

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Graduate Paramedic
Position Number:	Generic
Classification:	Paramedic Intern Level C
Award/Agreement:	Tasmanian Ambulance Service Award
Group/Section:	Community, Mental Health and Wellbeing - Ambulance Tasmania
Position Type:	Permanent/Fixed-Term, Full Time
Location:	South, North, North West
Reports to:	Director
Effective Date:	October 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Holds a Bachelor of Paramedic Science or other qualification approved by the Service</p> <p>Registered with the Paramedicine Board of Australia</p> <p>Physical fitness, medical suitability and psychological characteristics appropriate to the duties of a Paramedic</p> <p>Current Driver's Licence</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
Position Features:	<p>Ambulance Tasmania is committed to promoting a positive workplace culture</p> <p>Shift Work and oncall duties are both features of this position</p>

Ambulance work has some special demands because of the nature of the work and the varying physical environments in which Paramedics work, including manual handling hazards and exposure to trauma situations. These special demands require a sufficient level of physical capacity to perform with minimal risk of personal injury, particularly back injury and an ability to cope with stress

Ambulance work requires an ability to provide care without prejudice and favour

The position may involve road, air and sea transport in urban and wilderness settings

Intrastate travel may be required for training purposes

The positions are in a region, as identified, and will involve work in urban, outer-urban and Branch Station locations as directed

NB: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Under the direct supervision of an Ambulance Tasmania (AT) Paramedic, provide pre-hospital care in a competent and expedient manner and transport patients by ambulance or other appropriate means.

Successfully progress through the AT Graduate Program completing practical and theoretical assessments as required.

Duties:

1. Attend ambulance cases.
2. Provide pre-hospital care under the direct supervision of an AT Paramedic in a competent manner.
3. Deliver pre-hospital care in accordance with service procedures and protocols.
4. Develop and maintain the required level of knowledge in ambulance care practices and correct application of ambulance equipment.
5. Complete documentation as required.
6. Maintain immediate contact with the State Communications Centre.
7. Maintain the allocated ambulance vehicle and equipment in a state of readiness at all times.
8. Carry out other duties in accordance with instructions from supervisor.
9. Undertake on-call as required.
10. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
11. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

- Occupants must successfully complete the AT Graduate Programme within 1 year as set down by AT.
- Responsible to the Director for performance of duties in accordance with Standard Operating Procedures.
- The incumbent, under supervision, will be responsible for patient care skills used in an ambulance vehicle and equipment, personal patient details and the maintenance of confidentiality, and station security, undertaken in a time critical environment.
- The incumbent will operate as part of an ambulance crew under the supervision of an AT Paramedic.
- A Graduate Paramedic is permitted to undertake on-call and may be required to operate without direct supervision for short periods while a qualified Paramedic is being despatched.
- Performance review will be provided periodically by AT Paramedics the Regional Training unit and Education Professional Development.
- Exercise reasonable care in the performance of duties consistent with the relevant Work Health and Safety legislation.
- The occupant will participate in maintaining a supportive and positive workplace culture.
- The occupant will perform the duties allocated consistent with AT's organisational values and will promote, role model and support those values in the workplace.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Health Care Workers within Ambulance Tasmania are expected to comply with the *Ambulance Tasmania Clinical Staff Immunisation Policy*. This position is a designated Category A position.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

- I. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty

- e. serious traffic offences
- 2. Identification check
- 3. Disciplinary action in previous employment check.

Selection Criteria:

The following skills, knowledge and qualifications are used to assess potential appointees to the job:

- 1. Demonstrated capacity to apply under supervision knowledge and skills in the prehospital environment.
- 2. Ability to communicate effectively with patients, members of the community, peers and superiors in stressful environments.
- 3. Ability to apply analytical skills and make effective decisions, taking into account patients clinical and social needs in a time critical environment.
- 4. Demonstrated commitment in upholding, role modelling and supporting positive workplace behaviours that reflect respect and courtesy.
- 5. Awareness of, and ability to comply with, the Work Health and Safety Act and the Service's Work Health and Safety Policy and Procedures.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).