

SA Ambulance Service

Paramedic Internship – Frequently Asked Questions

Our Paramedic Internship is for **new graduates** of a Bachelor of Paramedic Science 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 is about the application and selection process**
- **Part 2 is about the Paramedic Internship itself**

Part 1: The Application and Selection Process

1. How many positions will be available in the 2020 program?

This year we will advertise the Internship as a pool. This pool will be active for a 12 month period from 6 January 2020 up to 5 January 2021 inclusive.

We will make offers (from the pool) based on organisational need. It is proposed that the dates for each intake will be:

- 3 February 2020
- 1 June 2020
- 28 September 2020

SAAS will determine and may make you an offer to one of the three intakes. If you are unable to accept the offer made, you may not be made a further offer.

2. How will the program be advertised?

This program will be advertised as a pool which will remain active for a period of 12 months. Initially, you will be advised whether you have been successfully placed on the pool, following a rigorous selection process.

Being placed on the pool does not automatically guarantee you will receive an offer. If you do not receive an offer for a position for one of the 3 intakes initially, you will remain active on that pool for the 12 month period. This means that you may be eligible to receive an offer should a further vacancy arise in any of the scheduled intakes throughout that 12 month period.

3. When will SAAS be advertising?

Vacancies for a Paramedic Intern will always appear on the [SA Health Careers](#) Page as well as the South Australian Government's Careers Board – [IWORKFORSA](#). To ensure you do not miss out, we recommend that you set up a Job Alert so that you can be advised directly via your email of when we advertise. You can choose to set up a Job Alert on the [SA Health Careers Page](#) or the [IWORKFORSA Careers Page](#).

4. 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 please ensure your email address is correct and you check your emails regularly. Failure to check your emails, or provide a correct email address may impact on your application.

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 2020 program.

Furthermore, you will not be offered a position until you have registered with AHPRA. Your registration must be complete no later than 2 months prior to your proposed start date.

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 19** 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 **new 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, you will be eligible to apply. Evidence of your registration will be required.

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 up to 2 months prior to the offer of a position
- Previously completed a Paramedic internship within a jurisdictional ambulance service, **Or**
- Have worked professionally for another ambulance service as a qualified paramedic or higher, which is responsible for providing a jurisdictional ambulance service

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 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. Please go to the [Registration page](#) of the SA Government Office of the Commissioner for Public Sector Employment and register. When applying, 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, on the Intern Careers Page, there 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 the following:

- Your two most recent clinical placement reports **plus** your latest Team Leader report (or equivalent if graduating from a university other than Flinders University).

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 placement report
- University letter
- Hospital placement

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

You also need to include:

- A copy of your final academic transcript of your completed degree
- 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 2019 you will need to upload your first semester third year grades along with your current academic transcript)
 - Grade Point Average (GPA)
 - Colour copy of both the front and back of your Driver's Licence

12. 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 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 with Vulnerable Groups) Check and a WWCC you are encouraged to obtain one as soon as possible. Refer to **Question 19 & 20** below.

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

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

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 **Question 11** above. This is also outlined on the Paramedic Intern: Document Checklist as well as in the on-line application form.

14. 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 3 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.

15. 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 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.

16. How long will the online application process take?

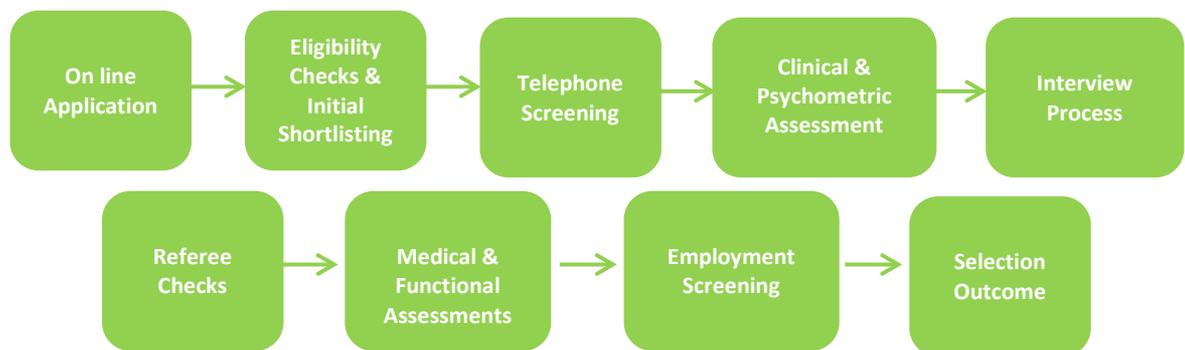
If you have all your documents ready, and have completed your cover letter and Resume/CV, it should not take you too long to complete the online application. Once the job is advertised, please ensure you check all of the requirements contained in the vacancy information (Job Pack) before commencing your 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.

17. What are the steps in the selection process?

There are a number of steps in the selection process, and the time taken can vary from process to process. 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 in to various activities. The quicker you respond to emails, the higher the chance you will have to book a time that suits you, if you are shortlisted and your application progresses. Some activities you will need to do in Adelaide.

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



18. What is different if I am an interstate applicant?

There will be no differences. There will be components of the process that will require you to be in attendance. Travel to Adelaide 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 arrangements.

19. What licences do I need?

Appointment is subject to you holding a drivers 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, as long as you will have your full unrestricted Driver's Licence by 1 July 2020. You will then need to supply SAAS with another coloured copy of your unrestricted driver's licence.

20. What 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 with Vulnerable Groups
- WWCC
- A satisfactory medical/physical examination (please refer to the Job Capacity Statement available on the Intern Careers webpage and in the Job Pack).

Please refer to **Question 21** below for more information.

You will also need to meet our immunisation requirements as follows:

a) 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 following immunisations will be required as a minimum:

- Hepatitis B
- Chicken Pox (Varicella)
- Measles/Mumps/Rubella
- Diphtheria/Tetanus/Pertussis
- Influenza
- Poliomyelitis

A full list of requirements will be provided to you should you progress. Click here to find out more information on [SA Health immunisation requirements](#).

b) Medical and Functional Capacity Assessment

Our Medical and Functional Testing is completed at Corporate Health Group 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).

c) On-line Psychometric & Clinical Assessments

We will require you to complete an online questionnaire to review psychological factors relevant to the role. In addition you will be required to complete an on-line clinical assessment. This will be emailed to you should you progress with relevant instructions.

It is essential that only you complete these assessments, and you do this on your own. The information should be kept confidential and you should not discuss the contents of these assessments with other persons.

21. Criminal History & Working with Children Check/s

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:

21.1 National Police Clearance (NPC) - Employment/Probity/Licencing and Working with Vulnerable Groups

A 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 [click here](#) to view locations to submit an online NPC Application. We would also encourage you to refer to [SA Police](#) website for further information.

21.2 WWCC

As this role is a prescribed position, you will be required to hold a WWCC which clears you to work with children if you do not currently have a DCSI/DHS Child related screening check issued within the last 3 years. From 1 July 2019, this check will be called a Working with Children Check. Further information is available at [Department for Human Services](#) website.

If you have a current DHS/DCSI Check, this does not have to be updated until it expires or by the 1 July 2022, whichever is sooner (or unless specified by your registering body). As part of the requirements for registration with AHPRA, you may be required to obtain a WWC Check 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 WWC/DHS screening assessment and NPC that has been issued within the past 3 years. 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.

22. I have been advised that I am successful but I will not commence in February 2020, 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 June or September programs. The SAAS Recruitment Team will advise you if you need to complete further screening. This may be subject to you receiving an offer.

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

Corporate Health Group - CHG (provider of these assessments) states that the results remain valid for a period of six months. Should you be offered a position 6 months following this assessment, you will be required 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 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.

24. 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.health.sa.gov.au/careers 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.

25. Will you accept late applications?

Late applications will **not** be accepted under any circumstances.

Part 2: offers, Placements and other details

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

As detailed in Question 1 above, SAAS will establish a pool of candidates who have successfully completed the selection process and been recommended for to be placed on a pool. Your selection and confirmation onto a pool does not guarantee an offer of employment, however offers will be made as soon as practicable to fill the intakes we have available within the period of the program.

Advice of the outcome of your application and that you have been placed on the pool will occur once all selection activities are complete for all candidates. Progress reports or verbal advice of your selection will not be provided until the full process concludes. All candidates will be advised at the same time of the final outcome.

27. 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.

28. 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.

29. 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.

30. 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.

31. 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 as soon as possible indicating you are withdrawing your application – this way another candidate can be offered a placement on the program.

32. 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.

33. What happens if I am unsuccessful in obtaining a position?

If you are assessed as 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 2021 program.

34. What will be my conditions of employment?

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

35. 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.

36. Where are the positions located?

Offers will be made for placement in both the metropolitan area and country locations. Metropolitan areas can include locations North such as Parafield through to Southern areas such as Noarlunga and anything in between.

SAAS also offers a number of placements in Metro-fringe/Mt Gambier. All Clinical Education is undertaken in the metropolitan region, and following successful completion, you will be assigned directly to your Metro-fringe location or Mt Gambier, with support from your Clinical Team Leader and Mentor.

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

You will be able to nominate your preferences at interview especially with regards to Country and Metropolitan appointment and when you would like to commence, however your final location and start date will be determined by SAAS.

38. How do I nominate for a country location?

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

39. What will my internship look like?

SAAS' standard Internship structure is available on the Intern Careers Page and can be accessed [here](#). Please note we reserve the right to change the structure for each intake depending on organisational requirements.

40. 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