

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Paramedic
Position Number:	Generic
Classification:	Paramedic B or C
Award/Agreement:	Tasmanian Ambulance Service Award
Group/Section:	Community, Mental Health and Wellbeing - Ambulance Tasmania
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	South, North, North West
Reports to:	Operations Supervisor
Effective Date:	September 2018
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Registered with the Paramedicine Board of Australia</p> <p>Holds a Bachelor of Paramedic Science and relevant work experience or other qualification approved by the Service</p> <p>Current Driver 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>Paramedics may be required to undertake periods of relief work at stations within their regions and Intrastate travel may be required for training purposes and other specified purposes.</p> <p>Occupants may be required to undertake on-call, according to service requirements.</p>

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 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 pre-hospital clinical care in accordance with approved clinical practice guidelines.
3. Maintain constant contact with the State Communications Centre, in accordance with Ambulance Tasmania policies, procedures, and work instructions.
4. Complete all relevant documentation with respect to clinical services, training provided, and changes to the working environment and equipment.
5. Maintain a prescribed level of knowledge in ambulance care practices and the correct application of ambulance equipment.
6. Maintain the allocated vehicle and equipment in a state of readiness at all times.
7. 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 paramedic is responsible for:
 - The effective and appropriate application of patient care skills, in a time critical environment
 - The maintenance of an ambulance vehicle and associated equipment
 - Exercising discretion in working with personal patient details and ensuring the maintenance of confidentiality at all times
 - Supporting the maintenance of station security
 - Ensuring personal compliance with the *Work Health and Safety Act 2012* and the Service's Workplace Health and Safety Policy and Procedures, cooperating in the fulfillment of personal, employer and other employees' duty of care obligations.
- The position operates as the senior clinical practitioner on an ambulance crew, working under minimal supervision by the regional management team and in accordance with relevant Ambulance Tasmania policies, procedures and guidelines.
- Performance review is provided by the Clinical Support Officers, Operational 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.
- 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 and related training.
- 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. Ability to deliver pre-hospital clinical care and transport in accordance with approved clinical practice guidelines.
2. Evidence of having undertaken a state jurisdictional ambulance service graduate program and meeting the eligibility requirements of a state jurisdictional ambulance service's authority to practice as a paramedic.
3. Capacity to successfully undertake clinical practice-based training and recertification programs and maintain contemporary knowledge and skill levels within approved clinical proactive guidelines.
4. Demonstrated ability to create a positive working environment that reflects respect and courtesy.

5. Broad knowledge and understanding of Work Health and Safety legislation, together with the ability to apply and implement these requirements to the operational requirements of a paramedic position.

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 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](#).