



## Graduate Ambulance Paramedic

POSITION DETAILS	
Employment Type	Ambulance Victoria Enterprise Agreement (AVEA) 2020
Division / Department	Chief Operating Office / Clinical Operations
Reports To	Team Manager
Direct Reports	No
AV Capability Framework	Tactical Execution
ROLE PURPOSE	
Undertake and successfully complete all stages of the theory, driving and on-road practical skill component of AV's Graduate Ambulance Paramedic (GAP) program by providing pre-hospital care and treatment for sick and injured people by attempting to stabilise and/or improve the patient condition in preparation for and during transportation to hospital.	

### AV Vision

Providing outstanding emergency healthcare, every time.

### Patient Care Commitment

We save and improve lives by providing outstanding care for our patients. Our Patient Care Commitment is our promise to every patient and sits at the heart of everything we do: We strive to provide care that is Caring, Safe, Effective and Connected for every patient, every time.

### AV Values

- **Being Respectful:** We treat our colleagues, patients, customers and members of the community with courtesy, respect, dignity and compassion. We share responsibility for creating an environment that demonstrates equality and is free from harassment and discrimination.
- **Working Together:** We are committed to working in a collaborative environment, seeking out the diverse knowledge and experience of others and building effective working relationships to deliver on our mission.
- **Being Accountable:** We trust and empower each other to deliver on our commitments, take ownership for our work and are answerable for our actions.
- **Openly Communicating:** We are committed to open, honest and transparent communication that builds trust and effective relationships, leading to better outcomes.
- **Driving Innovation:** We drive innovation by finding day to day efficiencies and improved ways of working. By using our creativity we identify and drive changes that will allow us to better serve our patients and community.

### Key accountabilities

ELEMENT	ACCOUNTABILITIES



<b>OPERATIONAL PERFORMANCE</b>	<ul style="list-style-type: none"> <li>• Under the direction and supervision of the allocated Paramedic Educator, Clinical Instructor or Qualified Ambulance Paramedic, undertake patient care and transport in accordance with AV's Operational Procedures, Clinical Practice Guidelines and Clinical Work Instructions.</li> <li>• Administer medications and other clinical interventions accurately and effectively.</li> <li>• Comply with all AV policies and procedures, governing legislation and legal requirements.</li> </ul>
<b>QUALITY AND PATIENT EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Attend all study days and successfully complete all assessments and course work within the required timeframes.</li> <li>• Complete relevant documentation to ensure that the organisation's duty of care and reporting requirements are met.</li> <li>• Communicate effectively and appropriately with patients, relatives, health professionals, members of the public and other emergency services to ensure the best possible care for the patient is achieved.</li> <li>• Produce high quality written material concisely, accurately and comprehensively.</li> <li>• Ensure patient confidentiality is maintained and protected at all times.</li> <li>• Assist the Team Manager and team members by undertaking duties to ensure the branch functions effectively at all times. This includes participating in maintaining branch stocks, ensuring the vehicle is kept in a state of readiness and the branch is clean and tidy.</li> </ul>
<b>COMMUNITY/ STAKEHOLDER ENGAGEMENT</b>	<ul style="list-style-type: none"> <li>• Ensure all interaction with AV stakeholders including patients, their relatives and members of the public is of the highest professional standard to promote the professionalism and reputation of all Ambulance Paramedics and AV.</li> </ul>
<b>HEALTH SAFETY AND WELLBEING</b>	<ul style="list-style-type: none"> <li>• Respond to calls in accordance with AV Operational Procedures and organisation response targets to ensure patient needs are appropriately met.</li> <li>• Drive service vehicles in a safe and expedient manner in accordance with AV policy and procedures.</li> <li>• Maintain all equipment and ensure vehicle is prepared, maintained and equipped in accordance with AV standards.</li> </ul>
<b>PEOPLE LEADERSHIP</b>	<ul style="list-style-type: none"> <li>• Interact effectively as part of the ambulance crew within own ambulance team, with other Ambulance teams and with other emergency service teams to ensure delivery of patient care is optimised.</li> <li>• Actively participate as a member of a team and move the team towards the completion of both team and individual goals.</li> <li>• Maintain open and effective communication with the communication centre.</li> <li>• Attend annual continuing education and maintain mandated practice skills sets as required for craft level.</li> <li>• Self-direct learning and proactively ask for assistance if this is required.</li> <li>• Adhere to and ensure adherence to the Code of Conduct for Victorian Public Sector Employees, the AV Workplace Conduct policy, other policies and procedures which incorporates AV's organisational expectations as amended from time to time.</li> </ul>

## Key selection criteria

<b>QUALIFICATION</b>
<ul style="list-style-type: none"> <li>• AHPRA Registration as a Paramedic</li> </ul>



## ROLE SPECIFIC REQUIREMENTS

- Experience within a Health Community Services or non-emergency transport environment (desirable).
- Fluent in a language other than English (desirable).
- Experience using Microsoft Office Suite including Outlook, Word & Excel.
- Demonstrated understanding of basic mental arithmetic calculations, and strong reading and comprehension skills.
- Proven ability to map read and orientate self.
- Strong attention to detail using appropriate checking processes to ensure safe working environment.
- Competent standard of patient emergency care and clinical knowledge.
- Ability to maintain stable performance whilst under pressure.
- Ability to promote, and adhere to, ethical and professional standards including maintaining patient confidentiality and diplomacy when dealing with matters of a sensitive nature.
- Strongly demonstrated problem solving approach, including identifying issues and reacting appropriately.
- A medical and physical fitness standard, as determined by AV, to safely undertake all the duties of ambulance work.
- Completion of AV psychology screening.
- It is a condition your employment that you must hold and maintain:
  - Valid Victorian driver's licence (or interstate equivalent) or a probationary licence where the holder has held a P2 licence for at least 1 year
  - Registration with the Paramedicine Board of Australia
  - Current Victorian Working With Children Check

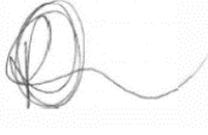
## Important information

- AV is an Equal Employment Opportunity (EEO) employer. All employees must understand, support and adhere to the principles covered in the Professional Conduct policy (POL/PAC/002) and the Recruitment and Selection policy (POL/PAC/028).
- AV provides a professional working environment that recognises the importance of flexible work arrangements and work/life balance.
- Applicants must be an Australian Citizen, Permanent Resident, or hold a valid work permit or visa.
- The preferred candidate will be required to undergo security checks such as police record.
- The successful candidate will be employed pursuant to Ambulance Victoria Policies and Procedures along with the relevant Industrial Agreement.
- AV is a state-wide organisation and provides a state-wide service to the community. The successful candidate will be willing to travel throughout Metropolitan Melbourne and Regional Victoria as required.
- The position description is indicative of the initial expectation of the role and subject to changes to organisational goals and priorities, activities or focus of the job.
- Recipients of Victorian Private Sector (VPS) departure packages should note that re-employment restrictions apply.
- By applying for this position within Ambulance Victoria (AV), you agree to undertake an assessment of any Secondary Employment or outside interests, in line with AV's Secondary Employment procedure (PRO/PAC/078). This is required to ensure there is no perceived or actual conflict of interest for AV should you be successful and commence in the new role.



## Privacy notification

Ambulance Victoria requires declarations and personal information relevant to your employment. The collection and handling of the information will be consistent with the requirements of the Privacy and Data Protection Act 2014.

AUTHORISATION	
	
<b>Executive Director Clinical Operations</b> <b>Date:</b> 13/05/2021	<b>Organisation Design Team</b> <b>Date:</b> 13/05/2021

