FREQUENTLY ASKED QUESTIONS

SA Ambulance Service

Experienced Paramedic

SA Ambulance Service (SAAS) Paramedics provide a high standard of patient care to the SA community and deliver 'Patient First' pre-hospital care. It is important that you read this document carefully before commencing your application. This will ensure that you are eligible and have everything you need.

1. How do I know if I am eligible?

To be eligible to apply for Experienced Paramedic positions within SAAS, you will need to meet the following requirements:

- Be registered with AHPRA in the Paramedicine profession
- Have successfully completed a Paramedic Internship or equivalent work history
- Have experience as a practicing Paramedic in a relevant role

2. What documentation will I need to include in my application?

You will be required to include the following documentation:

- A cover letter of no more than two pages introducing yourself and demonstrating how you meet the essential minimum requirements of the position
- A current CV
- A copy of your Professional Qualifications
- A colour photo of the front and back of your Driver's Licence

The following documents are required for employment; however, are not required for your initial application:

- DHS Working with Children Check (WWCC) clearing you to work with children (issued within the last 5 years)
- Nationally Coordinated Criminal History Check (NCCHC) (issued within 12 months of your commencement date)

If you do not have the above documents, we recommend commencing the application processes as soon as possible due to the often tight timeline of the recruitment process.

3. Can I apply as an overseas applicant?

To be eligible to apply for an Experienced Paramedic position, you must be a permanent resident or Citizen of Australia or New Zealand or hold full rights to work in Australia.

SAAS is currently **not offering** sponsorship for Paramedics who wish to work with us. You will be required to have in place all necessary visas which enable you to work within SAAS at point of application.

4. Where are Experienced Paramedic positions located?

SAAS operates 125 ambulance stations across both metropolitan and regional South Australia. Each location is staffed by experienced paramedics. Opportunities to work at these stations will be advertised based on operational needs.

5. What are the roster patterns?

The SAAS roster follows a 4-on, 4-off pattern. Shift lengths may vary depending on the location.

6. What are the conditions of employment?

Experienced Paramedics are employed and paid in accordance with the current SAAS Enterprise Agreement and SAAS Award.

7. How will positions be advertised?

Vacancies for Experienced Paramedic positions will always appear on the SAAS Careers Page as well as the South Australian Government's Careers Board – IWORKFORSA.

8. How do I apply when a position is advertised?

SAAS uses PageUp as its recruitment system. You will need to establish a username and password to access the system and apply for the role. To apply, you will need to complete a range of mandatory questions as well as upload any relevant documents.

All correspondence to you will be sent via your PageUp account, so it is extremely important that your email address is correct, and you check your emails regularly. Failure to check your emails or provide a correct email address may see you miss important information about your application. SAAS takes no responsibility for incorrect email addresses or for applicants missing correspondence. You should also keep a close eye on junk or spam folders in case our emails are redirected at your end.

9. Do I need to supply referees as part of my application?

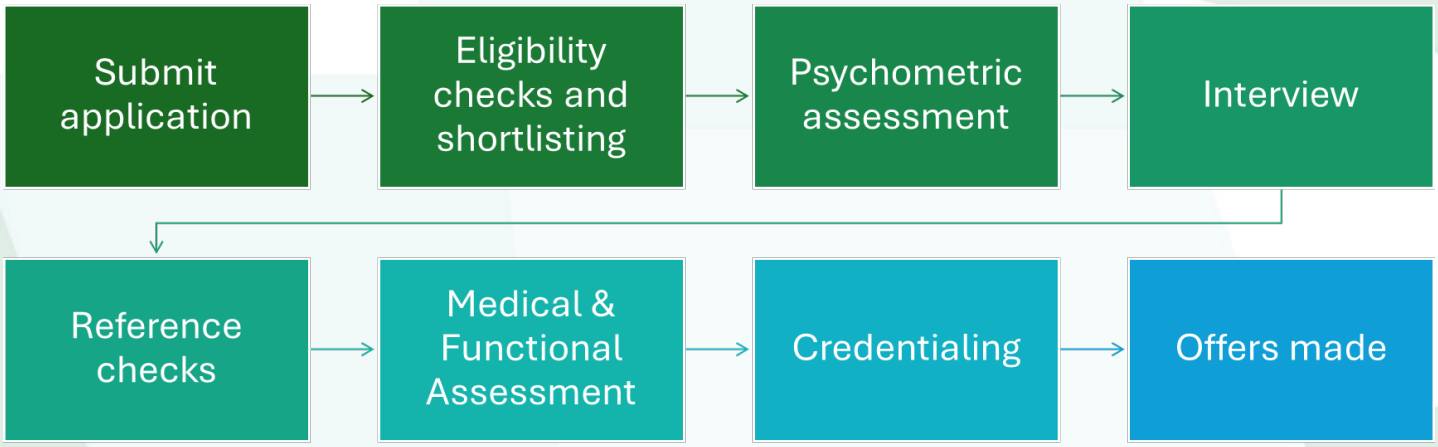
You are required to supply three referees. All three referees may be contacted to discuss your suitability for the role on offer. It is essential that you contact your referees prior to nominating them and seek their agreement. **We may contact referees at any time during the selection process so it is important that you have notified them.**

All referees must be professional references and **must not be** personal or character references.

10. What are the steps in the selection process?

There are several steps in the selection process, and the time taken can vary depending on the number of positions available, the number of candidates, etc. It is important that you check your emails regularly, as the process moves quickly, and you may be required to book into various activities.

The following diagram provides an overview of the selection process. The process and sequence of activities may vary from one campaign to another.



11. What is the Medical and Functional Capacity Assessment?

The Medical and Functional Assessment is currently completed by Jobfit Health Group. Prior to you being offered a position you will need to successfully pass these assessments. **This will be at your own cost.**

11.1 Immunisation Screening

When you receive your invitation to complete a Medical and Functional Capacity Assessment, you will also be asked to provide your vaccination history.

Ambulance practice places staff at an increased risk of some vaccine preventable diseases. Furthermore, ambulance staff may transmit infections to susceptible patients. To protect staff and patients from these diseases SA Health requires all new staff to have immunity to them. Therefore, you are required to provide evidence that you have such immunity prior to employment.

The Addressing vaccine preventable disease: Occupational assessment, screening and vaccination policy directive (PDF 452KB) applies to all current and prospective employees, contractors, students and volunteers of the Department for Health and Wellbeing, Local Health Networks (including state-wide services aligned with those networks) and SA Ambulance Service.

Please refer to Health care worker immunisation and screening requirements for further information.

12. What additional information will I be asked to provide?

Prior to receiving a formal offer, you will be provided with instructions on what is required for you to complete including specific timelines that must be met. This will include (but is not limited to):

- Completion and signing of a Paramedicine Credentialing & Scope of Clinical Practice Application Form
- Supply certified copies of your qualifications:
  - If you have received your parchment and official transcript you are required to provide **certified** copies of both
  - If you have received only a copy of your transcript i.e. If you are commencing employment prior to your graduation day, please forward a copy with your application. Upon receipt of your official transcript and parchment you're required to provide a certified copy of both to the SAAS Credentialing officer.
- Supply a copy of your AHPRA registration certificate.

13. If I already have AHPRA registration, why do I need to credential?

Under Regulation 29 of the Health Care Regulations 2008 and the requirements outlined in the National Safety and Quality Health Service (NSQHS) Standards, SAAS is required to establish and define a credential and appropriate Scope of Clinical Practice for all staff operating within SAAS. This approval must be provided by the relevant SAAS Clinical

Credentialing Committee and provisional approval must be in place prior to any offer of employment is made to a prospective employee. For clarity, SAAS clinical credentialing is in addition to AHPRA Registration.

14. What if I still have questions?

Should you need to clarify any information not outlined above, please feel free to email the SAAS Recruitment Team at Health.SAASRecruitment@sa.gov.au.

Government of South Australia
SA Health
SA Ambulance Service