

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Flight Paramedic - Fixed Wing
<b>Position Number:</b>	Generic
<b>Classification:</b>	Flight Paramedic Level C
<b>Award/Agreement:</b>	Tasmanian Ambulance Service Award
<b>Group/Section:</b>	Community, Mental Health and Wellbeing – Ambulance Tasmania
<b>Position Type:</b>	Permanent, Full Time/Part Time
<b>Location:</b>	North
<b>Reports to:</b>	Operations Supervisor, Critical Care and Retrieval
<b>Effective Date:</b>	October 2022
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Registered with the Paramedicine Board of Australia</p> <p>Intensive Care Paramedic with a Graduate Certificate in Emergency Health (Aero-medical Retrieval) or equivalent as determined by the Service</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>
<b>Desirable Requirements:</b>	Non-Technical Skills (NTS) or Crew Resource Management training packages with a focus on human factors, utilised within an aeromedical retrieval background.

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:

Provide an advanced level of pre-hospital clinical care to the Tasmanian community, including the transport of patients by ambulance or other means.

## Duties:

1. Attend to members of the community requiring clinical care and treatment via ambulance services.
2. Independently or as part of a team deliver an advanced level of pre-hospital clinical care in accordance with approved clinical practice guidelines for Flight Paramedics.
3. Maintain constant contact with the State Communications Centre, in accordance with Ambulance Tasmania (AT) policies and protocols.
4. Maintain a prescribed level of knowledge in advanced ambulance care practices, including contemporary skills and knowledge in advanced life support and the correct application of ambulance equipment.
5. Complete all relevant documentation with respect to clinical services, training provided and changes to the working environment and equipment.
6. Provide feedback and guidance to paramedic students, paramedic interns, flight paramedic students and paramedics on their clinical performance.
7. Maintain the allocated vehicle and aircraft equipment in a state of readiness at all times.
8. Maintain the prescribed level of fitness to meet the requirements of the position.
9. 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.
10. 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:

- The occupant is responsible for:
  - The effective and appropriate application of patient care skills, at intensive care paramedic level, in a time critical environment.
  - The effective and appropriate application of flight crew skills in a time critical environment.
  - Capacity to work as a sole practitioner or as part of a team in a variety of clinical settings.
  - The maintenance of equipment.
  - Exercising discretion in working with personal patient details and ensuring the maintenance of confidentiality at all times.
  - Supporting the maintenance of station and airport security.
  - Ensuring personal compliance with the *Work Health and Safety Act 2012* and AT's Work, Health and Safety Policy and Procedures, co-operating in the fulfilment of personal, employer and other employees' duty of care obligations.

- The position operates as the senior clinical practitioner on an aero-medical team, working under the minimal supervision of the management team and in accordance with relevant Ambulance Tasmania and Departmental policies, procedures and guidelines.
- Clinical performance review may be provided by the Clinical Director Aero-medical and Medical Retrieval Division, Clinical Support Officers or immediate supervisors.
- The occupant will participate in maintaining a supportive and positive workplace culture.
- The occupant will perform the duties allocated consistent with Ambulance Tasmania'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:

1. 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:

1. Demonstrated ability to provide advanced out of hospital clinical care and aero-medical transport including advanced life support at the standard determined by the Service.

2. Appropriate level of physical fitness to undertake the role including the capacity to complete aviation specific training packages, and ability to maintain that level of fitness.
3. Ability to maintain contemporary knowledge and skill levels at intensive care paramedic level within an expanding field of expertise.
4. Capacity to undertake clinical practice-based training and recertification programs.
5. Well developed interpersonal and communication skills.
6. Demonstrated ability to work in a variety of physical and organisational environments and as part of a medical retrieval team.

## 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](#).