues impacting indigenous Australians in the Northern Territory

Requirements of the Position

- ✓ Hold a full unrestricted NT “C” class manual drivers’ licence or interstate equivalent. (Upon relocation to the NT, applicants are required to obtain a NT drivers’ licence within three months and submit to HR team)
- ✓ Complete a National Criminal History check through the relevant State or Territory police service. This check must be no older than three months old at date of application.
- ✓ Hold or be eligible to obtain a Northern Territory Working with Children Card (Ochre Card). (Successful candidates will be required to obtain an NT Ochre Card prior to commencement).
- ✓ Provide proof of Australian Citizenship or Permanent Residency (i.e. passport, birth certificate)
- ✓ Immunisation record showing vaccine or immunity to the diseases listed on the next page.
- ✓ Full driving history report (last 10 years)

Essential Criteria

- ✓ Provide evidence of having successfully completed a Bachelor Degree in Paramedical Science from a Council of Ambulance Authorities (CAA) accredited tertiary institution with a minimum GPA credit.
- ✓ Provide evidence of Application for Paramedic Registration and be able to obtain Registration through AHPRA.
- ✓ Provide contact details of at least two professional referees, with one being your most recent direct Supervisor.

Immunisation record showing vaccine or immunity to:

Disease	Pre-employment Vaccination Evidence
Given Names	Family Name
Diphtheria, Tetanus, Pertussis (Whooping Cough)	One adult dose of diphtheria/tetanus/ pertussis vaccine (dTpa). Must consent and agree to further vaccinations, to occur every 10 years since previous adult vaccination.
Hepatitis A	History of completed age appropriate course of Hepatitis A vaccine and documented serology results or documented evidence indicating past Hepatitis A infection.
Hepatitis B	History of completed age appropriate course of Hepatitis B vaccine and documented serology results or documented evidence indicating past Hepatitis B infection.
Measles, Mumps, Rubella (MMR)	Two (2) doses of MMR vaccine at least one month apart; OR Positive IgG for measles, mumps and rubella
Varicella (Chicken Pox)	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 for varicella; OR History of chickenpox or physician diagnosed shingles (serology test if uncertain).
Influenza	Influenza vaccination is optional
Tuberculosis (TB)	Tuberculin Skin Test (TST) results or Quantiferon-TB Gold test results.

Conditions of Employment

Hours of Work

Hours of work are dependent on employment location.

Employment conditions are identified in the St John Ambulance Australia (NT) Inc. Ambulance Enterprise Agreement.

Graduate Intern Paramedic Induction

New employees being employed as a Graduate Intern Paramedic will successfully complete the following process within their first eight weeks:

- ✓ Skills Validation
- ✓ Equipment/Vehicle Orientation
- ✓ Emergency Driving
- ✓ Patient Care Scenarios

Following a successful induction you will be the second person on a crew in an emergency ambulance and you will be able to practice under supervision to the scope of a Paramedic. The graduate internship is a 12 month program that covers all aspects of patient care and clinical judgement. The program assessment includes:

- ✓ Classroom based education
- ✓ On-road experience
- ✓ Formative and summative assessments
- ✓ Clinical reflections and learning plans

Summary of Costs

The following is a breakdown of the costs you can expect to pay throughout the Recruitment Process:

Travel to attend interview	varies
Accommodation for interview	varies
Academic Transcript	varies
Immunisation	varies
National Police Check	\$70 approx
Full driving history report	varies
Working with Children Card	\$70 approx
Functional Capacity Evaluation	\$154
Medical Assessment (Jobfit)	\$200 - \$400
Psychometric Assessment	no cost
Application processing/ Assessment	no cost
Reference Checking	no cost
Group & Individual Assessments	no cost

Cost of assessment at Jobfit centre \$200 if non-Jobfit location cost will be approx. \$400.

To Apply

Go to the St John NT Careers website :
stjohnnt.connxcareers.com

Intern Paramedic Program

Personal Details & Checklist Form

Please complete this form and include with your application.

Date	
Given Names	Family Name
Residential Address	
Postal Address	
Mobile No.	
Email Address	
Are you of Aboriginal or Torres Strait Islander origin? <input type="checkbox"/> YES Aboriginal <input type="checkbox"/> YES Torres Strait Islander <input type="checkbox"/> NO	

Checklist

Cover Letter	<input type="checkbox"/>
Resume Including two professional referees	<input type="checkbox"/>
Responses to the Selection Criteria	<input type="checkbox"/>
Proof of Australia Citizenship or permanent residency (i.e. passport, birth certificate)	<input type="checkbox"/>
Certified copies of all requested documentation including academic transcript	<input type="checkbox"/>
Immunisation records	<input type="checkbox"/>
This form	<input type="checkbox"/>

All documents are to be emailed to jobs@stjohnnt.asn.au

The maximum size per email must be less than 10 megabytes, multiple emails will be accepted.

If you require assistance with the required documentation, please contact the Recruitment Officer on (08) 8922 6200

