SA Health Job Pack

Job Title	Paramedic Intern
Job Number	585701
Applications Closing Date	Friday 26 February 2016
Region / Division	SA Ambulance Service (SAAS)
Health Service	SA Health
Location	Metro Adelaide / Various
Classification	INT1.1
Job Status	Full-time, Temporary up to 13 months
Salary	$54,221 - $56,741 per annum

Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

☒ Child Related Employment Screening - **DCSI**

☒ Vulnerable Person-Related Employment Screening - **NPC**

☐ Aged Care Sector Employment Screening - **NPC**

☒ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Contact Details

Full name	Brett Smith
Phone number	0419 849 503
Email address	brett.smith@health.sa.gov.au

Government of South Australia
SA Health

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -
- **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to http://www.sahealthcareers.com.au/information/ for further information regarding
- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements

EMERGENCY OPERATIONS
ROLE DESCRIPTION

Role Title:	PARAMEDIC INTERN
Classification Code:	INT1
Position Number:	
	SA Ambulance Service (SAAS)
Portfolio:	Service Delivery
Department:	Metropolitan Operations
Unit:	
Role reports to:	Team Leader (Paramedic Intern Development Team and Lateral Team)
Role Created/ Reviewed Date:	January 2016

ROLE CONTEXT

Primary Objective(s) of role:

> The Paramedic Intern will deliver the provision of health services and transportation within an emergency service environment whilst under supervision of a nominated paramedic to provide best practise emergency care to the community.

Direct Reports:

> nil

Key Relationships/ Interactions:

Internal
> Ambulance Officers
> Clinical Instructors
> Paramedics/IC Paramedics
> Extended Care Paramedic
> Clinical Team Leaders
> Area Clinical Team Leaders
> Clinical Support Officers (CSO)
> Operations Managers
> State Duty Manager
> Emergency Operation Centre (EOC)
> Medstar
> Clinical Educators
> Educational Services
> Administrative Staff

External

> Patients / clients / customers
> Other Emergency Services
> Health Service providers
> Other external agencies

Challenges associated with Role:

Major challenges currently associated with the role include:

> Understanding and applying evidence based medicine
> Developing clinical judgement
> Displaying professionalism in adverse circumstances

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

General Requirements:

SA Ambulance Service staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

> Work Health and Safety Act 2012 (SA) and when relevant WHS Defined Officers must meet due diligence requirements.
> Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Workers in South Australia 2014.
> Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
> Children's Protection Act 1993 (Cth) – 'Notification of Abuse of Neglect'.
> Disability Discrimination.
> Code of Fair Information Practice.
> Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual.
> Relevant Australian Standards.
> Duty to maintain confidentiality.
> Smoke Free Workplace.
> To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
> Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

Special Conditions:

> Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
> The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

Appointment is subject to:

> Appointment is subject to a satisfactory Child Related criminal history screening check obtained through the Department for Communities and Social Inclusion prior to commencement of employment and renewed every 3 years thereafter; and
> A satisfactory National Police Check, Category – Employment/Probity/Licencing and Working with Children/Vulnerable Groups, prior to commencement of employment.
>> o A satisfactory medical/physical examination assessment.
>> o You holding a driver's license that does not legally restrict your ability to drive an operational ambulance. This must be a South Australian licence, if resident in South Australia (or be in the process of transferring an interstate or international licence to a full South Australian licence within published timeframes)
>> o will uphold the Code of Ethics for the South Australian Public Sector
>> o will uphold the values and principles of the SAAS policy framework
>> o must provide and maintain the immunisation requirements consistent with relevant guidelines for Health Care workers in South Australia
>> o will undertake training as directed to attain or maintain required competency of skills and knowledge applicable to the role
>> o must perform in the relevant 24/7 roster requirements

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Judgement	> Under supervision develop competency and confidence in the application of the current relevant clinical practice protocols or guidelines > Under clinical supervision apply treatment pathways to achieve positive clinical outcomes for patients in line with current best clinical practice and research > Act in accordance with SAAS policy framework > Develop clinical competency, knowledge and confidence in clinical practice by participating and completing all stages of the paramedic internship > Continuous improvement of clinical practice using performance management tools (PICERs, Student development plans, PR&D)
Clinical Knowledge	> All didactic components of the Internship are successfully completed > Complete all on-road supervisory stages of the paramedic internship > Complete all assessment requirements of the paramedic internship > Demonstrates a commitment to ongoing professional and clinical development > Under supervision safely implement current clinical practice protocols/guidelines > Ensure patient treatment and care forms a continuum with the health

		system
	>	Ensure patients are assessed and appropriate treatment/s identified and implemented under supervision
	>	Demonstrate the ability to achieve the desired level of proficiency during each stage of the paramedic internship
		Perform detailed patient assessments including:
	>	Medical, social and personal history
	>	Past and present medical conditions and interventions
	>	Observations and diagnostic tests
	>	Formulate provisional patient diagnoses to base treatment on
	>	Implement patient treatments
Resources	>	Appropriately assess the resources and services required for best patient outcomes.
	>	Demonstrate critical thinking and problem solving methods, utilising operational and technical knowledge
	>	Meet SAAS requirements in performance standards for patient care e.g. on air times, clearance times etc.
	>	Effectively manage and maintain SAAS assets e.g. vehicles supplies, medical equipment
	>	Safely and efficiently provide treatment to patients, with referral to appropriate health care pathways
	>	Undertake driver training and comply with SAAS Driver standards
Scene Management and Priority Setting	>	Assess risks and resource requirements
	>	Prioritise the risks and requirements
	>	Coordinate SAAS and other emergency services in the management of the scene
	>	Implement major incident management procedures where required
	>	Direct bystanders, first-aiders and other health professionals
Legal and Ethical Responsibilities	>	Act with integrity, respect and accountability ensuring the rights of patients are respected
	>	Maintain medical confidentiality
	>	Comply with the Code of Ethics for the South Australian Public Sector
	>	Comply with mandatory reporting requirements.
	>	Under supervision apply correct clinical judgement in the provision of SAAS practice.
	>	Ensure service delivery meets community expectations and standards
	>	Work with other emergency services
	>	Apply common law principle in the application of SAAS practice whilst complying with legal and ethical requirements
Community Care	>	an understanding of the requirements of special needs groups
	>	under supervision demonstrate an understanding of alternate treatment pathways
	>	Provide appropriate standards of clinical care to all patients
	>	Perform the clinical role as an integrated part of a community health system
	>	Effectively communicate and document appropriate community care outcomes
Occupational Health Safety & Welfare	>	Work safely and not place yourself or any other worker or member of the public at risk.
	>	Follow safe work procedures established by SAAS.
	>	Follow the OHS&W directions of the relevant manager, team leader or

	supervisor.
	> Report workplace hazards as soon as possible to your relevant team leader or manager.
	> Report immediately any injury or illness arising from workplace activities.
	> When requested, assist the manager or team leader in a risk assessment of workplace hazards.
	> Wear personal protective equipment (PPE) as required and maintain the PPE as directed or required in OHS&W procedures.
	> Use other safety and emergency equipment provided in the workplace as directed.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

> Have completed an approved Bachelor Degree qualification in Paramedic practice or equivalent tertiary qualification recognised by the SA Ambulance Service within the last 3 years or demonstrate sufficient professional development to maintain currency.

Personal Abilities/Aptitudes/Skills:

> Demonstrated commitment to continuous learning
> Work collaboratively and contribute to a positive team culture
> Ability to demonstrate flexibility in handling changing priorities, as well as embracing new strategies and best practice techniques
> Effective communication skills – written, verbal and non-verbal
> Respectfully interact with people from diverse backgrounds
> Present a positive and composed manner even in stressful situations
> Make sound judgements and problem solve in a demanding environment
> Relate confidently to people at all levels to get things done
> Ability to demonstrate integrity and professionalism at all times
> Ability to follow instructions

Experience

> Completion of successful student clinical placements in Paramedical practice or equivalent evidence.

Knowledge

> SA Ambulance Service and the role and function it holds within South Australia
> Paramedic Internship and the role of the Paramedic Intern

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

> Related health qualifications

Personal Abilities/Aptitudes/Skills:

> Ability to prioritise work
> Clear decision making methodology
> Adaptability and resilience

Experience

> A health service related role

Knowledge

> Current legislation, policies and procedures pertaining to SA Health employees

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

SA Ambulance Service:

SA AMBULANCE SERVICE VISION

The community of South Australia is secure in the quality of care provided by its ambulance service.

MISSION

To save lives, reduce suffering and enhance quality of life through the provision of accessible and responsive quality patient care and transport.

Underpinning the SA Ambulance Service (SAAS) Strategic Directions are the agreed values that reflect honesty, respect and integrity for every individual. These values drive how we conduct our business and how we behave. We aim to make the values "live". It is important that we incorporate the values into our behaviour systems and processes.

Australia has one of the most culturally and ethnically diverse populations in the world. Having bi-lingual and bi-cultural employees can enhance the department's ability to negotiate with, and meet the needs of, the full range of its clients and customers. Such employees also add to the diversity of the workforce, and give added opportunities to fully capitalise on difference as a valuable asset in an increasingly competitive environment.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

> We are committed to the values of integrity, respect and accountability.
> We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
> We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

> Democratic Values - Helping the government, under the law to serve the people of South Australia.
> Service, Respect and Courtesy - Serving the people of South Australia.
> Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
> Accountability- Holding ourselves accountable for everything we do.
> Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name: **Role Title:**

Signature: **Date:**

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name: **Signature:**

Date: