SA Ambulance Service

Patient Transfer Officer – Aboriginal Cadetship Program

Frequently Asked Questions

1. **What is the SA Ambulance Aboriginal Cadetship Program (2018-19)**
The Aboriginal Cadetship Program supports our commitment to increasing Aboriginal & Torres Strait Islander participation in our workforce by providing dedicated Patient Transfer Officer positions within SAAS for the specific appointment of Aboriginal & Torres Strait Islander persons. The Cadetship provides culturally and organisationally relevant and supportive framework to assist in the successful transition to the role of Patient Transfer Officer with SAAS, whilst undertaking supported study and workplace orientation.

2. **When will SA Ambulance Service be advertising for the Aboriginal Cadetship Program?**
Vacancies for the Patient Transfer Officer (Aboriginal Cadetship Program) will always appear on the SA Health Careers Page as well as the South Australian Government’s Careers Board – IWORKFORSA. We also advertise via specific Aboriginal employment media, and a direct email is sent out via the South Australian Government’s Aboriginal Employment Register. If you are of Aboriginal or Torres Strait Islander descent, we would encourage you to register your details with the Aboriginal Employment Register. You can access the Aboriginal Employment Register here.

To ensure you do not miss out, we also 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.

3. **How do I apply for the Cadetship?**
SA Ambulance Service uses PageUp as its Recruitment system. You will need to apply for a Cadetship which means you will be required to establish a username and password to access the system and apply for the role. As part of this process 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). Please ensure you read and follow those instructions.

Please remember, all correspondence to you will be sent via your PageUp account, so the email you set up in your profile needs to be an email that you check regularly. Please ensure you have checked that it is correct. Failure to check your emails, or provide a correct email address may impact on your application.
4. **What other support do I receive if I am offered a Cadetship?**  
During your cadetship you will be provided access to an operational mentor who will help with your induction and orientation into the workplace. This will be in addition to the support provided by your Line Manager. You will also be provided with support to assist you to complete the training. This is explained in more detail in [Question 9](#).

5. **What do I need to include in my application?**  
You will need to write a cover letter that addresses the requirements of the role. This cover letter should be no longer than 2 pages and should summarise how you would be suitable. It is recommended that you review the Role Description prior to writing your cover letter. This letter will need to be uploaded as part of your online application.

There will also be a number of documents you will need to upload including a Resume/CV and other relevant licences and certificates. Everything you need to include will be detailed in the vacancy information (Job Pack).

6. **What documentation will I need as part of my application?**  
We would recommend that you start to organise your documentation as soon as practical. 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 (need to scan and upload both sides)
- Criminal History/DHS Checks (see Pre Employment Checks - [Question 7](#))

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 Criminal History check or a DHS check, we will notify you and advise you of the process to obtain these checks. Refer to [Question 10](#) below.

7. **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.

8. **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. You can contact us at any time if you are unsure about a step, or need further information. Please email the Recruitment Team at Health.SAASRecruitment@sa.gov.au.
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.

The below steps provide you with an indicative overview of the selection process. The process may vary from time to time, and the sequence of these activities could also change.

9. **What qualifications do I need?**
   This role does not require any specific qualifications. If you are offered a position, you will complete a Certificate IV in Health Care (Ambulance) with the SA Ambulance Service. You will complete this program at our Clinical Education Unit.

   You will be provided with additional support from an academic mentor if required. They can assist you with your ongoing educational requirements such as workbooks and other any specific adjustments. The training involves:
   - 9 week induction workshop - including 2 weeks of the DRiVE program
   - 10 week on road placement working with a qualified Ambulance Officer while completing supervised work placement activities
   - Simulation Assessments held in the 20th week including Medical, Trauma and Cardiac Arrest scenarios

   The training is undertaken during paid time, however you may be required to complete some study in your own time.

8. **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).

9. **What pre-employment checks do I need to do?**
   You will need to undergo the following pre-employment checks prior to being offered a position with SA Ambulance Service.
   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 through the selection process. Click here to find out more information on SA Health immunisation requirements.

b) Medical and Functional Capacity Assessment
If you are in South Australia, 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. Please refer to the SAAS Job Capacity Statement: Patient Transfer Officer in the vacancy information (Job Pack).

c) Psychometric Assessments
We will require you to complete an online questionnaire to review psychological factors relevant to the role. The verbal, numeric and abstract reasoning assessments include a series of multiple-choice questions designed to assess your reasoning skills across these areas. This information is used as part of the selection process, and should you be successful the results of this assessment will be provided to the Clinical Education Team who will support you through your Cert IV training.

You will only need to do this once you have been shortlisted and SA Ambulance Service will provide you with more information at the time. This is at no cost to you, but will require you to attend a session to complete the online assessments.

If you are selected to undertake these assessments, you will be sent an invitation via the recruitment system. You will be offered various times, and you will need to select a time that best suits you. Every effort is made to provide a number of alternative days and times.

10. Criminal History 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.

- If you have worked and/or resided within Australia, you are required to have a DHS (Department of Human Services) and NPC (National Police Certificate). We will accept a DHS screening assessment and NPC that has been issued within the past 3 years. SA Ambulance Service will provide instructions on how to obtain a Department of Human Services (DHS) check and a National Police Certificate (NPC) if you do not already have one.
- A DHS screening assessment must be initiated by us. We will work with you to lodge the details and you will receive instructions on what to do. Further information on screening is available at Department for Human Services.
11. Will I be working on a roster?
Patient Transfer Officers within SA Ambulance Service work a variety of different shifts. PTO shifts are mostly Monday – Friday with a few shifts on weekends. Shift start times range from 0700 to 1630, all 8.5 hours with half hour lunch break. The roster configuration will be dependent on what stations you are rostered to. This will be explained to you should you receive an offer for employment.

12. Where are the positions located?
Vacancies become available across a number of metropolitan stations, from locations such as Noarlunga, Edwardstown and Fulham through to Gepps Cross and Salisbury. This will be discussed with you should you progress through the selection process.

13. 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.

14. Will I need to pay for anything?
As part of the Cadetship Program, we will provide support for some of the pre-employment processes you are required to complete. This will be explained to you as you progress through the selection process. Please advise the recruitment team if you have any concerns during the process.

15. Still have more questions?
Should you need to clarify any information, please feel free to contact that person or email Health.SAASRecruitment@sa.gov.au

We are also conducting Information Sessions at the following locations, times and dates. We would encourage you to attend and hear more about the role and the Cadetship Program. Please join us at an Information Session.
- Monday 8th April at 2 pm - Tauondi Aboriginal College, 1 Lipson Street, Port Adelaide
- Tuesday 9th April at 5 pm – Tandanya National Aboriginal Cultural Institute, 253 Grenfell Street, Adelaide

To register please email Health.SAASRecruitment@sa.gov.au or call 8274 0680