

# 2023 Paramedic Internship – Frequently Asked Questions

Our Paramedic Internship is for **new graduates** of a Bachelor of Paramedicine or equivalent. 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.

## This document is in two parts:

- **Part 1 - The Application and Selection Process**
- **Part 2 - Offers, Placements and other details**

## Part 1: *The Application and Selection Process*

### 1. *How many positions will be available in the 2022/2023 program?*

This year we will be recruiting for four Internship groups to commence in 2022/2023; subject to change based on organisational needs. It is proposed that the dates for each intake will be:

- 03 October 2022 - must be AHPRA registered, with evidence at point of application
- 30 January 2023
- 05 June 2023
- 02 October 2023

The remaining successful applicants will remain in a recruitment pool. This pool will be active for a 12-month period.

SAAS will determine and may make you an offer to one of the four intakes. If you are unable to accept the offer made, you may not be made a further offer. However, if you are successful but are not made an offer, you will be placed into an active 12-month pool.

### 2. *How will the program be advertised?*

Vacancies for a Paramedic Intern will always appear on the [SAAS Careers Page](#) as well as the South Australian Government's Careers Board – [IWORKFORSA](#).

### 3. *How do I apply?*

SA Ambulance Service uses PageUp as its Recruitment system. You will need to establish a username and password to access the system and apply for the role. You will need to complete a range of mandatory questions as well as upload any relevant documents. All the instructions on applying will be included in the vacancy information (Job Pack). We have also

provided you with a Paramedic Intern - Document Checklist to assist you with this process. Please ensure you read and follow those instructions.

Please note: 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 the event that our emails are redirected at your end.

#### 4. *Will SAAS give priority placement to SA candidates over interstate or overseas candidates?*

Yes - SAAS consistently receives more applications than positions available and it has been necessary to give certain groups priority over others for appointment to the Paramedic Internship. In your application, you will be asked to select the priority group applicable to you at the time of application, and upload evidence to support your priority group selection.

Preference will be given to the below priority groups in the following order:

1. Aboriginal and/or Torres Strait Islander applicants
2. Applicants who are Australian citizens/permanent residents or New Zealand citizens and who are current residents of South Australia and/or local South Australian Paramedic graduates
3. Interstate Paramedic graduates who have previously lived in South Australia

You will be required to provide evidence if you are in one of the priority groups.

If you are an Aboriginal and/or Torres Strait Islander applicant, please ensure you are registered with the [Aboriginal Employment Register](#)

Applicants in other priority groups are required to provide evidence such as proof of residential address which may include the following:

- Valid Driver's licence and/or
- Posted mail including the name of the applicant such as council rates, phone bill etc

Please do not provide any documents that contain sensitive personal information such as bank statements.

#### 5. *Am I eligible to apply?*

The SAAS Paramedic Internship is specifically designed to support recent graduates in the transition to your new role as a Paramedic. To be eligible, you must be registered or eligible for registration as a Paramedic with the Australian Health Practitioners Registration Agency (AHPRA)/Paramedicine Board of Australia prior to being offered a role in the 2022/2023 program. **It is recommended that you commence your registration up to six weeks prior to completion of your 3rd year of studies in Paramedicine.**

Furthermore, you will not be offered a position until you have registered with AHPRA. You must register as soon as you are eligible, regardless of what intake you have been recommended for. This is very important and provides us with sufficient time to process any offers or credentialing matters prior to your possible employment with us. **Failure to register as soon as you are eligible to may impact on you receiving a formal offer of employment.**

To be offered a position for the scheduled intake commencing 03 October 2022, **you must be currently registered** as a Paramedic with the Australian Health Practitioners Registration Agency (AHPRA)/ Paramedicine Board of Australia **and upload evidence of this Registration at time of application.**

The new AHPRA Registration Standards outline all the requirements for registration for the first time, or if you are applying for registration having completed your studies more than 2 years ago. Please refer to the following standards for further information:

- Paramedicine Board of Australia, Registration Standard: [Continuing Professional Development](#) and [FAQ](#)
- Paramedicine Board of Australia, Registration Standard: Recency of Practice
- Please remember, if you cannot be registered, you are ineligible to be considered for the program.

In addition, to be eligible you also need to:

- Not have taken a Targeted Voluntary Separation Package (TVSP) from the SA Government and are applying to work in the SA Government within the 'employment exclusion period' specified in the package conditions
- Have full working rights within Australia
- Hold a current Driver's Licence (with no conditions). Please refer to Question 18 for further information.

## *6. If my qualification is not recent (attained more than 12 months ago) but still within 2 years, is there anything extra I need to meet/supply?*

Please remember that this Internship is designed for **recent graduates** so if you have been working as a Paramedic, then you are not eligible to apply. If you have not been working as a Paramedic, as long as you are able to register with AHPRA and have demonstrated to the Paramedicine Board of Australia that you meet the requirements for registration with AHPRA as a Paramedic, you will be eligible to apply. Evidence of your registration will be required.

If you are in this position, it is important that you commence the process of registration with AHPRA as soon as possible. This will enable AHPRA and the Paramedicine Board of Australia sufficient time to assess your application for registration. We would strongly encourage you to discuss your situation with AHPRA and understand the timeframes required for the processing of your application.

## *7. Who is not eligible to apply for an Internship?*

You will not be eligible to apply for the Paramedic Internship if you are;

- Not eligible to be registered by AHPRA as a Paramedic during 2022/2023
- Previously successfully completed a Paramedic internship within a jurisdictional ambulance service, **Or**
- Have worked professionally for another ambulance service as a qualified paramedic or higher.

**Please note:** related work in the mining industry or for a transport service will not exclude you from applying for this program.

### 8. *I am of Aboriginal and Torres Strait Islander descent, should I identify?*

The SA Health Aboriginal Workforce Framework 2017-2022 (the Framework) aims to increase the Aboriginal and Torres Strait Islander workforce across the public health sector in clinical, non-clinical and leadership roles. SAAS is therefore committed to identifying and promoting employment opportunities for Aboriginal and Torres Strait Islander applicants.

Applicants who are registered with the [South Australian Office of the Public Sector Aboriginal Employment Register](#) and who meet the selection requirements for the SAAS Paramedic Internship Program will be given priority consideration for this program. When submitting your application, please ensure you tick that you are registered on the application form.

Further information can be found at the Office for the Commissioner for Public Sector Employment [Aboriginal Employment Register](#).

### 9. *I am an overseas applicant; can I apply?*

Any candidate who meets the Intern eligibility criteria is entitled to apply through this process. SAAS consistently receives more applications than positions available and it has been necessary to prioritise appointment to the positions. SAAS has determined that successful applicants will be prioritised in the following order:

- Candidates of Australian Aboriginal and Torres Strait Island descent
- Candidates who are permanent Australian Citizens/Australian Permanent Residents/New Zealand Citizens
- Candidates who have a current visa with full working rights within Australia for the period of the vacancy
- Overseas candidates who require a visa to work in Australia

### 10. *What documentation will I need as part of my application?*

In addition to uploading your cover letter and CV, the job pack contains is a Paramedic Intern - Document Checklist that you can download and print to help guide you. This will ensure you have included all relevant documents to enable you to complete your application.

You will need to include your two most recent clinical placement reports **plus** your latest Team Leader report (or equivalent). If your University does not undertake clinical placements or if



you are not provided with clinical placement reports or a Team Leader report, please include any other relevant documentation i.e.:

- Skills logs/OSCE books
- An extra clinical placement report
- University letter
- Hospital placement

All pages of the report/relevant documentation are required, otherwise your application may not be considered.

You also need to include:

- A copy of your final academic transcript of your completed degree **Or** if currently studying a copy of your current transcript upon application. However, successful applicants will need to provide a final **academic transcript when an offer is made**.

You will need to upload a document which includes:

- The university name and logo
- Student name and details
- Academic results (If you are completing your degree by the end of 2022 you will need to upload your second semester second year grades along with your current academic transcript)
- Grade Point Average (GPA)
- Colour copy of both the front and back of your **CURRENT** Driver's Licence

### *11. What documents do I need to supply for sighting? (Original documents)*

Should you be selected to participate in an interview, you will be asked to bring along **original documents**. These may include (but are not restricted to):

- Your original birth certificate or confirmation of Australian Residency or Visa with full working rights
- Your **Current** Driver's Licence
- Criminal History/Working with Children Check (WWCC) (if available)
- Your most recent Academic Transcript and/or Final Academic Transcript advising of completion of the Degree
- Confirmation document(s) of your APHRA registration

Should you be invited to attend an interview, it is important that you read your interview invitation and ensure you **bring with you all the documents you need**. You will not be able to progress or be made an offer without supplying the original documents for sighting.

If you do not have a National Police (Employment/Probity/Licensing and Working unsupervised with Vulnerable Groups) Check and a WWCC you are encouraged to obtain one as soon as possible.

Should you be successful, you need to undertake credentialing with SAAS prior to receiving an offer. This process also requires you to supply original/certified copies of certain documents. This is detailed in **Question 26** below.

**It is your responsibility to ensure you are eligible to apply** - SAAS will not contact you for additional evidence.

### *12. What placement documentation do I need to provide as a Bachelor of Paramedic Science graduate from a university other than Flinders University of South Australia.?*

SAAS recognises that each university has differing placement reports therefore you are required to submit either two clinical placement reports **or** your complete clinical placement workbook/log. Please refer to the Paramedic Intern - Document Checklist as well as in the on-line application form.

### *13. Do I need to supply referees as part of my application?*

Yes, you will need to supply **three referees**, including their email and contact telephone numbers. 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.

All referees must be professional references and should not be someone that has a personal relationship with you.

You are required, to supply **three referees** who are as follows:

- One must be an Operational Team Leader/Manager or Line Manager within an Ambulance service who has been directly involved in your clinical placements and or development,
- One must be a Qualified Paramedic who can accurately comment on your experience whilst undertaking placements as part of your studies,
- One must be a Line Manager or Supervisor in any other professional work or volunteering capacity.

They must be able to comment on your performance and participation relating to tasks or activities and the application of your learnt skills and knowledge. Referees can be persons that you have a professional relationship with in paid or unpaid employment.

### *14. What happens if my referees cannot be contacted?*

Referees may be contacted at any time during the selection process. Please ensure:

- you provide up to date contact details for your referees
- that you have sought their permission to list them as your referee
- to the best of your knowledge, the referee will be available to respond

If you do not provide the exact details requested for referees it may impact on progression of your application. This process is highly competitive and moves at a fast pace, so if we cannot get in touch with your referees it may impact on your application progressing.

*Incorrect referee emails will be returned to us. There is no guarantee that we will have sufficient time to follow-up incorrect referee details, so it is essential that you have the correct email addresses for all your referees. It is your responsibility to make sure these are correct.*

### 15. How long will the online application process take?

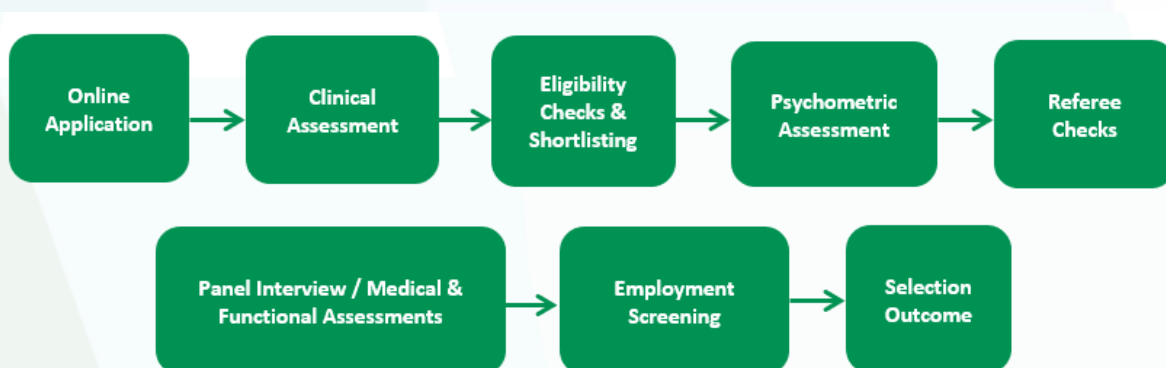
If you have all your documents ready and have completed your cover letter and Resume/CV, it should not take you too long to complete the online application. Once the job is advertised, please ensure you check all the requirements contained in the vacancy information (Job Pack) before commencing your online application. Please remember to have all your documents ready to upload. If you have applied for a role in SAAS or SA Health before you may already have a username and password. This will mean that some of your information will be saved on your profile on PageUp already.

### 16. What are the steps in the selection process?

There are several steps in the selection process, and the time taken can vary. This may also be dependent on the number of positions available, and the number of candidates we need to process.

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 quicker you respond to emails, the higher the chance you will have to book a time that suits you.

The below steps provide you with an indicative overview of the selection process. The process and sequence may vary.



### *17. What is different if I am an interstate applicant?*

If you elect to travel to Adelaide to participate in the Selection process, this will be at your own cost. Efforts will be made to accommodate your availability, for example we will attempt to provide you with sufficient notice of activities to enable you to make your arrangements. Interviews will be available to attend via Microsoft Teams if required.

### *18. What licences do I need?*

Appointment is subject to you holding a **current** driver's licence that does not legally restrict your ability to drive an operational ambulance. This must be a full unrestricted South Australian licence if resident in South Australia (or be in the process of transferring an interstate or international licence to a full South Australian licence within required time frames).

On application you must supply a **coloured** copy of your **current** driver's licence. If you are on a Probationary licence, you are eligible to apply, if you will have your full unrestricted Driver's Licence 3 months before commencing your internship. You will then need to supply SAAS with another coloured copy of your unrestricted driver's licence.

### *19. What other pre-employment checks do I need to do?*

You will need to undergo the following pre-employment and screening checks prior to being offered a position on the program, this will include (but is not limited to):

- National Police Clearance – Employment/Probity/Licensing and Working unsupervised with Vulnerable Groups
- Working With Children Check (WWCC)
- A satisfactory medical/physical examination (please refer to the Job Capacity Statement available on the Intern Careers webpage).
- Immunisation requirements (**refer Question below**).

#### *19.1 Immunisation Requirements*

Ambulance practice places staff at an increased risk of some vaccine preventable diseases. Furthermore, ambulance staff may transmit infections to susceptible patients. In order 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 [Emergency Management \(Healthcare Setting Workers Vaccination\) \(COVID-19\) Directions](#) 2021 outlines the Vaccination requirements and compliance for healthcare workers. Progressing your application will be subject to you providing your COVID-19 vaccination status as part of your application. Please refer to Health care worker immunisation requirements for further information.

#### *19.2 Medical and Functional Capacity Assessment*

Our Medical and Functional Testing is currently completed at Corporate Health Group (CHG) in Mile End, Adelaide. Prior to you being offered a position you will need to successfully pass



these assessments. This will be at your own cost. Please refer to the SAAS Job Capacity Statement: Paramedic Intern in the vacancy information (Job Pack).

### *19.3 Criminal History*

Depending on where you currently work and/or reside and have previously worked and/or resided determines which Criminal History Checks you will need to obtain. Given that these can take some time to arrange, we recommend you start to organise these as soon as possible. There are two checks that SAAS requires you to obtain prior to an offer being made. They are:

### *19.4 National Police Clearance (NPC) - Employment/Probity/Licencing and Working Unsupervised with Vulnerable Groups*

The NPC provides a point in time summary of your Australian criminal history and includes national convictions and certain types of spent convictions. There are various sites that enable you to source your NPC online. Please refer to any of the organisations accredited by the [Australian Criminal Intelligence Commission](#) to submit an [online NPC Application](#). We also refer you to the [South Australia Police](#) to apply for a national police check.

### *19.5 Working with Children Check (WWCC)*

As this role is a prescribed position, you will be required to hold a WWCC which clears you to work with children. Further information is available at [Department for Human Services](#) website.

As part of the requirements for registration with AHPRA, you may be required to obtain a WWCC prior to registering. It is important that you check the details for registration, so you are aware if you need one prior to registering.

You will receive instructions on what to do and you will be required to make payment when lodging your clearance. When applying for a WWCC you will be issued with a Unique Identifier. You will be asked to supply that to us, so that we are able to check progress of your application and be advised when your clearance is received. You can access the online application [here](#).

We will accept a WWCC that has been issued within the past 5 years. The NPC must be valid from within 1 year of commencement. If you have worked and/or resided in another country for more than 1 year, in the past 10 years, you will need to provide a satisfactory criminal history record from each country.

If you have NOT resided in Australia, you do not need a DHS or NPC. However, you must provide a satisfactory criminal history record from each of the overseas countries in which you have resided for more than one year within the last 10 years since your 18th birthday.

We will need to sight the original documents if not at interview, at some stage prior to an offer being made.

**20. *I have been advised that I am successful, but I will not commence in the first intake, do I have to go through employment screening again?***

You may be required to undertake additional employment screening activities should there be a lapse in time from the initial recruitment process (and submission of your screening details and completion of declarations as part of your original application form), to when you are made an offer to commence. This is likely to occur if you are offered a placement in the 3rd or 4th intakes which will likely occur in June or October of the 2023 calendar year. The SAAS Recruitment Team will advise you if you need to complete further screening. This may be subject to you receiving an offer.

**21. *How long is my Medical and Functional Assessment valid for?***

CHG (provider of these assessments) states that the results remain valid for a period of 6 months. Should you be offered a position 6 months following this assessment, we will ask you to complete a Statutory Declaration stating that there is nothing in your health history since you completed the original assessment that may affect your suitability for the role (for example, injury, accident, health issues, etc.).

The SAAS Recruitment Team will advise you if you need to complete a further medical assessment or complete a Statutory Declaration which will be considered prior to offering you a contract of employment.

If you do declare that there is, or we are made aware of, a possible illness or injury suffered by you since completing your initial assessment, SAAS reserves the right to request that you return to CHG and undertake a further assessment to ensure that you can medically and physically meet the inherent requirements of the role on offer.

If you have completed a Medical and Functional Assessment as part of a previous paramedic Internship application process, you will be required to complete this assessment again.

**22. *What do I do if I change my address or email details during the process?***

If you change your address or email details at any time following the submission of your application, you are required to visit the SA Health website [www.sahealth.sa.gov.au](http://www.sahealth.sa.gov.au) and log in using your profile, select Edit Profile, click on Personal Details, update your details and then save. This is a live system so you can go in and update personal details at any time.

**23. *Will you accept late applications?***

Late applications will not be accepted under any circumstances.

## Part 2: Offers, Placements and other details

### 24. When am I likely to receive an offer if I am successful?

As detailed in Question 1 above, SAAS will establish successful applicants who will be made an offer of employment to one of the four intakes for 2022/2023, as well as a pool of applicants who have successfully completed the selection process and been recommended to be placed on a pool for a 12 month period. Your selection and confirmation onto a pool does not guarantee an offer of employment.

### 25. Are there any further requirements I need to meet before being made an offer?

SAAS has introduced a Paramedicine Credentialing & Scope of Clinical Practice process. This replaces the SAAS Authority to Practice and is designed to ensure those practicing with SAAS do so within their defined scope of practice, and they have been suitably assessed (and approved) to undertake such duties and make clinical decisions in line with that scope.

Assessment of suitability must be undertaken prior to you receiving an offer. If approved, this will be considered a provisional credential and will enable SAAS to offer you a contract of employment. Upon commencement of employment, you will be issued with a credential and scope of clinical practice for the term of your contract.

### 26. What extra information will I be asked to provide?

Prior to a formal offer being forwarded to you, you will be contacted via the SAAS Recruitment Team with instructions on what is required for you to complete including specific timelines that must be met. This will include (but 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.

### 27. 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](#).

### ***28. What happens if I cannot get the Credentialing application information back in time?***

If you do not supply the required information with the completed checklist by the timeframe required, your application for credentialing and scope of practice will not be considered by the Paramedicine Credentialing committee and therefore you will not be eligible to receive an offer of employment.

### ***29. Once credentialing is complete, how will I receive my offer?***

All correspondence will be via email so please check your email on a regular basis. In the online application process, you can elect to receive SMS notification when an email is sent to you – you are encouraged to use this option to ensure you don't miss any emails.

### ***30. What do I do if I want to decline my offer?***

SAAS needs to hear from you if you choose to decline an offer made. This ensures that your placement can be offered to another applicant. Clear instructions on how to accept or decline an offer will be included in any communication to successful candidates.

### ***31. If I receive an offer but don't respond by the due date indicated in the email, will you accept a late response?***

No. If your response to offer is not received by the date indicated in your offer, SAAS will withdraw the offer of employment and the position will be offered to another applicant.

### ***32. I have been offered a Paramedic Internship, when will I find out what metropolitan or country area I have been allocated to?***

Your initial assigned metropolitan or country area will be outlined in your offer of employment contract, however SAAS reserves the right to change this dependent upon operational needs.

### ***33. I have accepted an offer for employment within SAAS however I will now be unavailable to commence, what do I do?***

Please notify the recruitment team at [Health.SAASRecruitment@sa.gov.au](mailto:Health.SAASRecruitment@sa.gov.au) as soon as possible indicating you are withdrawing your application – this way another candidate can be offered a placement on the program.



### **34. *I have accepted the offer of a placement in the Paramedic Internship online, when will I receive a response from SAAS?***

Confirmation of your employment within SAAS will be sent to you directly. You will receive your contract via email approximately 2 months prior to your commencement of employment.

### **35. *What happens if I am unsuccessful in obtaining a position?***

If your application is deemed unsuccessful you will be advised via email that you will not be offered a position. If you are still interested in a Paramedic Internship position and you meet the eligibility criteria you may wish to reapply for the 2024 program.

### **36. *If I am unsuccessful, can I ask for feedback?***

You will be advised in writing that you have been unsuccessful. Due to the large volume of applications received, we are unable to provide you with specific feedback on your application. You will, however, be aware of what stage you reached in the process.

**Please note** that any correspondence relating to your application is confidential and can only be discussed with you. Third parties enquiring on your behalf will not be provided with any information in relation to your application or performance during the selection process.

### **37. *What will be my conditions of employment?***

You will be employed and paid in accordance with the current SAAS Enterprise Agreement and SAAS Award.

### **38. *If I am successful, what hours will I be expected to work?***

You will be required to work full time in accordance with a 7 day roster which includes day and night shifts. Hours of work are based on a 76 hour fortnight.

### **39. *Where are the positions located?***

Offers will be made for placement in metropolitan areas, metro fringe and regional locations. Metropolitan areas can include locations North such as Parafield through to Southern areas such as Noarlunga and anything in between.

SAAS will be offering several placements in metro fringe and regional locations. These will include:

- Mt Gambier
- Whyalla
- Murray Bridge
- Victor Harbor

All Clinical Education is undertaken in the metropolitan region, and following successful completion, you will be assigned directly to your Metro-fringe/ regional location, with support from your Clinical Team Leader and Mentor.

**40. If selected, will I get to choose the location or intake I wish to work?**

You will be able to nominate your preferences during the initial application process and at interview especially with regards to metro-fringe, regional and metropolitan location and when you would like to commence. However, your final location and start date will be determined by SAAS.

**41. How do I nominate for a regional location?**

The application form will enable you to identify whether you are interested in working in a regional location. It is important that you have seriously considered the option to work in a regional location and undertaken some background research. You are encouraged to speak to your University Career Counsellor or a trusted professional colleague before deciding to nominate a regional location.

**42. What will my internship look like?**

An example of the SAAS standard internship structure is available below. Please note we reserve the right to change the structure for each intake depending on organisational requirements.



### **43. *Still have more questions?***

When positions are available and advertised as vacancies, contact details will be identified. Should you need to clarify any information, please feel free to contact that person or email [Health.SAASRecruitment@sa.gov.au](mailto:Health.SAASRecruitment@sa.gov.au) ensure you have read these questions prior to emailing us with a query.