



# National Graduate Recruitment Pathway

A handbook for New Zealand and Australian Paramedicine Students



**Hato Hone  
St John**



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## Introduction

Tena koutou, Tena koutou, Tena Koutou Katoa, Hello to you and welcome to Hato Hone St John, New Zealand's largest ambulance service, serving 90% of Aotearoa's (New Zealand) population.

This handbook is to be utilised by those undertaking a degree in paramedicine in Aotearoa New Zealand or Australia and wishing to work fulltime for Hato Hone St John.

### Hato Hone St John New Zealand

Established in New Zealand since 1885, Hato Hone St John has grown to become one of the largest civilian service organisations in the country. Our mission today is the same as it was back then – to prevent and relieve sickness and injury, and to enhance the health and well-being of all New Zealanders.

Patient transport has always been a core service provided by St John. The first ambulance vehicle in New Zealand was 'the Ashford litter' – a simple, two-wheeled cart that was pushed along the road by four men. Today St John provides emergency and non-emergency ambulance services for approximately 90% of New Zealand's population – activity that involves state-of-the-art ambulances, four-wheel drive vehicles, motorcycles, and other specialist vehicles.

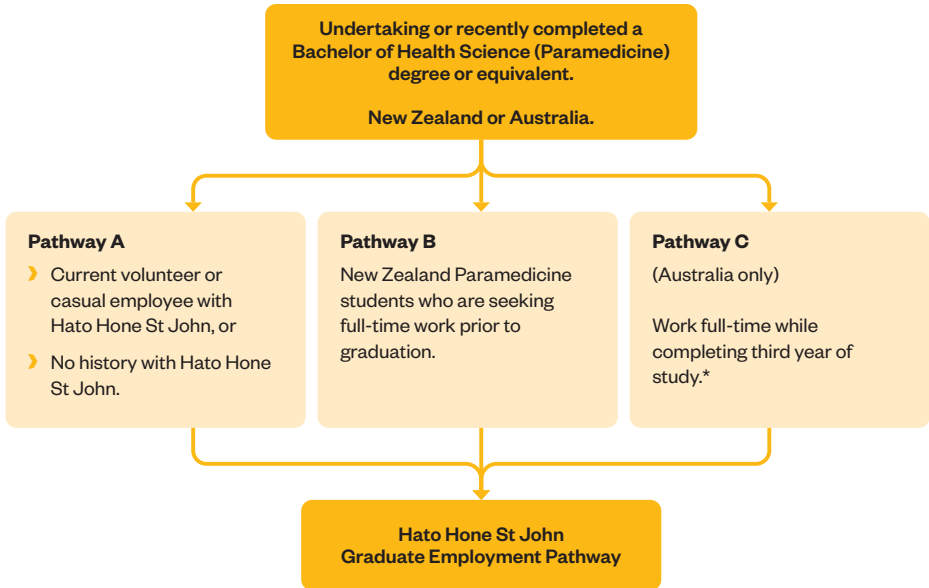
In 2022, we introduced an official change to our name recognising the connection to the people of Aotearoa New Zealand introducing Hato Hone into our name. We are proud to be the first St John organisation worldwide to do this.

### The roles

Here at Hato Hone St John, we have a diverse clinical workforce with multiple roles across the motu (country). You will find a brief explanation of the clinical roles in the appendix attached.

## Graduate employment pathway

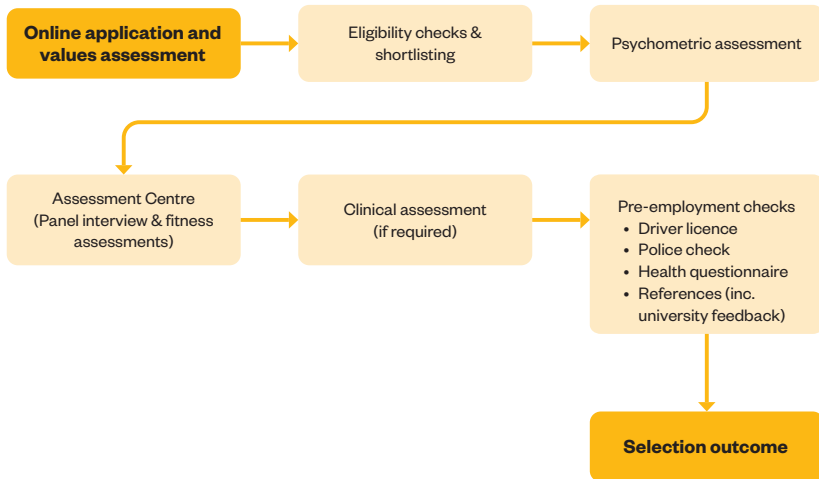
This is the start of your journey with Hato Hone St John. Provided you are undertaking, or have recently completed, a degree in paramedicine, this pathway is for you.



*\* Provided a mutual agreement exists between the Australian Tertiary Provider and Hato Hone St John.*



## Application process



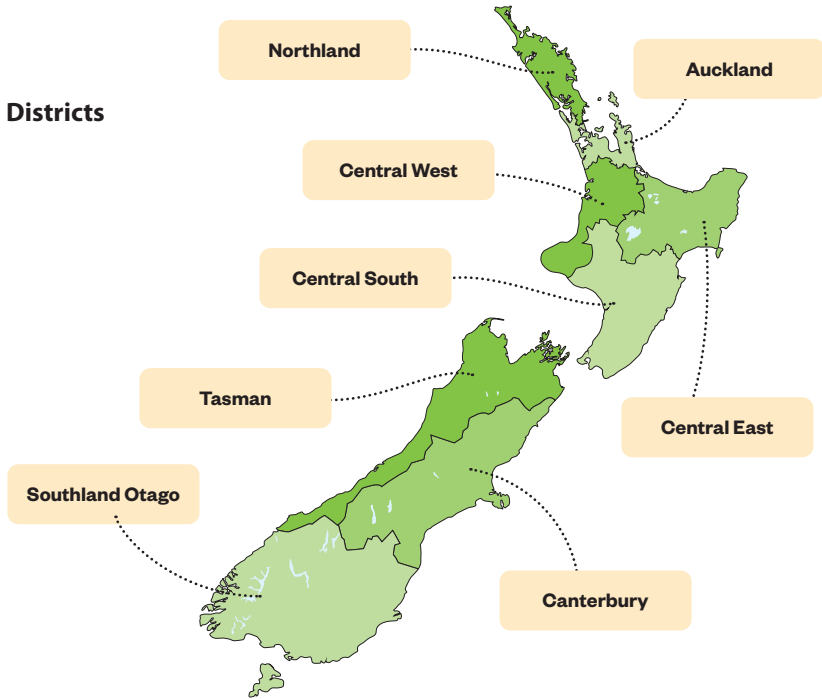
### Online application

Jobs will be routinely advertised at [join.stjohn.org.nz](https://join.stjohn.org.nz) in line with semester dates. Please read the criteria for each graduate employment role before applying to ensure you are suitable for the advertised position.

### Location

During the application process, you will be able to specify working location preferences by district. Hato Hone St John will take this into consideration, and any rationale behind your preferences, but ultimately, we will make decisions based on operational needs. We will aim to place cohorts of successful applicants in districts to ensure mutual colleagues and familiar faces throughout the start of your career following induction to operations.

## Districts



## Eligibility checks and shortlisting

Recruitment will review your application and ensure you meet the requirements of the job advertised, taking into consideration your CV, cover letter, the university where study is occurring (pathway B) and the requirements of the role. You will also be required to meet our safety checks, hold or be eligible for a full New Zealand Driver Licence, and be fit for work.

## Values and psychometric assessment

During the initial recruitment phase, candidates will be asked to undertake a values assessment. Hato Hone St John has five values that we expect from all employees of our organisation. This values assessment asks questions and presents scenarios to ensure you demonstrate attributes that we want in our place of work.

The psychometric assessment looks at your way of thinking and resilience to further provide feedback on you as a candidate. Both these assessments identify attributes and traits within applicants and the results are only used in a supporting capacity of the application, not a definitive decision-making tool.





## Interview

Generally utilising online video conferencing software, a panel interview is undertaken with the candidate. This aims to assess your foundational skills, knowledge and attributes that are required from Ambulance Officers with Hato Hone St John. This is a competency-based interview, and you will be presented with scenario-based questions, cultural competency challenges and previous experience-based questions. At this stage, there is no specific clinical competency questioning within these interviews.

## Clinical assessment

All applicants of this pathway will be required to demonstrate they can safely practice at the level of Emergency Medical Technician. A clinical interview will be undertaken if you do not hold an authority to practice with Hato Hone St John. This is purely focused on clinical knowledge and includes scene management, clinical intervention, pharmacology, and pathology within the questioning. You are required to pass this to continue with the application process.

## Employment screening

Should you be successful during the interview and reference check stages, further pre-employment screening will occur.

You will be required to provide:

- a. complete/provide a police check less than three months old, and
- b. complete Hato Hone St John Health & Safety assessment, and
- c. complete any other material or questions from the recruitment team.

## **Medical Standards**

Medical screening will be undertaken during the recruitment phase to ensure you meet Hato Hone St John Medical Standards.

Please visit this link to learn more.

Common stressors can also be found here.

## **NZ Driver Licence**

Employees are required to hold a full New Zealand Driver Licence for more than one year, or overseas applicants need to be eligible for a New Zealand full driver licence.

Any associated costs are the responsibility of the applicant. For Australian applicants, please visit Waka Kotahi NZ Transport Agency's website [here to understand the process](#). You are required to hold a New Zealand full licence within three months of signing the contract, otherwise, the contract will be revoked.

## **Referee checks**

Utilising XREF, shortlisted candidates following the interview and clinical assessment will be asked to provide two references, one must be a staff member from the university you are/have attended.

## **Selection outcome**

Following completion of all recruitment activities, Hato Hone St John will review and rank candidates in order of merit, taking into consideration every step of the assessment process. We will advise you via phone/SMS/ email of your status and, should you be successful, have a brief outline of the next steps with a contract and location of work allocation to follow. Given the large number of applicants, we may be unable to provide individual feedback to unsuccessful applicants, however, you can apply for future graduate intakes up until two years post-graduation.

## Onboarding

If you are successful, you will be sent a contract which will specify your location of work, you will also be sent further information on the induction course dates, cohort allocation and any other relevant information. You will have 5 working days to return a signed copy of the contract. Should this timeframe lapse without prior agreement, we will presume you are not interested in a position and withdraw your application.

## Training

If you are not already a member of Hato Hone St John, you will be required to attend an onboarding course. Those already with Hato Hone St John may be required to attend specific components which will be communicated as appropriate. This will comprise the following components:

- › Induction Course
- › Ambulance Risk Management
- › Driving Course
- › Clinical Practice Guideline familiarisation

Some online learning components will need to be completed before attending this course which will be communicated to you.

## Travel

Induction courses will be held throughout the country and the location may be different to your allocated area.

Your district will support you with travel costs to attend this compulsory costs as deemed appropriate.

## Operational

Once you have completed the required training components, you will begin working in an operational environment in the location allocated. There may be a short local induction period:

- › Local orientation
- › Ambulance familiarisation

## Paramedic registration

To practice as a paramedic either interdependently or under supervision in Aotearoa New Zealand, **you must be registered** through Te Kaunihera Manapoua Paramedic Council Aotearoa New Zealand.

For both New Zealand applicants and Australian applicants, the process for registration can be found here. For Australian applicants, the Trans-Tasman Mutual Recognition Act 1997 applies meaning it is vital you are registered with the Australian Paramedic Council before applying for registration in New Zealand.

## Paramedic internship

Those wishing to progress into a paramedic position must go through a paramedic internship, this can take up to six months and varies between each location.

- › **Auckland** – You will have the option to enrol in the graduate paramedic internship program during the job offer stage.
- › **Outside of Auckland** – Apply for local internship positions as instructed by your line manager.

## Hours of work

Within your contract, your roster will be specified, this will generally follow a watch-based pattern. Our rosters cover a variety of mornings, days, afternoons, late and nights. Shift times vary depending on your roster. You may be assigned a relief cluster covering a few stations or a fixed roster assigned to a vehicle and station.



## Next steps

Thank you for your interest in joining Hato Hone St John, make sure to familiarise yourself with the relevant FAQs and any other material within the job advert. Please reach out if you have any further questions by email to [paragrade@stjohn.org.nz](mailto:paragrade@stjohn.org.nz).



Appendix

Clinical Roles

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<b>First Responder</b>	<p>Ambulance officers practising at this level have undergone a comprehensive first aid course, as well as a specialist module specific to their environment (ambulance, events or communications).</p> <p>First responders have no ATP so can't administer medicines independently.</p>
<b>Emergency Medical Technician</b>	<p>This base ambulance qualification is the first level to be issued an ATP. These officers have successfully completed the National Diploma in Ambulance. This course takes 6-12 months to complete and includes core skills, as well as the theory and application of key concepts relating to both medical and traumatic events.</p>
<b>Paramedic</b>	<p>Paramedics are capable of delivering some medicines specific to patients requiring pain relief, in shock, or who are continuously fitting. Officers at this level have either completed an internal education package or have completed a Bachelor of Health Science in Paramedicine.</p>
<b>Critical Care &amp; Intensive Care Paramedic</b>	<p>Officers at this level are specialists in critical care and clinical judgement, with a proven ability to manage complex patients. They're capable of delivering a wide range of medicines, advanced airway management, and several invasive skills. A minimum of a Postgraduate diploma is required to achieve this level at present.</p>
<b>Extended Care Paramedic</b>	<p>Extended Care Paramedics (ECPs) support patients with urgent, unscheduled primary healthcare needs. An ECP specialises in assessing patients with low acuity conditions and providing treatment for common minor illnesses and injuries at home, referring to the patient's GP wherever appropriate. These clinicians have completed a minimum of a Postgraduate diploma.</p>

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**Hato Hone**  
**St John**

**For further information please  
contact [paragrade@stjohn.org.nz](mailto:paragrade@stjohn.org.nz)**

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