St John Ambulance Australia (NT) Inc.

Graduate Paramedic Internship
Table of contents

Introduction 3
The Ambulance Service 4
What it means to be a Paramedic 5
The Selection Process 6
Application flow chart 7
Selection Criteria for Graduate Paramedic Internship 8
Conditions of Employment 9
Personal Details & Checklist Form 11
Introduction

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

St John Ambulance Australia (NT) Inc. is an Equal Employment Opportunity Employer and encourages applications from women, Aboriginal and Torres Strait Islander people and people from a range of ethnic, racial and ethno-religious backgrounds.

It takes a special person to become a Paramedic. They are the front-line of medical care every day. They are confident and able to make fast, smart decisions based on quick assessments of emergency medical situations.

Our Paramedics are among the best, carrying on that proud tradition to be the best ambulance service in Australia. That takes individual commitment and hard work, two qualities vital in all our Paramedics.

Are you thinking this job might be right for you? This brochure outlines how to go about becoming a Paramedic with St John Ambulance Australia (NT) Inc. You are now taking the first step towards a highly rewarding career.

St John Ambulance Australia (NT) Inc Graduate Paramedic Internship.

The St John Ambulance Australia (NT) Inc Graduate Paramedic Internship is designed to transition university graduates into becoming qualified ambulance paramedics.

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 Ambulance Service

St John Ambulance Australia (NT) Inc. is contracted by the Northern Territory Government to provide a Territory wide Ambulance Service delivering pre-hospital emergency care to the sick and injured.

The area of responsibility is large although the population is small, some residents are located in very remote areas. Not all areas are accessible by road, these remote locations are serviced by Careflight in the top half of the Territory and the Royal Flying Doctor Service in Central Australia.

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

St John Ambulance Australia (NT)

St John in the Northern Territory provides 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.
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, interacting with distressed, angry and anxious relatives and loved ones.

The prospective Graduate Paramedic should be fully aware of the likelihood of being confronted by these and other unpleasant experience which may challenge 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 Graduate 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.

In applying for a position as a Graduate Paramedic you may expect that at some time during your employment with the organisation you will be required to work public holidays, including Christmas Day and New Year’s Eve.

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 environment 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

Graduates must be prepared to accept a posting to a remote or rural location.
The Selection Process

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

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

Unsuccessful applicants will be notified and successful applicants will be required to travel to Darwin for the second stage of assessments.

Stage two of the selection process includes an interview, group challenge, driving assessment, pre-employment medical examination, functional capacity evaluation and a psychometric assessment.

- **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 a 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 Assessments** Each candidate will be required to complete Psychometric Assessments.

**The Medical Examination will include a pre-employment medical.**

- 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)

**Functional Capacity Evaluation**

St John Ambulance Australia (NT) Inc. require candidates for employment to have a minimal functional capacity 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 Ambulance Service

Cover letter
Resume
Personal Details and Check List form
Certified copies of all requested documentation (Police check, Ochre Card (Working with Children card) Drivers licence, Immunisation records, Transcript of academic achievement)
All selection criteria addressed

Round 1
Applicants shortlisted

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

Round 2
Interviews, group challenge, driving assessments, psychometric assessments, pre-employment medicals and functional capacity evaluations.

Results from Round 2 assessment collated
Unsuccessful applicants are advised via email

Conduct reference checks and consider applications

Successful applicants will be advised of their commencement date and contract sent.
Selection Criteria for Graduate Paramedic Internship

Applicants must address the selection criteria below and provide substantive evidence to justify their claims against each criterion. All copies of documentation must be certified true copies. Other criteria require a written statement taking into account your abilities, experience and personal qualities relevant to the position.

☐ Uphold the values and principles of St John Ambulance Australia (NT) Inc.

☐ Have successfully completed a Bachelor Degree in Paramedical Science from a Council of Ambulance Authorities (CAA) accredited tertiary institution with a minimum GPA credit.

☐ Demonstrated written and verbal communication skills including the ability to communicate effectively with all staff and patients with ethnic, racial and ethno-religious backgrounds.

☐ Possess a good standard of general health and physical fitness in order to meet job requirements.

☐ Demonstrated ability to work within a team environment.

☐ Computer literacy and demonstrated ability to learn and operate new software.

☐ Must 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 3 months.

☐ Complete a National Criminal History check through the relevant State or Territory police service. This check must be no longer than 3 months old at date of application. Appointment is dependent on a satisfactory result.

☐ Do you have OR are you eligible to obtain a NT working with Children Card. A current Working with Children card (Ochre Card) is required prior to commencement.

☐ Provide contact details of at least two professional referees, with one being your most recent direct Supervisor. 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.

☐ Immunisation record showing vaccine or immunity to:
  ✓ Hepatitis A
  ✓ Hepatitis B
  ✓ MMR (Measles, Mumps & Rubella)
  ✓ DTPA (Whooping Cough, Tetanus & Diptheria)
  ✓ Annual Influenza
  ✓ Varicella (Chicken Pox)
  ✓ TB Screening
Conditions of Employment

Hours of work

During induction your hours will be Monday to Friday 8.30am to 4.30pm. When working on-road Paramedics generally work a 4 day on, 4 day off roster. The first 2 days are day shifts followed by 2 night shifts. Hours of work are dependent on employment location.

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

Graduate Paramedics Induction

New employees being employed as a Graduate Paramedic will successfully complete the following process. Complete a 6-week induction including:

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

Following the induction, Interns will spend 8 shifts as an observer and subsequently assigned to work with a mentor. The internship is competency based and prepares the intern to sit for their Authority to Practice Assessment consisting of:

- Theory Assessment
- Panel Interview
- Patient Care Scenerio

After a minimum of 6 months a Graduate Paramedic may apply to sit for their Authority to Practice. An Authority to Practice consists of successfully completing the following:

- E-Learning test (Clinical Practice Manual exam) with a passing score (80%)
- Panel interview
- Scenario

Contact us

To find out more information please contact our Recruitment Officer on (08) 8922 6200 or email jobs@stjohnnt.asn.au.
**Graduate Paramedic**

**Personal Details & Checklist Form**

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given Names</td>
</tr>
<tr>
<td>Residential Address</td>
</tr>
<tr>
<td>Postal Address</td>
</tr>
<tr>
<td>Mobile No.</td>
</tr>
<tr>
<td>Email Address</td>
</tr>
<tr>
<td>Are you of Aboriginal or Torres Strait Islander origin?</td>
</tr>
</tbody>
</table>

**Checklist**

- Your current resume including two professional referees
- Answers to the selection criteria
- Proof of Australia Citizenship or permanent residency (i.e. passport, birth certificate)
- Certified copies of all requested documentation including academic transcript
- Vaccination records
- This form

All documents are to be emailed to jobs@stjohnnt.asn.au. If you require assistance with the required documentation please contact the Recruitment Officer on 08 8922 6200
For more information on this position, or anything else you might be interested to know about St John Ambulance Australia (NT) Inc., please contact the Human Resource Department on (08) 8922 6200 or by email jobs@stjohnnt.asn.au

St John Ambulance Australia (NT) Inc.