

Queensland Ambulance Service



Role Description

Advanced Care Paramedic			
Classification	Level 2, Band 2	Salary Range	\$85,547 - \$98,383 per annum
Location	Various	Status	Various
Work Unit/ Branch/District	Various	Division/ Region	Various
Contact Name & Position	QAS Recruitment QAS.Recruitment@ambulance.qld.gov.au		

Queensland Ambulance Service

The Queensland Ambulance Service (QAS) is a division of the Department of Health. The Department of Health's purpose is to provide highly effective health system leadership.

The QAS provides timely, quality and patient focused ambulance services including pre-hospital patient care and related services across Queensland. The QAS delivers sustainable, adaptive and responsive contemporary health care to Queensland.



To find out more about our organisation, please refer to the QAS Applicant Information Kit or visit www.ambulance.qld.gov.au or www.health.qld.gov.au.

Purpose of the role

An Advanced Care Paramedic (ACP) is a health professional who provides frontline out of hospital care, medical retrieval services and health related transport for sick and injured people in both emergency and non-emergency settings. Advanced Care Paramedics assess and document patients' health and medical needs to determine and implement appropriate paramedical care in line with QAS policies and procedures. Paramedics work collaboratively with the districts and regions, the broader QAS organisation and with other health care and emergency services staff to provide high quality, patient centred care to the Queensland community.



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Key responsibilities

Function 1: Professional Development

- Demonstrate a commitment to continuing professional development by participating in and completing all courses required for achieving and maintaining a credentialed level of paramedical clinical practice as approved by the Medical Director and/or Commissioner, QAS. This includes accreditation, re-certification and adopting new clinical practices or procedures as outlined within the QAS Clinical Practice Guidelines.
- Develop and maintain the required competency practice standards contained within the Council of Ambulance Authority's Professional Paramedic Competency Standards (PPCS).
- Generate and continually update a Professional Development Plan.
- Regularly practise self-reflection and seek feedback from colleagues to critically evaluate and continually develop personal capability and professional practice.
- Complete appropriate documentation, including logs, audits, case reviews and noting significant events and professional experiences.
- Actively participate in mentoring, teaching and development activities with students, Graduate Paramedics and other Advanced Care Paramedics to meet learning objectives.

Function 2: Operational readiness and equipment care

- Carry out pre-shift vehicle and equipment checks and report any damage or defects immediately.
- Check the stock levels of patient care equipment and ensure that all equipment is safe, clean and in good working order at all times.
- Ensure that the vehicle, patient care equipment and station environment are kept clean and tidy at all times.
- Maintain the security of vehicle drug stock, including controlled substances, whilst on duty and where applicable, in certain locations whilst on call.
- Present for shifts fit for duty by being physically and psychologically healthy, illness and fatigue free, and utilise staff support and counselling services when required.

Function 3: Pre-hospital patient care

- Provide a high standard of pre-hospital emergency patient care and ambulance transport services for members of the community in line with the QAS Clinical Practice Manual (CPM) and scope of practical/clinical governance.
- Carry out dynamic risk assessments within the frontline operational work environment to ensure scene, patient and personal safety during the delivery of ambulance services. This includes assisting supervisors and managers with risk assessments of tasks carried out to ensure that safe working practices, in line with QAS policy and current legislation, are followed at all times.
- Administer medication and treatment according to relevant legislation, regulations, guidelines, policies and procedures to support the provision of the most effective care and treatment to the patient, in an ethical and professional manner.
- Attend to patients using the full range of pre-hospital emergency care techniques available to a Paramedic, and extended skills when appropriate; by assessing the most appropriate pathway of care, taking into consideration the needs and feelings of the patient.
- Assess the most appropriate method of conveying patients using the relevant equipment and moving and handling techniques where necessary.
- Deliver sensible and practical clinical decisions in the best interests of the patient, within a framework of evidence based, reasonable and professional judgement.



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- Operate effectively within a mobile environment by responding to requests in a low risk manner; in accordance with the approved methods and techniques of driving and the QAS Code of Practice.

Function 4: Communication

- Communicate effectively and respectfully throughout the provision of patient care by using appropriate interpersonal and communication skills to encourage the active participation of patients, relatives and carers and to effectively manage avoidance, confusion and confrontation.
- Communicate appropriately with all key stakeholders including health professionals, members of the public, and other emergency service providers to ensure the best possible outcome for the patient and to promote the professional reputation of all Paramedics and the QAS.
- Transmit and receive information via mobile data terminal/radio/telephone or other technology in accordance with QAS procedures.
- Consult effectively with relevant health care professionals and service providers to facilitate continuity of care.

Function 5: Working as part of a team

- Actively participate in the team to support paramedic service delivery through regular attendance at meetings, completion of operational readiness duties and participation in other activities that develop team unity and performance.
- Work in emergency management capability for disasters, major incidents and mass crowd gatherings.
- Work in collaboration with the broader regional network and contribute to regional performance targets and service delivery standards.
- Build and sustain collaborative and professional relationships within the team, the region and across the wider organisation.
- Contribute effectively to all work undertaken as part of a multi-disciplinary team.

Function 6: Professional conduct

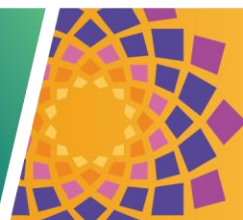
- Maintain required standards and observe the code of conduct expected of a professional QAS Paramedic, including patient confidentiality and compliance with health and medical standards (e.g. infection control).
- Comply with the provisions of the *Ambulance Service Act 1991*, all relevant Industrial Awards and Agreements, and all QAS policies and procedures as determined by the Commissioner, QAS.
- Act in accordance with the prescribed role/functions when first on scene at a major incident or disaster.
- Disclose to QAS all relevant information regarding any personal or health related factors that may affect your ability to practise, limit your ability to work, or prevent you from practising if performance or judgement is affected.
- Behave with honesty, integrity and impartiality to ensure that your conduct does not damage the public's confidence in the QAS.
- Demonstrate a professional duty of care by taking into consideration the situation and the required knowledge and skills to provide a response that is in the best interests of the patient/s.
- Practise within an approved scope of practice in terms of authority and competence and access additional support and expertise to effectively respond to clinical challenges in unfamiliar circumstances or situations.

Function 7: Reporting

- Undertake appropriate clinical record keeping practices, including documentation relating to patients, drugs, professional development, workplace health and safety, and meetings with Officers in Charge (OICs).



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- Maintain records information systematically, in an accessible and retrievable form, and ensure that records are accurate, comprehensive, logical, legible and concise.
- Report on relevant patient history, condition and treatment to receiving hospital staff.
- Complete and submit all relevant records and documentation in accordance with QAS requirements.
- Lead and manage staff in emergency management capability for disasters, major incidents and mass crowd gatherings, in close consultation with the Director Operations - Emergency Management, State Headquarters.
- As a leader, actively demonstrate and promote the QAS's approach of zero tolerance towards violence and commit to supporting those affected by domestic and family violence in accordance with QAS policies and mechanisms. Model and influence a workplace culture of gender equality, respectful relationships, diversity, inclusion, employee safety and support.
- Maintain credentialed scope of clinical practice as approved by the Medical Director and/or Commissioner, QAS.
- Fulfil the responsibilities of this role in accordance with Queensland Public Service and QAS values.

Basis for selection

We are seeking applicants who, within the context of the role responsibilities, possess the following key attributes:

Key Attribute	Capability
Clinical Practice	<ul style="list-style-type: none"> ▪ High standard of clinical knowledge to provide effective pre-hospital patient care. ▪ Proven clinical reasoning, analytical and problem-solving skills to assess patients' needs and review patients' health care records to determine best care alternatives.
Communication & Teamwork	<ul style="list-style-type: none"> ▪ Demonstrated effective and appropriate skills in communicating information, advice, instructions and professional opinion to colleagues, patients, their relatives and carers. ▪ Proven ability to work as an effective member of a team and actively assist fellow team members towards the achievement of organisational goals.
Professional Conduct & Performance	<ul style="list-style-type: none"> ▪ Demonstrated capability in upholding the expected standards of conduct and performance required by the QAS. ▪ Planning and organisational skills to effectively manage time and prioritise workload, with the proven ability to manage stress and maintain performance under pressure, without a negative impact on self or others. ▪ Demonstrated computer literacy skills for the effective use of available technology.
Operational Readiness / Fitness for Duty	<ul style="list-style-type: none"> ▪ Demonstrate a personal commitment to maintaining medical, physical and psychological wellbeing in order to safely undertake the duties of the Paramedic role.

Note: Officers posted to stations designated as Category 4 - 7 may be required to undertake on-call duty to facilitate the timely and efficient provision of pre-hospital and emergency care. An employee may be required to be on-call to perform overtime work during a specified period of time outside normal rostered hours. During the on-call period an employee must be immediately contactable by telephone, pager, radio or similar approved device in order to facilitate the timely and efficient provision of pre-hospital and emergency care as required and within acceptable response times. An acceptable response time will be ten (10) minutes, however, other arrangements can be determined for specific rural locations to maintain continuity of service coverage within reasonable community expectations of service delivery.



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Mandatory/Special conditions/Other requirements

The following mandatory requirements, special conditions and/or other requirements apply to this role:

- Appointments to this position will require proof of qualification/s and current registration under the National Scheme, as determined by the Paramedicine Board of Australia.
- Applicants must have a minimum of an undergraduate degree in Paramedicine or Health Science (Paramedic); or an Associate Diploma of Applied Science (Ambulance); or equivalent qualifications as determined by the Commissioner, QAS.
- Applicants must have, or be willing to obtain, a Queensland Light Rigid (LR) Driver Licence (for a manual motor vehicle) prior to appointment. Applicants who do not currently hold a manual LR Licence must have a minimum of a Queensland 'C' Class Driver Licence (for a manual motor vehicle) prior to the closing date for applications to be eligible to apply. An automatic Driver Licence or Learner Permit is not acceptable. Interstate and international applicants must hold an equivalent licence at the time of applying and will be expected to obtain a Queensland Driver Licence upon appointment.
- It is an express condition of employment for all people who are to perform roles with direct patient contact to be, and remain, vaccinated against the following infectious diseases during their employment: Diphtheria; Tetanus; Pertussis (Whooping Cough); Hepatitis B; Measles, Mumps, Rubella (MMR); Varicella (Chickenpox); Influenza. Please note, there may be additional vaccination requirements depending on individual circumstances as specified in the QAS Infection Control Framework.
- Demonstrated medical fitness and physical capacity to safely undertake all the duties of the position in an operational ambulance environment, as determined by the QAS.
- Position may require participation in shift work (including weekends and public holidays), on-call duties and undertake overtime.

How to apply

Information on how to apply can be found on the [QAS Website](#). Please refer to the [Applicant Information Kit](#) for more information about working for the QAS.

Employment screening

Pre-employment screening, including criminal and discipline history and clinical practice checks, may be undertaken on persons recommended for employment. The recommended applicant will be required to disclose any serious disciplinary action taken against them in public sector employment. In addition, any factors which could prevent the recommended applicant complying with the requirements of the role are to be declared.

Roles providing health, counselling and support services mainly to children will require a Blue Card, unless otherwise exempt. Please refer to the Pre-Employment Checks section within the QAS Applicant Information Kit for further details about employment screening and other employment requirements.

External Applicants

For information on the documentation that may be required from an external applicant please refer to the Pre-Employment Checks section within the QAS Applicant Information Kit.



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Additional information

- The role reports to the Officer in Charge.
- The role may supervise students and Graduate Paramedics.
- The QAS is committed to maintaining a culture that builds respect, fosters inclusiveness, promotes flexible work arrangements and embraces the unique and diverse qualities of our workforce.
- The QAS stands firm in its position and has zero tolerance for inappropriate workplace behaviour. The [QAS RESPECT](#) initiative is designed to foster and promote a culture where employees at all levels feel empowered to 'step up' and 'stamp out' inappropriate workplace behaviour and provide a positive and safe workplace for everyone.
- The QAS has zero tolerance for child abuse, neglect and harm, and is committed to ensuring the safety and wellbeing of all children and young people. All employees, volunteers and service providers in the QAS and Queensland Health system have a responsibility to respect and promote the rights of children and young people.
- The QAS applies the [Public Service Commission's Leadership Competencies for Queensland](#) by empowering all leadership levels to deliver high-performing, innovative and future-focused services, making a positive difference to all Queenslanders.
- A mobile, flexible and agile workforce supports service delivery and employee development. You may seek or may be required to work in alternative locations or undertake alternative duties on a temporary or permanent basis.
- Applications will remain current for a period of up to 12 months and may be considered for other vacancies (identical or similar) which may include an alternative employment status (e.g. temporary, full-time or part-time).
- Within one month of commencing employment, the successful applicant is required to disclose any employment as a lobbyist in the preceding two years.
- The incumbent may be required to undertake other duties not listed in the key responsibilities, under the direction of the relevant accountable manager.
- Further information about the QAS and applying for a job can be found in the [QAS Applicant Information Kit](#) which is included as an attachment on the [Qualified Paramedic Recruitment](#) page of the QAS website.



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