

Frequently Asked Questions (FAQs) and Answers

Paramedic Internship, 2016

Welcome to the SA Ambulance Service (SAAS) Paramedic Internship for **graduates** of the Bachelor of Paramedic Science or equivalent. This document is a guide to the recruitment process conducted within SAAS for all Paramedic Interns.

This document is aimed at providing answers to frequently asked questions. Please read this document carefully before submitting on-line enquiries and applications.

Background Information

1. How many places will be offered in the July 2016 intake?

The SAAS Paramedic Internship positions commencing in July 2016 will be offered in metropolitan locations only. It is anticipated that there will be 16 places available across SAAS for the July 2016 intake, however, this will be confirmed when offers are made. SAAS may potentially elect to recruit for more than one course at a time and this will be communicated during the recruitment phase.

2. Who is eligible to apply for a Paramedic Internship?

The SAAS Paramedic Internship is specifically designed to support recent graduates from university in the transition to their new role as a paramedic. Subject to the points below, you are only eligible to apply for the SAAS Paramedic Internship if;

- You have completed, within the past 3 years, a degree pertaining to paramedic studies or
- If you graduated more than 3 years ago from a degree pertaining to paramedic studies, you will need to demonstrate sufficient professional development to have maintained currency (you may contact the panel chair at the time of recruitment to seek advice on what may determine sufficient professional development).

SAAS may contact candidates for additional evidence to assist in determining eligibility. If it is determined that you are ineligible you will be advised accordingly.

3. Who is ineligible to apply?

You will not be eligible to apply for the SAAS Paramedic Internship if you have;

- Not completed a degree pertaining to paramedic studies by the closing date of application
- Previously successfully completed an internship within an ambulance service
- Have worked professionally for another ambulance service as a qualified paramedic or higher, which is responsible for providing a state wide ambulance service

Please note related work in the mining industry or for a transport service will not exclude you from applying for a paramedic internship.

4. Does SAAS support Visa Sponsorship for the Paramedic Internship?

Priority will always be given to applicants who are either Australian citizens or Australian permanent residents in the first instance, which is in accordance with the Immigration Department requirements. Visa holders continue to have a right to apply, however the right to placement is secondary to local applicants (Australian citizens or residents). This means that if SAAS receives enough suitable applications from Australian citizens/permanent residents to fill all of the positions then there will be no need to consider applications from visa holders.

Applying for the Paramedic Internship

1. How do I apply?

Applications and all supporting attachments will **only** be accepted online. The application form can be accessed at www.health.sa.gov.au/careers click on the **Paramedic Internship** button and follow the links. This form will be available once the application process has commenced.

2. What do I need when applying?

You will need to have:

- A current resume/curriculum vitae to assist in populating the application
- Copies of your two most recent clinical placement reports plus your latest team leader report (or equivalent if graduating from a university other than Flinders University). All pages of the report are required, otherwise your application will not be considered.
- Your final academic transcript (or a draft copy if that is all that is available at time of application). You will need to upload a document which includes the university name and logo, student name and details, academic results and the Grade Point Average (GPA) – all details need to be on the uploaded document (do not copy and paste into a word document). This does not have to be a certified copy of your academic transcript – refer to Q 7 below.
- Contact details for 3 referees including **email** and telephone numbers. One of these referees is required to be a clinical referee. If you do not include all relevant details for your referees it may impact your overall score. Referees will be contacted **via email prior to an interview being offered** so please ensure you provide up to date contact details for your referees; that you have sought their permission to list them as your referee; and to the best of their knowledge will be available to respond during March - May 2016.
- It is recommended that the clinical referee nominated is one of the following;
 - a qualified paramedic or higher qualification who is experienced (PL3 or higher) and can comment on their experience with you as a paramedic student in a clinical setting,
 - an operational manager / line manager within an ambulance service who has been directly involved in your clinical placements and/or development
- Visa/passport details (if you are not a permanent Australian resident)
- Each document uploaded can be a maximum of 2 megabytes per document – if your documents exceed this size you need to compress the document file size to meet the upload requirements and ensure the document is still legible.
- Include a colour photocopy of your current driver's license.

3. What is the method of selection?

A range of selection methods will be used including:

- Your two most recent Clinical Placement Reports and most recent Team Leader report
- Application letter
- Resume/CV
- Medical and/or functional capacity assessment
- Criminal History Check
- Immunisation status
- Psychometric testing
- Interview
- Referee responses

You will need to be available throughout the entire selection process.

4. If selected, will I get to choose the location I wish to work?

No, you will not be able to nominate your preference this will be determined by SAAS but will however be confined to the Metropolitan area.

5. Will you accept late applications?

No, late applications will not be accepted. The application form will be available on line **for two weeks**, after that time you will not be able to apply. If you are interstate or overseas during the application period, you can log onto this site and apply but you must apply prior to the closing date.

6 Do you require a certified copy of my academic transcript?

Not at the application stage. If you are successful in being offered a Paramedic Internship you will be required to submit a certified copy of your academic transcript **prior to your commencement.**

7 What does certified mean?

It means that a copy of your original document has been stamped / signed by either a Justice of the Peace or your university. If you are successful this document will be required prior to your commencement.

8 I am a Bachelor of Paramedic Science graduate from a university other than Flinders University of South Australia what placement documentation do I need to provide?

SAAS recognises that each university has differing placement reports therefore you are required to submit either two clinical placement reports or your clinical placement workbook/log. If uncertain of requirements please contact the panel chair via the online recruitment system for clarification.

9 What do I do if I change my address or email details during the process?

If you change your address or email details at any time following the submission of your application, you are required to visit the SA Health website www.health.sa.gov.au/careers and log in using your profile, select Edit Profile, click on Personal Details, update your details and then save. This is a live system so you can go in and update personal details at any time.

10 When am I likely to receive an offer if I am successful?

It is anticipated offers will be made in June 2016 and successful candidates will have 3 days to accept the offer. If you do not accept within this timeframe the offer will be withdrawn. If you wish to decline the offer please advise us accordingly so the position can be offered to the next ranked candidate.

In the event that candidates reject the offer or do not fulfil SAAS' pre-employment requirements further offers may continue to be made until all positions are filled.

11 Do I have to undertake any pre-employment checks?

Yes candidates shortlisted will be required to complete the following;

- Medical and/or functional capacity assessment
- Psychometric testing
- Criminal History Check
- Provide evidence of immunisation status (refer to document titled 'SAAS pre-employment immunisation requirements')

You will not be able to commence a Paramedic Internship until these requirements have been satisfied. Failure to fulfil pre-employment requirements prior to commencement will result in withdrawal of the offer.

12 Medical and/or Functional capacity assessment

Please note as part of the application process you are required to undertake a mandatory medical examination and/or functional capacity evaluation. The cost of the Medical examination and/or Functional capacity evaluation is to be covered by the graduate/applicant and will need to be undertaken by Corporate Health Group (CHG) which is located at Mile End. Information regarding this assessment will be sent via email when it is required throughout the recruitment process.

13 Immunisation Requirements?

Your immunisation status needs to be taken with you to your medical/physical to be signed off by the Doctor. This includes evidence that you have at least **started** your treatment courses to meet SA Health Requirements.

14 Criminal History Checks

If successful in being shortlisted post application process you will receive information on how to obtain the forms required for criminal history checks which forms as part of this email. If you have a current criminal history check then please attach this as part of the application process, if it expires before the 30th September 2016 you will be required to resubmit another form. You do not need to apply for this until you receive an email asking for it. The criminal history checks that will be required are the DCSI Child Related screening check and National Police Check, Category – Employment/Probity/Licensing and Working with Children/Vulnerable Groups.

The Outcome

15 How will I receive my offer?

All correspondence will be via email so please check your email on a regular basis. In the application process you can elect to receive SMS notification when an email is sent to you – you are encouraged to use this option to ensure you don't miss any emails. It is your responsibility to ensure you check your emails so you do not miss any information.

16 Do I notify SAAS if I am declining an offer?

Yes. SAAS needs to hear from you if you choose to decline an offer made. This ensures that the placement can be offered to another applicant. Clear instructions on how to accept or decline an offer will be included in any correspondence to successful candidates.

17 If I receive an offer but don't respond by the due date indicated in the email, will you accept a late response?

No. If your response to offer is not received by the date indicated in your offer, SAAS will withdraw the offer of employment and the position will be offered to another applicant.

18 I have been offered a Paramedic Internship, when will I find out what metropolitan area I have been allocated to?

Your initial assigned metropolitan area will be outlined in your contract, however SAAS reserves the right to change this dependent upon operational needs.

19 I have accepted an offer for employment within SAAS however I will now be unavailable to commence, what do I do?

Please notify the SAAS panel chair **as soon as possible** indicating you are withdrawing from the program and the offer of employment – this way another candidate can be offered a position.

20 I have accepted the offer of a placement in the Paramedic Internship online, when will I receive a response from SAAS?

Confirmation of your employment within SAAS will be sent to you directly. You will receive your contract prior to your commencement of employment.

21 What will be my conditions of employment?

You will be employed and paid in accordance with the SA Ambulance Service Enterprise Agreement 2011 and SA Ambulance Service Award.

22 If I am successful what hours will I be expected to work?

You will be required to work full time in accordance with a **7 day roster** which includes day and night shifts. Hours of work are based on a 76 hour fortnight.

23 What happens if I am unsuccessful in obtaining a position?

If you are assessed as unsuccessful you will be advised via email that you will not be offered a position.

If you are still interested in a Paramedic Internship Position and you meet the eligibility criteria you may wish to reapply for the next intake.

Thanks for your interest in SAAS – we look forward to receiving your application.