Department of Health and
Tasmanian Health Service

Statement of Duties

Position Title: Flight Paramedic - Fixed Wing	**Position Number:** Generic	**Effective Date:** September 2020
Group: Community, Mental Health and Wellbeing		
Section: Ambulance Tasmania	**Location:** North	
Award: Ambulance Tasmania Agreement	**Position Status:** Permanent	
	Position Type: Full Time	
Level: C	**Classification:** Flight Paramedic	
Reports To: Duty Manager, Aero-medical and Medical Retrieval Operations		
Check Type: Annulled	**Check Frequency:** Pre-employment	

Focus of Duties:

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 the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.

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.

Scope of Work Performed:

- 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 AT 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.
- Comply at all times with policy and protocol requirements, in particular 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.

Essential Requirements:

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 of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Registered with the Paramedicine Board of Australia.
- Intensive Care Paramedic with a Graduate Certificate in Emergency Health (Aero-medical Retrieval) or equivalent as determined by the Service.
- Current Driver's Licence.
- 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. Ability to provide advanced out of hospital clinical care and aero-medical transport including advanced life support at the standard determined by the Director.
2. Appropriate level of physical fitness to undertake the role.
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. Ability to work in a variety of physical and organisational environments.
7. Broad knowledge and understanding of Work Health and Safety legislation, together with the ability to apply and implement these requirements to the delivery of key areas associated with this position.

Working Environment:

- Ambulance Tasmania is committed to promoting a positive workplace culture.

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at http://www.dpac.tas.gov.au/divisions/ssmo

Fraud Management: The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000.*

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.