Paramedic Intern
Recruitment and Selection
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OPERATIONAL RECRUITMENT APPLICATION PROCESS

INTRODUCTION
Thank you for your interest in a career with NSW Ambulance. This booklet provides an overview of our recruitment processes so you have an understanding of the stages we follow once you have submitted your application.

The booklet contains Frequently Asked Questions (page 8) that will answer many of the questions you may have about the application process, but should you have additional queries please contact our Recruitment Officers on (02) 9320 7378 or email job@ambulance.nsw.gov.au.

ADVERTISING
NSW Ambulance advertises all vacancies through an online recruitment website. Go to https://nswhealth.erecruit.com.au.

Paramedic intern recruitment occurs once a year. From this one campaign, applications are considered and assessments undertaken to create an eligibility list (also known as an EList). Throughout the year, NSW Ambulance uses this eligibility list to fill vacancies for paramedic intern roles.

SUBMITTING AN APPLICATION
Applications for the role of paramedic intern are submitted online at https://nswhealth.erecruit.com.au.

You will be asked to provide:

- A current resume.
- Your response to selection criteria, which means explaining your skills, knowledge and experience that support your application.
- Two (2) referees.

To support your application, you will also need to upload:

- Proof of Australian citizenship or permanent residency (i.e. passport, birth certificate).
- Proof of Australian driver’s licence.
- Proof you have completed, or are in final study year, of a recognised paramedical degree (see http://www.caa.net.au/education/accredited-courses) including relevant qualifications and an official transcript.
- Completed Form 188 of Vaccination Records.
- Current driving history from each country and state you have driven in.

To successfully progress through the recruitment process, you must be willing:

- To maintain a good level of medical and physical fitness to perform the role of paramedic intern.
- To relocate to any part of NSW as required for the job.
- To obtain an Unrestricted Light Rigid (LR) Licence before starting employment.

It is important to note that if you fail to include any of the documentation required, your application may be delayed. If you are unsure of the requirements contact our Recruitment Officers on (02) 9320 7378 or email job@ambulance.nsw.gov.au.

PROGRESSING TO ASSESSMENT STAGE
Invitations to participate in online assessments are sent to successful candidates who provide all of the following:

- A resume outlining relevant work history and qualifications, etc.
- Response to selection criteria that demonstrates skills, knowledge and work experience relevant to the role of paramedic intern.
- Copies of academic transcript and subjects that demonstrate final year status.
- Form 188.
- Australian driver’s licence and driving history.
- Evidence of Australian citizenship or permanent residency status.

The online assessment consists of numerical, verbal and abstract reasoning and measures your capacity to perform higher mental processes including reasoning, memory, understanding and problem-solving.

Access to the assessment will be provided upon payment of approximately $80 to the online assessment.
Paramedic Intern: Recruitment and Selection

OPERATIONAL RECRUITMENT APPLICATION PROCESS

provider and the results are forwarded to NSW Ambulance. If your results are considered competitive, you will be invited to attend an interview.

At the interview, candidates will be required to present original certificates, a consent form for a National Criminal Record Check, and 100 points identification.

INTERVIEW

An interview is a very important part of the selection process and provides an opportunity for the interviewing panel members to meet with you and discuss the position in greater detail. Your response to the interview questions will enable the interview panel to gain a better understanding of your knowledge, skills, qualifications, abilities and personal attributes. The interview panel will look for a match between your values, personal attributes, the selection criteria, the requirements of the position and NSW Ambulance values.

COMPETITIVE CANDIDATES

NSW Ambulance undertakes a thorough assessment of competitive candidates’ experience and suitability to the role of paramedic intern. After interview, those candidates who have done well will be asked to confirm that we can begin pre-employment clearance.

PRE-EMPLOYMENT CLEARANCE

Pre-employment clearance involves satisfactory results for each of the following:

- references
- conduct and service check
- NSW Health Service Check Register
- National Criminal Record Check
- Working With Children Check
- health assessment.

REFERENCES

We will ask you to provide all contact details, including email addresses, for at least two referees. These referees will be contacted to verify the information you have provided and comment on your suitability for the position.

A suitable referee can be:

- A supervisor or manager who has had a close and recent involvement in your work over the past 12 months and who can talk with authority about your skills, qualifications, experience and abilities in relation to the selection criteria.
- If you have limited work experience, we will accept a reference from your course lecturer or preceptor during your clinical placement.

These referees cannot be related to you by birth, marriage or de facto relationship. You can provide referee details in relation to paid work, volunteer work, or as part of your paramedical studies.

CONDUCT AND SERVICE

At the application stage, you will be required to indicate if you are currently or were previously an employee of NSW Ambulance. If this applies to you, a conduct and service check will be required and a recruitment officer will be in contact with you.

SERVICE CHECK REGISTER

All candidates are checked against the NSW Ministry of Health Service Check Register. If your details are on the register you will be contacted by a recruitment officer.

NATIONAL CRIMINAL RECORD CHECK (NCRC)

All candidates at the interview stage are required to submit a completed NCRC consent form and bring 100 points of original identification for certification. Acceptable identification must include at least one type of photographic identification that contains your signature and date of birth.

The results of the NCRC will advise NSW Ambulance, of any registrable offences, sexual offences, violent offences, spent convictions, general criminality (drugs, theft, fraud) apprehended violence orders and some driving offences.

We do not normally reject an application solely on the basis of a criminal record. You will be generally given an opportunity to discuss the findings as part of a structured risk assessment.

WORKING WITH CHILDREN CHECK

NSW Ambulance has a legislative requirement to conduct background checks where a role involves
contact with children, and the role of a paramedic is considered child-related employment.

You must have a current clearance from the Working with Children Check prior to commencing employment with NSW Ambulance, and maintain this whilst in the role of a paramedic intern and paramedic or any other role that requires work with children. The current cost for a Working with Children Check is $80 and paid to the NSW Office of Children’s Guardian.

HEALTH ASSESSMENT

Applicants are invited to complete the health assessment upon successful completion of all other clearances. The health assessment is composed of two parts: a medical assessment and a physical fitness assessment. Health assessments are undertaken by independent health assessment providers and cost approximately $754.

MEDICAL ASSESSMENT

The NSW public expects a high standard of medical fitness from paramedics in order to ensure public, patient and employee safety. The medical assessment criteria are based on the essential requirements of the position.

Candidates with pre-existing medical conditions are encouraged to bring medical reports, x-rays or other medical information to assist the doctors in assessing their case. There can be long delays otherwise. Should the medical assessment reveal the necessity for further diagnostic tests, these are conducted through the applicant’s own GP or specialist in order to allow the applicant to be involved in the diagnostic process.

Please note that the assessing practitioners do not make the decision whether or not to employ candidates; they conduct the examination and gather the information. The provider’s own occupational physicians review the information and then make a recommendation regarding employment as a paramedic.

The medical assessment will involve a comprehensive clinical evaluation. Areas tested include:

- vision
- hearing
- urine analysis
- range of motion
- lung capacity
- blood pressure
- pulse
- height and weight.

PHYSICAL FITNESS ASSESSMENT*

The physical fitness assessment measures the strength and capacity of your body and your ability to meet the physical demands of the paramedic role.

You will be asked to perform a number of tasks to assess your fitness, including:

- flexibility
- strength
- power
- endurance
- aerobic capacity.

These tasks may include:

1. Hover test – you need to be able to support your body weight between toes and elbow, with back and legs held straight, for at least 60 seconds.

2. Carry load test – you will need to demonstrate that you can safely lift and carry two weighted bags (total weighted maximum of 36kg) and ascend and descend one storey of stairs twice in less than 1½ minutes.

3. Shoulder lift test – reach and lift a 12kg weighted bag near shoulder height and carry with the same arm.

The medical practitioner will then make a recommendation to NSW Ambulance on whether you have the appropriate level of medical and physical fitness for the role of paramedic intern and paramedic.

*Note: Always seek medical clearance from your GP prior to starting an exercise program.

UNSUCCESSFUL APPLICATIONS

Your application is one of many. Failure to provide all documentation required, or to address the selection criteria, may delay your application, competitiveness
Operational Recruitment Application Process

and progression. Applicants are assessed at each stage and successful candidates are added to the eligibility list in order of merit. NSW Ambulance will advise you in writing if you do not progress to the eligibility list.

Eligibility List

NSW Ambulance creates an eligibility list from candidates who have progressed successfully through each stage of the recruitment process. As vacancies arise throughout the year, offers of employment will be made to candidates on the eligibility list in order of merit.

An eligibility list expires after 12 months; however, NSW Ambulance may keep your details for up to six months thereafter. Candidates may be required to update certificates and/or assessments should they expire prior to being offered a position within NSW Ambulance.

Letter of Offer and Conditions of Employment

NSW Ambulance contacts applicants prior to final offers of employment. Offers of employment occur when NSW Ambulance has an available position and identifies you as the next meritorious candidate to start as a paramedic intern. A formal letter of offer is typically made six weeks before commencement date with NSW Ambulance. Your conditions of employment may include, and not be limited to, obtaining an Unrestricted Light Rigid (LR) Licence prior to commencement; locating to any part of NSW following induction and training; and following any recommendations made as a result of your health assessment.

Salary

As a paramedic intern you will start on a salary of $57,746 per annum, plus annual leave loading and employer’s contribution to superannuation. Paramedic interns may earn $65,000 per annum* or more in the first year of employment (shift penalty rates are paid in addition to base salary).

All related conditions and entitlements of the Operational Ambulance Officers (State) Award can be accessed on the NSW Health website, www.health.nsw.gov.au/careers, under remuneration and conditions.

*indicative only and subject to fluctuations in rostering.

Contact Us

Recruitment officers are happy to help you make this an easy process. If you are unsure of what documentation you need to provide, when to provide it and how, phone NSW Ambulance Recruitment on (02) 9320 7378 or email job@ambulance.nsw.gov.au.

To find out more about NSW Ambulance visit our website at www.ambulance.nsw.gov.au.
APPENDIX A: FREQUENTLY ASKED QUESTIONS

WHEN CAN I APPLY?

WHAT ARE THE SELECTION CRITERIA?
The selection criteria are eight essential requirements for the role of paramedic intern and will be used to determine if you are the best person for the position. You should clearly and concisely address each selection criterion. This means that you will need to write and provide evidence of what you have done to demonstrate that you have met the criterion. NOTE: the webpage (eRecruit) will only allow 3000 characters for this.

e.g. Demonstrates public speaking: “I was in the university debating team from 2013 to 2014 as third speaker” etc.

WHAT IF YOU DON’T HAVE YOUR VACCINATION RECORDS?
Under NSW Health Policy, all paramedics must comply with occupational assessment, screening and vaccination against specified infectious diseases.

Form 188 contains information about the vaccination records you must provide to be eligible to apply (with the Hepatitis B vaccination, only the first dose is required at application stage). You may wish to ask your doctor to provide you with written documentation and completion of Form 188 to verify you are protected against the following infectious diseases:

• diphtheria/tetanus/pertussis
• measles/mumps/rubella
• chicken pox
• TB screening
• hepatitis B.

Hepatitis B requires:
1. As a minimum, evidence you have received the first dose of the vaccination must be provided before application closing date.
2. Evidence you have received the second dose must be provided prior to commencing employment.
3. Third dose evidence must be provided within the first six months of employment.

If you cannot provide these vaccination records at application stage, we cannot consider your application.

HOW LONG DOES IT TAKE FOR THE PRE-EMPLOYMENT CLEARANCE TO BE COMPLETED?
We normally allow 6–8 weeks for all checks to be completed. The Working with Children Check and National Criminal Record Check are performed by other government agencies in accordance with due process and legislative requirements and cannot be expedited.

WHAT INFORMATION IS PROVIDED TO NSW AMBULANCE ABOUT MY HEALTH ASSESSMENT?
NSW Ambulance receives a ‘fit slip’ if you meet all the requirements of the health assessment. A ‘fit slip’ is a signed form by the medical practitioner employed by the health assessment provider stating you are fit to perform the role of paramedic.

The health assessment provider may seek further information from you or your specialist to determine your overall fitness and health. Any conditions that you must adhere to, to support your potential employment, may become a condition of employment.

DO I GET A CHOICE WHERE I WILL BE LOCATED?
You will be initially appointed to a training location. NSW Ambulance will try to fulfil your preferences but you could be posted to any location within the state where there is a service requirement.

WHAT IF I AM UNSUCCESSFUL IN THE RECRUITMENT PROCESS?
You can reapply when applications are accepted again. This advertisement occurs at least once each year.

When you create a profile to submit your application, you can select the option to receive email notifications of all advertised positions available in NSW Ambulance. These include paramedic intern, trainee communications assistant, trainee control centre officer, patient transport officer and corporate positions.
APPENDIX A: FREQUENTLY ASKED QUESTIONS

WHAT ARE SOME KEY TERMS I NEED TO KNOW?

Selection or Interview Panel: At the interview stage, this is a panel comprised of three or more panel members with knowledge and/or experience of the position and its requirements, who will assess all applications and make recommendations on whether your application meets the selection criteria and moves to the next stage of recruitment. You will meet the panel at the interview stage.

Eligibility List (EList): This is a list of successful candidates, in order of merit, that determines who is offered employment before another candidate. An eligibility list from a recruitment campaign is kept for 12 months.

WHAT COSTS WILL I HAVE TO MEET DURING THE RECRUITMENT PROCESS?

Costs are indicative, and may be subject to change. See Table A below for costs.

WHERE DO I OBTAIN THE CONSENT FORM FOR NATIONAL CRIMINAL RECORD CHECK (NCRC) AND 100 POINTS ID?

You can download these forms when you submit your application. Both forms are located under ‘Interview Kit’. We also send these forms as part of your confirmation of interview.

COSTS ASSOCIATED WITH APPLICATIONS FOR PARAMEDICS INTERN RECRUITMENT*

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<tr>
<th>SELECTION PROCESS</th>
<th>TYPE</th>
<th>COST PAID DIRECTLY TO:</th>
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<tr>
<td>Application</td>
<td>Driving record – all states and countries you have driven in for 10 years</td>
<td>$28+ in NSW Roads and Maritime Services</td>
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<td></td>
<td>Vaccinations</td>
<td>Cost varies per provider</td>
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<tr>
<td>Assessment</td>
<td>Online assessment</td>
<td>$80 Assessment provider</td>
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<td>Interview</td>
<td>Any travel</td>
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<td>Pre-employment clearance</td>
<td>Working with children check</td>
<td>$80 NSW Office of Children’s Guardian</td>
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<td></td>
<td>National Criminal Record Check</td>
<td>Nil</td>
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<td></td>
<td>Health Assessment: inclusive of medical and physical fitness assessment</td>
<td>$754 Health assessment provider</td>
</tr>
<tr>
<td>Offer</td>
<td>Unrestricted Light Rigid Licence required prior to commencement of employment.</td>
<td>$750+ Roads and Maritime Services and provider</td>
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*Current as at June 2014
# Occupational Assessment, Screening & Vaccination Program Verification Form

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<tr>
<th>Name:</th>
<th>Date of Birth:</th>
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<td>Country of Birth:</td>
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<td>Residential Address:</td>
<td>Name of University:</td>
<td>Student Number:</td>
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NSW health care workers must be protected against some specific infectious diseases because of both OH&S and Patient Safety risks. The requirements listed below are NSW Ministry of Health policy and all Ambulance employee and clinical placement applicants must provide evidence of compliance with the listed criteria. Compliance with these requirements also provides additional public health benefit. Please complete the questionnaire below and provide all evidence as an attachment.

Acceptable evidence includes blood test results or copies of vaccination records or cards. Statutory declarations are not acceptable. Attach the evidence to this form.

You may need to visit your GP to complete all aspects of this program.

- You must have had an **ADULT dTpa (diphtheria / tetanus / pertussis) booster vaccination**. Attach a vaccination record. (A blood test is not acceptable evidence. An ADT vaccine is not acceptable – the vaccine must contain pertussis/whooping cough.)

- You must have completed a **hepatitis B vaccination course** suitable for the age that you had it (ie 2 doses if given to you as an adolescent, or 3+ doses for any other age). Attach the vaccine records OR provide as much information as you know about when or where you had the vaccine course.

- After the complete hepatitis B vaccination course, you must have had a blood test “for immunity” to determine if the hepatitis B vaccination was successful. Attach a copy of the blood test result (**hepatitis B Surface Antibody is the name of the correct test**).

- **Measles Mumps Rubella (MMR)** - if your year of birth is 1966 or after, either attach records for 2 doses of MMR vaccine given at any stage of your life (minimum 1 month apart), or copies of positive immunity blood test results for Measles, Mumps and Rubella. If your year of birth is before 1966, disregard this MMR section.
Have you had **Chicken Pox** at any stage in your life (circle correct answer)? YES NO DON'T KNOW

a. If YES, Move on to the Tuberculosis section

b. If NO or DON'T KNOW, has a doctor ever diagnosed you with shingles? YES NO
c. If YES, move on to the TB section

d. If NO, either attach records for 2 doses of chicken pox vaccine given minimum 1 month apart, or copies of a positive immunity blood test result for chicken pox (varicella Zoster IgG).

**Tuberculosis (TB) Assessment Tool**

- Have you ever had TB Screening? YES NO (If yes please attach record)

- Have you ever had contact with a person known to have TB? YES NO (If yes, please provide details)

- Have you ever lived or travelled overseas? YES NO (please include countries where you have spent more than 3 months cumulatively)

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<tr>
<th>COUNTRY</th>
<th>AMOUNT OF TIME IN THAT COUNTRY</th>
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- Are you currently suffering any symptoms of active Tuberculosis? (If YES please provide additional details)
  - Coughing for longer than 2 weeks? YES NO
  - Coughing of blood YES NO
  - Fevers / Chills / Temperatures YES NO
  - Night Sweats YES NO
  - Fatigue / Weakness YES NO
  - Loss of Appetite YES NO
  - Unexplained Weight Loss YES NO

**Final Instructions** – please carefully check the listed requirements and your attachments. Ensure that all criteria are addressed and that evidence is provided where required. **Ensure your name is on all attachments.** (Provide copies only and keep your originals.)

Sign and date the form below.

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Employee applicants - forward this form with attachments to Recruitment

University Clinical Placement Applicants - forward this form and attachments to your University Clinical Placement Administration Officer.