Recruitment and Selection
Paramedic Trainee Guide

April 2019
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Introduction
Thank you for your interest in a career with NSW Ambulance. This booklet provides an overview of our Graduate Paramedic recruitment, selection and training processes so you have an understanding of the stages we follow once you have submitted your application.

About NSW Ambulance
NSW Ambulance is a mobile health service provider with a long and proud service history to the community of NSW. We specialise in the provision of emergency and non-emergency (out-of-hospital) health care, retrieval and specialist transport services, major event planning and response, as well as community education. Our organisation is one of the largest ambulance services in the world services a population in excess of 7 million, and employing 4500 and about 250 volunteers and operates from over 300 locations across the state of NSW.

Submitting an application
Applications for a graduate paramedic role are submitted online via the NSW Government platform jobs.health.nsw.gov.au. When you log onto the Recruitment Portal, you will be asked to create your applicant profile. Please ensure that your personal details, including date of birth, address, mobile phone number are all accurate and/or current. Please also ensure that your email address accepts emails from jobs.health, taleo, JobsNSW and NSW Ambulance. We would recommend not using your student email as these are often deactivated prior to being placed into a class. Once you have created your profile, you will be asked a series of eligibility questions to ensure your suitability to progress your application for this role. These questions include:

1. Are you an Australian or New Zealand Citizen, or an Australian Permanent Resident or on a bridging visa to Permanent Residency?

2. Are you willing to be posted to any location in New South Wales at the direction of NSW Ambulance?

3. Do you have OR are you willing to obtain a NSW Working with Children Check (WWCC) for paid employment?

4. Do you have a good driving history with at least 6 current demerit points remaining on your licence and have had no cancelation of licence in the last two (2) years?

5. Do you possess an unrestricted NSW driver licence, NSW Green Provisional Driver (P2) Driver Licence (year 2), or an interstate/international equivalent?

6. Do you agree to obtain your Unrestricted Light Rigid manual Driver Licence before appointment?

7. Are you enrolled in your final year of a Paramedic Education Program Accreditation Scheme (PEPAS) accredited Paramedical degree or have you graduated with a CAA accredited Paramedical degree within the last two (2) years?

8. Are you available to travel to Sydney to attend the Field Day and complete the mandatory assessments for the role?
Operational Recruitment Application Process

Once you have worked your way through the eligibility questions, you will be asked to provide:

- a current resume outlining relevant work history and qualifications, etc.
- the names and contact details for two referees. Your referees must be a supervisor or manager who has had close and recent supervision of your work over the past 12 months and who can talk with authority about your skills, qualifications and experience in relation to the capabilities required for the paramedic role, as well as your most recent clinical preceptor. All referees cannot be related to you by birth, marriage or de facto relationship. You can provide referee details in relation to paid or volunteer work.
- Confirmation of Aboriginal identify, if applicable.

This can be done in the following ways:

- Letter from a Local Aboriginal Land Council or other recognised Aboriginal organisation, or
- Two written Aboriginal Community references, or
- Evidence you have held or are currently working in an Aboriginal identified or targeted role within another government agency, or
- A statement (250 words maximum) about your Aboriginal heritage, including community ties, and how you are accepted as an Aboriginal person by the Aboriginal community, or
- A statutory declaration - for guidance, refer to NSW Health’s ‘Stepping Up’ web page which also has information on citing and corroborating Aboriginality (JP certification required).

Shortlisting Stage:

Invitations to participate in online assessments will be sent to candidates who complete the eligibility criteria and submit their application. Online assessments provide NSW Ambulance with a measure to assess your suitability for the role. The online assessments will take one (1) hour and involve a cognitive ability assessment and an emotional intelligence test. These tests measure your capacity to perform critical aspects of the role, including numerical, verbal and abstract reasoning as well as your emotional intelligence.

Access to the assessment will be provided upon payment of $80 (this price includes GST) to the online assessment provider (Revelian). The results will be forwarded to NSW Ambulance. Once all results are received, suitable candidates will be invited to progress to the field day assessment stage.
Operational Recruitment Application Process

Assessment Stage: Field Day
The Field Day assessments aim to assess the foundational skills, knowledge and attributes that are required of a modern paramedic. Assessments will include:

1. Panel Interview (includes a presentation)
2. Group activity
3. Practical scenario
4. Clinical Exam

The panel interview will be assessed by a representative from operational recruitment and an operational paramedic. In this interview, you will be asked both behavioural and scenario based questions and will be asked to present a pre-prepared presentation on a topic which will be provided to you.

Scenario questions involve a situation which will be outlined to you, and how you would respond to the situation. These questions aim to elicit foundational skills such as problem solving, critical thinking or conflict resolution. Behavioural questions generally ask you to tell us about time you have displayed a certain behaviour, skill or attribute. It is advisable to have thought about a large range of situations where core paramedic behavioural traits, such as empathy, were evidenced prior to attending interview. Behavioural questions are best responded to with a prepared structure, this makes it easier to demonstrate the behaviour. NSWWA Ambulance suggests the use of the STAR method, which stands for situation, task, action and result, there is plenty of information about this technique freely accessible.

In addition to the panel interview, all applicants will undertake a practical scenario. This assessment will be used to assess your abilities to communicate, your analytical capacity to assess and evaluate a situation, and determine appropriate action as well as your clinical knowledge. Each applicant will undertake a practical assessment in which you are required to assess and treat a clinical presentation and be asked questions on that presentation. These questions could refer to diagnosis, pathophysiology, and/or treatment. NSW Ambulance recommends that you familiarize yourself with NSW Ambulance Pharmacology and Protocols.

You will undertake a group tabletop assessment, which will assess your ability to work autonomously and collaboratively as part of a team, apply work health and safety policies and use clinical decision making. All information and resources required to undertake this assessment will be provided to you on the day and no prior knowledge is required.
Lastly, you will sit a multiple choice based clinical exam, which will include paramedic practice, scenario, anatomy and physiology, and pathophysiology questions from years 1 and 2 syllabus. Please note that you will not be able to use a calculator for this exam.

To do your best, you have to be physically and mentally ready. Prior to field day, it is recommended that you:

- familiarise yourself with the graduate paramedic role description including the focus capabilities and behavioural indicators for the role
- ensure you have adequate sleep
- ensure you have allowed yourself sufficient travel time
- wear your clinical placement uniform. If you no longer have your clinical placement uniform, wear something which will allow you to move freely during a practical assessment but still suitable for a formal job interview.

What to bring on the day:

- some light snacks, water and an umbrella if it is raining
- proof of Australian/New Zealand citizenship or permanent residency (i.e. passport, birth certificate)
- Australian Driver Licence (you must currently hold an unrestricted drivers licence or be eligible for one within 12 months).
- Student ID card
- Medicare Card
- Bank Card

If you fail to bring any of the documentation required to your Field Day, you will likely be unable to progress through to your interview and your application may be withdrawn. If you are unsure of the requirements, contact NSW Ambulance Recruitment Team at AMBULANCE-Recruitment@health.nsw.gov.au.

Competitive Candidates

Competitive candidates will be ranked in order of merit on an eligibility list. Their ranking will be based on their overall performance in the Field Day assessments. The eligibility list remains valid for 12 months. Candidates on the eligibility list will be contacted (via email and/or SMS) to seek their agreement to commence and participate in pre-employment checks, including medical and physical assessment, to complete the final stage of the recruitment process. Upon successful completion of these assessments and confirmation of a class size, a candidate will be offered employment.

Pre-employment Checks/Clearances

Pre-employment clearances require satisfactory results for each of the following:

- Residency status check
- References (from both a Preceptor, and Current Supervisor)
- Conduct and service check (if applicable)
- NSW Health Service Check Register
- National Police Check
- Working with Children Check
- Driving history check
- Vaccination Clearance
- Health assessment check.
- Licence check
- Transcript check
- Paramedic Registration
Operational Recruitment Application Process

Please note applicants maybe progressed through these checks in any commencing order

Residency Status Check
You must be an Australian or New Zealand Citizen or hold permanent residency to be eligible for this position. If you are in the process of gaining permanent residency, you will need to provide NSW Ambulance with confirmation from the Australian Immigration and Border Protection Authority that you are eligible to work on a permanent full time basis.

NSW Ambulance does not sponsor international paramedics.

References
We will ask you to confirm the referee details that you have provided with your application prior to contacting them. If you would like to make changes to these details, you will be given the opportunity to provide new referee details at this stage. Please note that this should be a current manager or supervisor who has supervised your work for a period of at least six months, as well as your most recent clinical preceptor. These referees will be contacted to obtain feedback on your current/previous job, clinical placement performance, work behaviour and any other relevant information which verifies your suitability for the graduate paramedic role.

Conduct and Service Check
If you are a current or previous employee of NSW Ambulance or NSW Health, an internal conduct and service check will be required, and a HR Officer will be in contact with you to commence the process. Conduct and service checks will also be conducted for applicants who have previously served with the armed forces, emergency services or interstate ambulance services.

Please note that some students are allocated an 8-digit number to complete online learning modules with NSW Ambulance prior to your clinical placements; this number is known as a Stafflink number. If this is the case, please provide this to NSW Ambulance Recruitment Team when your referee details are confirmed.

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

National Criminal Record Check
Prior to attending a Field Day, all candidates must submit a completed National Police Check (NPC) consent form and provide original identification for certification. Acceptable identification must include at least one proof of citizenship or permanent residency (i.e. birth certificate or passport), driver licence or other photographic identification that contains your signature and date of birth, as well as your student ID, Medicare card and Bank card. The results of the NPC will advise NSW Ambulance of any registerable offences, sexual offences, violent offences, spent convictions, general criminality (drugs, theft, fraud) apprehended violence orders and some driving offences. You will be given an opportunity to discuss the findings as part of a structured risk assessment before a decision regarding your application for graduate paramedic is made.
Operational Recruitment Application Process

Paid Working With Children Check
NSW Ambulance has a legislative requirement to conduct background checks where a role involves contact with children. The role of a paramedic is considered child-related employment.

You must have a current Paid NSW Working with Children Check prior to commencing employment with NSW Ambulance and maintain this while in the role of a graduate paramedic. A Paid NSW Working with Children’s Check must also be maintained when you reach the qualification of paramedic as well as any other role within NSW Ambulance that requires you to work with children. The current cost for a Paid NSW Working with Children Check is $80 and is paid to Services NSW. To find out more or commence your application go to kidsguardian.nsw.gov.au/working-with-children/workingwith-childrencheck

Driving History Check
Being able to drive in a safe and responsible manner is an inherent requirement of the role.
Applicants will be required to provide traffic history reports from each state, territory or country, they have resided in over the entirety of their driving history prior to field day. NSW Ambulance driving standards require that you:
• Have lost no more than 6 demerit points in the last three years.
• Have no more than 3 of the same offence over the last five years.
• No more than 6 offences of any kind over the last ten years.
• No more than 1 DUI over the entire driving history.
• No cancellation in the past two years (fine default acceptable)

Other standards apply and each applicant’s driving history will be reviewed on a case by case basis.

Paramedic Registration
NSW Ambulance Paramedics are required to obtain and maintain AHPRA Paramedic Registration. Please note that applicants cannot be employed without a current registration number. Paramedic Registration can take 6-12 weeks to be processed and provisioned, and for this reason we would recommend that you obtain registration as soon as you are able to avoid delays in progressing your application.

Infectious Diseases Vaccinations
Paramedics are required to undertake direct patient management. Therefore, prior to commencing employment, all Graduates are required to produce
acceptable evidence of immunity to various communicable diseases including:
• Diphtheria
• Measles
• Hepatitis B
• Pertussis
• Mumps
• Varicella
• Tetanus
• Rubella
• Tuberculosis

Vaccination Records will be obtained and verified against your immunisation record.

Health Assessment
This health assessment is composed of three parts - a blood test, medical assessment and a physical fitness assessment. The medical and physical fitness assessment is undertaken by an independent health assessment provider and costs approximately $580 including GST. The blood test may be undertaken at any pathology of your choice and is at your own expense.

Health Assessments are necessary to ensure you are able to meet the critical job demands of the graduate paramedic role.

Inherent requirements of the Role
The role of a Graduate Paramedic requires a certain level of physical fitness. Some of the inherent requirements of the role include:

General
• Individuals are required to work in shifts, with fluctuations in workload and variations in shift duration.
• Overall, an inherent requirement of NSW Ambulance is to transport patients via various vehicles. NSW Ambulance vehicles undertake emergency lights and sirens driving, including when a patient under active treatment is on board.
• Work stress, fatigue and irregular eating hours associated with workload

Musculoskeletal
• Sitting and driving for long periods
• Carry equipment weighing between 12 and 24kgs, sometimes long periods and up stairs
• Carrying patients, loads up to 60kg, with various equipment, sometimes over rough terrain and frequently up and down stairs
• Perform CPR
• Sustained squatting and kneeling to access patients
• Using equipment and tools with a strong and controlled grip
Operational Recruitment Application Process

**Vision**
- Individuals are required to have good vision to be able to operate a vehicle and perform patient care duties.
- Individuals require good visual fields
- Individuals require near vision to read text such as doctors letters, medication vials and equipment readouts
- If indicated by an ophthalmologist or optometrist, the individual will be required to undertake an annual review of their vision.

**Hearing**
- Paramedics need to be able to hear speech in noise and verbal and radio/telephone messages in both quiet and noisy environments
- Individuals should be able to hear speech within background noise of up to 85dB
- A loss of more than 40 decibels on the ISO 389 scale (at 500, 1000 and 2000 CPD on a pure tone audiometer) in either ear is considered significant
- If any doubt exists as to an individual’s auditory acuity, a specialist report taking into account the critical job demands should be sought.

**Psychological**
Individuals are required to have strong psychological coping mechanisms as there is a high probability they will be exposed to traumatising situations. Inherent in the role of Paramedic is an ability to deal with the following situations:
- Consoling / counselling
- Exposure to death (including children)
- Exposure to grief
- Exposure to violence (including children)
- Exposure to fatigue (end of shift)
- Exposure to verbal or physical aggression or abuse

**Cognitive**
The role of a Paramedic requires an individual to possess the ability to apply:
- Memory of clinical and operational protocols
- Cognitive flexibility
- Attention to detail
- Clinical judgement
- Complex clinical problem solving
- Conflict resolution
- Critical thinking
- Negotiating with others

**Additional Demands for Regional Based Paramedics include:**
- Sitting and driving (<7 hours).
- Some heavier manual handling tasks in situations as required. May include use of equipment available to assist in removing patient from injury source.
- Some sustained sitting or lying down at station when on standby waiting for calls on night shift.

**Pre-existing medical conditions**
Individuals with pre-existing medical conditions are assessed on a case by case basis by an occupational physician who is guided by the NSW Ambulance Paramedic Health Standard. Decisions regarding an individual’s capacity to undertake the role and the impact any pre-existing medical condition may have on their ability to do so is made in consultation with the assessing doctor, NSW Ambulance and any treating specialist. You may be required to provide additional information, undergo specific or further testing or may be required to undertake functional or practical assessments. If you would like more information about a specific medical condition, please contact Operational Recruitment at AMBULANCE-Recruitment@health.nsw.gov.au.
Medical Assessment

The medical assessment criteria is based on the inherent requirements/ critical job demands of the role. 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 your ability to meet the physical demands of the paramedic role including:

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

You will be asked to perform a number of tasks to assess your fitness. 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 you can safely lift and carry two weighted bags (total weighted maximum of 36 kg) and ascend and descend one storey of stairs twice in less than 90 seconds.
3. Shoulder lift test – reach and lift a 12 kg 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 graduate paramedic.

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 and to avoid long delays in progressing your application. Should the medical assessment reveal the necessity for further diagnostic tests, these are conducted through the candidate’s own GP or specialist in order to allow the candidate to be involved in the diagnostic process.

Please note, in these situations the assessing medical practitioners do not make the decision whether or not to employ candidates; they conduct the examination and gather the information. They then submit this information to the occupational physicians (who also work for the same health assessment provider) who review the information and then make a recommendation regarding your fitness to be employed as a Graduate paramedic. Please be aware that a recommendation are reviewed by the NSW Ambulance Medical Review Committee prior to applications progressing to employment, which can lead to delays in notification of your medical outcome.

Manual Unrestricted Light Rigid Licence

You are required to obtain a manual unrestricted Light Rigid Licence prior to commencement. This means that you must be on a full NSW Licence or interstate equivalent at the time of appointment. You cannot work as a
Operational Recruitment Application Process

paramedic if you hold a provisional licence (P)plates or if you are without a licence.

Transcript
Appointment to the graduate paramedic role cannot be confirmed until successful completion of the degree and a certified official final transcript has been provided to NSW Ambulance recruitment. Only final transcripts on official university letterhead will be accepted. You must supply a full copy of your academic transcript including final GPA/WAM. Transcripts without a GPA/WAM cannot be accepted. Contact your university to ensure this detail is included in your transcript.

Conditions of Employment
Your salary, guaranteed super contribution, crib, travel and shift allowances as well as all other all related conditions and entitlements of the role are covered in the Operational Ambulance Officers (State) Award. This Award can be accessed on the NSW Health website at www.health.nsw.gov.au careers under remuneration and conditions.

Salary Packaging
NSW Ambulance employees can choose to salary package part of their pre - tax income to pay for meal and entertainment as well as other personal expenses, including mortgage repayments in addition to sacrificing for motor vehicles and superannuation contributions. Salary packaging arrangements can commence once you have started employment with NSW Ambulance and is only available to temporary or permanent employees of NSW Ambulance.

Rosters & Leave
We provide a 24 hour emergency service. Paramedics work rostered shifts that include weekends and public holidays. The roster system is usually four days on with four or five days off on a nine week rotating roster. Roster lengths can be 12 hours and 15 minutes in duration. Annual leave accrues per fortnight and you will accrue six weeks’ annual leave following a year’s service. You will have to clear three (3) weeks of this annual leave entitlement following your one (1) week inservice.

Thereafter, you are encouraged to access your annual leave balance regularly to stay under a 30 day Annual Leave accrual cap. Two months long service leave is accumulated after 10 years of service. Long service leave accrues at 15 calendar days per annum following 10 years of continuous service.
Recognition of Prior Service
NSW Ambulance will recognise prior service if that service meets the continuous service conditions outlined in the Government Sector Employment Regulations 2014 schedule 2 which may be found at the following website http://www5.austlii.edu.au/au/legis/nsw/consol_reg/gser2014437/sch2.html. Having prior service recognised means you have access to previously accrued sick, annual and long service leave, if applicable.

Uniforms
NSW Ambulance provides employees with uniforms free of charge. The design of the uniform is safe, functional and comfortable and meets the varying needs of service delivery as well as work health and safety requirements.

Training
All new paramedics are required to attend induction training at the NSW Ambulance Education Centre (AEC) located in Rozelle. The Graduate Induction program aims to assist graduate paramedics to gain the necessary organisational knowledge and familiarity with on-road processes, required to achieve a Certificate to Practice as a qualified paramedic with NSW Ambulance. The initial induction runs for five (5) weeks, this is followed by up to 12 months on road under the guidance of qualified paramedic mentor/s and finally a one (1) week graduate in-service back at AEC. Upon successful completion of this program, you are a fully-qualified paramedic and are paid accordingly.

Permanent Positing
You will receive a permanent offer of employment once you have accepted your permanent positing. At the time of your permanent posting, you will be asked to nominate your preferred sectors, however, you could be posted to anywhere within NSW, based on operational requirements.

Career Paths
NSW Ambulance takes an active interest in your learning and development and progression is achievable. Higher level operational career paths include Extended Care Paramedic, Intensive Care Paramedic, Special Operations, and Rescue. If successful, you could find yourself performing aeromedical retrieval, snow operations, rapid response and special operations counter disaster duties. The opportunities to rise to a Zone or Duty Operations Manager are available. Our Chief Executive has risen from the paramedic ranks; proving that if you want this role, and are successful, the top spot may be yours one day!

For Help, Contact us
Our HR officers are happy to assist you in making this an easy process. Our HR Officers will keep you informed of all information regarding your application as it becomes available. If you have any other enquiries, please email AMBULANCE-Recruitment@health.nsw.gov.au

To find out more about NSW Ambulance visit our website at www.ambulance.nsw.gov.au.
Frequently Asked Questions

When can I apply?
Applications for the role of Graduate paramedic will be accepted from 1 May 2019 and will remain open for three (3) weeks on jobs.health.nsw.gov.au.

What if I am unsuccessful in the recruitment process?
Australian Health Practitioner Regulation Agency (AHPRA) Paramedic registration requires NSW Ambulance employee graduates who have graduated within the last two (2) years. If you meet this requirement, then you can reapply when applications for Graduate Paramedic positions are accepted again.

Any candidate found to be deliberately supplying false or misleading information in an attempt to gain employment with NSW Ambulance will be disqualified from further consideration for employment.

Is it possible to be on an eligibility list and not get a job?
NSW Ambulance aims to give all graduate paramedic applicants on our eligibility list a job. In the last two (2) years we have placed over 500 graduate paramedics into permanent positions across NSW.

When will graduate induction classes run?
NSW Ambulance schedules graduate induction classes to ensure that graduates are able to gain employment within a short timeframe of meeting the full requirements of their degree (and in some cases before official graduation takes place). For this reason, we will run most graduate induction classes in the first six months of each year.

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. A copy of the policy can be found at this web address http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2018_009.pdf.

Can I obtain a copy of the Medical Standard to ensure that I meet the medical and physical fitness requirements of the paramedic role?
If you have a health or fitness related inquiry, please email AMBULANCE-Recruitment@health.nsw.gov.au with request for Paramedic Health Standard information in the subject line. We will be able to send you relevant sections of the standard for your/ your doctor’s review.

How long does it take for the pre-employment clearance to be completed?
We normally allow up to 12 weeks for all checks to be completed. The Paid NSW Working with Children Check, National Police Check, and Paramedic Registration are performed by other government agencies in accordance with due process and legislative requirements and cannot be expedited.
Frequently Asked Questions

Do I get paid during my induction at NSW Ambulance?
Yes, you do receive your base salary while you attend induction training.

Do I get a choice regarding where I will be located for training?
You will be initially appointed to a training location. You will be asked to rank the training locations provided to you in order of personal preference. NSW Ambulance will consider your preferences, but you could be posted to any location within the state where there is an operational requirement.

Table A:
Costs associated with applications for Graduate Paramedic Recruitment*

<table>
<thead>
<tr>
<th>Selection process type</th>
<th>Cost paid directly to:</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-screening assessment</td>
<td>Revelian</td>
<td>$80 (this includes GST)</td>
</tr>
<tr>
<td>Interview</td>
<td>Any travel</td>
<td>Cost vary per provider</td>
</tr>
<tr>
<td>Pre-employment clearance</td>
<td>Working with children check</td>
<td>$80</td>
</tr>
<tr>
<td></td>
<td>This cost is covered by NSW Ambulance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>National Criminal Record Check</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vaccinations</td>
<td>Cost varies per provider</td>
</tr>
<tr>
<td></td>
<td>Blood Test</td>
<td>Cost varies per provider</td>
</tr>
<tr>
<td>Health Assessment: inclusive of medical and physical fitness assessment</td>
<td>$580</td>
<td></td>
</tr>
<tr>
<td>AHPRA Paramedic Registration</td>
<td>Application fee of $190 and an annual registration fee of $275</td>
<td></td>
</tr>
<tr>
<td>Offer of employment</td>
<td>Driving record – all states and countries you have driven in for 10 years</td>
<td>$30+ in NSW</td>
</tr>
<tr>
<td></td>
<td>Roads and Maritime Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manual Unrestricted Light Rigid Licence required prior to Commencing employment.</td>
<td>$750+</td>
</tr>
<tr>
<td></td>
<td>Roads and Maritime Services and a registered training organisation</td>
<td></td>
</tr>
</tbody>
</table>

*Costs are current as at April 2019
Occupational Assessment, Screening & Vaccination Program Verification Form

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date of Birth:</th>
<th>Home Phone Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country of Birth:</td>
<td>Email Address:</td>
<td>Mobile Phone Number:</td>
</tr>
<tr>
<td>Residential Address:</td>
<td>Medicare Number:</td>
<td></td>
</tr>
</tbody>
</table>

(Medicare Number required by NSW Health PD2018_009, for the recording of new vaccinations on the Australian Immunisation Register (AIR))

NSW health care workers must be protected against some specific infectious diseases because of both occupational and patient safety risks. The requirements listed below are NSW Health policy. All Health Care Worker Category A employees, volunteers 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 is a completed Vaccination Record Card. This card must be completed by a Doctor or a Registered Nurse Immuniser, be signed and have the practice stamp applied. Batch numbers should be recorded where available. Attach the evidence to this form. Blood test results and vaccination details may also be supplied in addition, but not as a substitute.

Statutory declarations will not be accepted.

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

<table>
<thead>
<tr>
<th>Diseases</th>
<th>Vaccination Evidence</th>
<th>Serology Evidence</th>
<th>Other Acceptable Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diphtheria, Tetanus &amp; Pertussis</td>
<td>One adult dose of dTpa vaccine within the last 10 years</td>
<td>N/A</td>
<td>NIL</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>History of age-appropriate Hepatitis B vaccination course</td>
<td>OR Anti-HBs ≥10 mIU/ml</td>
<td>OR Documented evidence of anti-HBc, indicating past Hepatitis B infection, or HBsAg+</td>
</tr>
<tr>
<td>Measles, Mumps &amp; Rubella (MMR)</td>
<td>2 doses of MMR vaccine at least one month apart</td>
<td>OR Positive IgG for measles, mumps and rubella</td>
<td>OR Birth date before 1966</td>
</tr>
<tr>
<td>Varicella</td>
<td>2 doses of Varicella vaccine at least one month apart or 1 dose of Varicella vaccine before 14 years of age</td>
<td>OR Positive IgG for varicella</td>
<td>N/A</td>
</tr>
<tr>
<td>Influenza</td>
<td>Influenza vaccination is strongly recommended for all health care workers including volunteers.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Tuberculosis (TB) Risk Assessment Tool

### Part A

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Do you currently have a cough that has lasted longer than 2 weeks?</td>
<td></td>
<td></td>
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<tr>
<td>2. If yes, have you had any episode of haemoptysis (coughing up blood)?</td>
<td></td>
<td></td>
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<tr>
<td>3. Have you had unexplained fever, chills or night sweats in the past month?</td>
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<tr>
<td>4. Have you had any unexplained weight loss in the past month?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you answered yes to any of the above questions, please attach relevant details on a separate page, including all results of any investigations or medical assessments you may have had, to this form.

### Part B

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Have you ever lived or travelled overseas?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duration of stay</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approximate dates/year</td>
<td></td>
<td></td>
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<tr>
<td>(attach a separate page if necessary)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Have you ever had contact with a person known to have TB?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, detail the nature of the contact (attach separate page if necessary):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Have you ever been tested for TB before?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you answered yes to any of the above questions, please attach further information on a separate page, including the date and results of any previous tests for TB (including TST, IGRA, sputum culture, chest x-ray) and attach it to this form.

Applicant/Student Declaration: I declare that the information provided on this form is correct:

Name:                                                                 Signature: | Date:

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.)

Employee applicants - forward this form with attachments to Recruitment

Clinical Placement Applicants - forward this form and attachments to the relevant Sector Deployment staff.