TERMS AND CONDITIONS OF EMPLOYMENT
FOR PARAMEDIC POSITION

1. PREAMBLE

The terms and conditions of employment are determined by the Operational Ambulance Officers (State) Award. The Health Services Act 1997 and the Ambulance Services Regulation 2005 also determine the terms and conditions of employment.

2. DEFINITIONS

A Trainee Paramedic is an employee who is required to undertake and successfully complete an induction course followed by up to a 3 year course of instruction including examinable didactic sessions at the Ambulance Education Centre and assessable on-road clinical practicum periods to successfully graduate as a qualified Paramedic. The term “Paramedic” in this document is used to refer to all classifications of Paramedic, including Trainee Paramedic.

3. SPECIFIC EMPLOYMENT REQUIREMENTS

3.1 A probationary employment period of twelve (12) months will apply from the date of commencement. Unsatisfactory performance or conduct, including unsuccessfully completing all educational requirements and unacceptable absences during the probationary period may result in a formal review process and this may result in termination of probationary employment. During the probationary period either party may give two (2) weeks notice of termination. In terminating your employment during the probationary period the Ambulance Service of NSW may elect to pay you two (2) weeks pay in lieu of notice.

3.2 At the commencement of the course, the Trainee Paramedic will be given an Assessment Document by the Ambulance Education Centre. The Assessment Document will explain the policy and procedure as it relates to:

1. Satisfactory academic performance;
2. Failure and subsequent post examinations;
3. Functions of the Assessment Committee and Assessment Learning Methods Committee;
4. Right of appeal under extenuating circumstances; and
5. Termination of probationary employment due to unsatisfactory academic progression and/or failure to successfully complete the induction course.

INITIAL: x     DATE:   /   /
As a Trainee Paramedic, you are required to read and sign the Assessment Document as an acknowledgment that you fully understand your obligation to maintain satisfactory academic progression throughout all stages of training, and that your continued employment is dependant upon such satisfactory academic progression.

As a Trainee Paramedic you must successfully pass the theory and practical components of the induction course in order to proceed on clinical practicum and maintain employment.

3.3 All Paramedics are required to successfully complete all or any training courses commensurate with their clinical skill/classification and Ambulance Service policy. Failure to successfully complete the Re-certification Assessments or “Certificate to Practice” as required by the Ambulance Service and the Operational Ambulance Officers (State) Award may result in the termination of your employment. Where failure of re-certification occurs at a higher clinical level (eg Paramedic Specialists) but you can demonstrate competency at a qualified Paramedic level, including the ability to re-certify, you may revert to Paramedic salary and classification in lieu of having your services terminated.

3.4 All Paramedics must satisfy security requirements such as the Working with Children Background Check, which includes a national check for relevant criminal records including sexual offences, serious violent offences, registrable offences, spent convictions, relevant Apprehended Violence Orders, relevant employment proceedings and other offences relating to theft, drugs or alcohol. The Commission for Children and Young People Act 1998 makes it an offence for a Prohibited Person to apply for, or otherwise obtain, undertake or remain in, child-related employment. An employee who is charged with having committed, or is convicted of, a serious criminal offence must report that fact in writing to the Service pursuant to Clause 19 of the Ambulance Services Regulation 2005.

3.5 All Paramedics must, at all times, hold a current Unrestricted Australian Driver Licence (manual specification), class Light Rigid or above and maintain a satisfactory driving record. Please refer to the Offer of Employment letter to clarify when you must have this licence to commence employment; you must produce the original licence to a member of the Operational Recruitment Unit. An employee who is required to drive a motor vehicle as part of his or her duties and who is charged with having committed, or is convicted of, a traffic offence, or is disqualified from holding a Driver Licence or whose licence is cancelled or suspended, must immediately report that fact in writing to the Service pursuant to Clause 19 of the Ambulance Services Regulation 2005.

3.6 All Paramedics will be required to maintain a standard of presentation and corporate uniform as determined from time to time.

3.7 All Paramedics will be required to abide by the Ambulance Service of New South Wales’ Code of Conduct.

3.8 All Paramedics must abide by the Health Services Act 1997 and the Ambulance Services Regulation 2005, which are available on commencement. The Regulations deal particularly with disciplinary procedures and should be noted by all Paramedics on commencement of employment.

INITIAL: × _______ DATE: / /
3.9 The Ambulance Services Regulation 2005 requires employees to seek written permission annually to engage in any employment, whether for pay or otherwise, in addition to their employment with the Service (refer to the Ambulance Service Employees and other Employment Policy and Guidelines SOP 2007-028).

3.10 You accept that all costs incurred in locating to your initial on-road training station shall be met by yourself.

3.11 You are offered employment as a Trainee Paramedic and accept that during, or after the probationary employment period you will be required to relocate to any part of New South Wales based on community service delivery requirements and available vacancies.

3.12 You accept that you will be required to undertake relief duties at other locations and that this may require you to be away from your place of residence and your family for designated roster periods.

3.13 You accept that you may be required to undertake ‘on-call’ duties and reside within designated ‘on-call’ boundaries to ensure you can respond in a timely manner.

3.14 All Paramedics must satisfy the medical and physical requirements to be able to carry out the job requirements of the position. You are therefore required to read and complete the Health Declaration Form included with this document. Failure to disclose further information relating to health conditions may result in termination of employment. You must also be medically and physically fit for full duties on commencement of your induction course.

3.15 All Paramedics are required to comply with the Occupational Assessment, Screening and Vaccination against Specified Infectious Diseases Policy prior to commencing employment as a Trainee Paramedic. The only exception is that you may complete the third dose of the Hepatitis B vaccine within six months of your employment commencement date.

3.16 All Paramedics are required to comply with the compulsory coverage under the Ambulance Service of NSW Death and Disability (State) Award 2008 during his/her employment.

You are now required to initial and date each page to indicate your full understanding of the terms and conditions and provide your signature and date on this page.

To accept this offer of employment please complete and return the Terms & Conditions of Employment document and the Acceptance of Offer for Employment form.

EMPLOYEE’S NAME:_____________________

WITNESS NAME:_________________________

_________________________

WITNESS SIGNATURE:_____________________

DATE _____/_____/_____

ADDRESS:_________________________

DATE _____/_____/_____

NB: Please keep a copy of your signed document for future reference.