

# GRADUATE PARAMEDIC PROGRAM



Recruitment Information Guide



# Introduction

**Thank you for your interest in working with the Queensland Ambulance Service (QAS).**

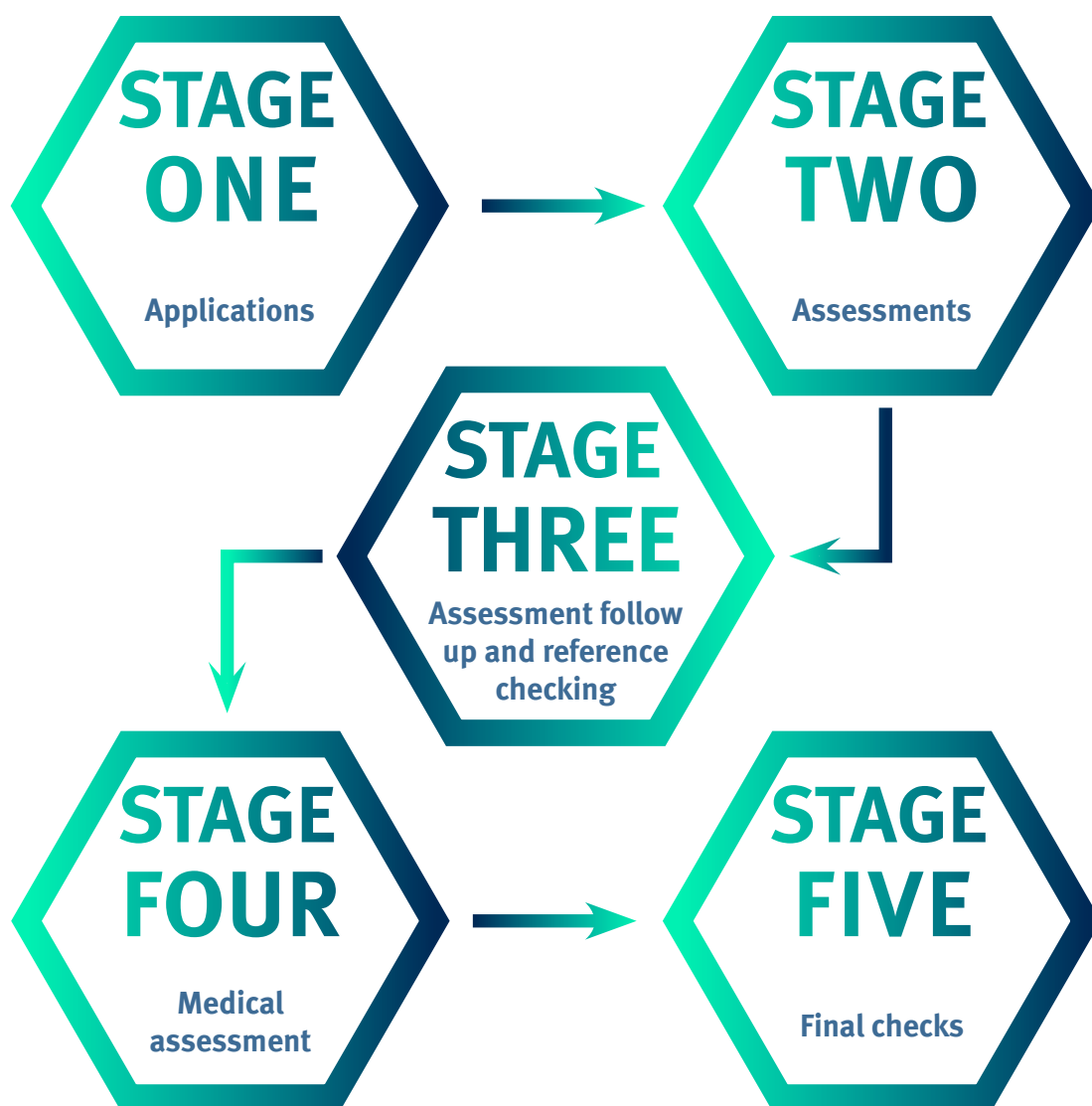
This booklet provides information on the recruitment and selection process for the Graduate Paramedic Program (GPP).

This information should be read in conjunction with the QAS Applicant Information Kit and the Graduate Paramedic Role Description, available on the [QAS website](#).



# The Recruitment and Selection Process

There are five (5) stages of the GPP recruitment and selection process.



- » Successful candidates may be offered appointment to the GPP at the conclusion of stage 5.
- » Candidates deemed not competitive may receive notification at any of the relevant stages.

# Stage 1

## Application

Applications can be submitted via the Paramedic Recruitment page of the [QAS website](#). The online application form will take approximately 30 minutes to complete. Please have all evidence on hand prior to commencing the online application form as you will not be able to submit your application without attaching all required documents.

### Required documentation

Do you hold an open, Queensland Light Rigid (LR) Driver Licence or are able to obtain one prior to appointment? *Note: Candidates who do not currently hold a 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 candidates must hold an equivalent licence at the time of applying and will be expected to obtain a Queensland Driver Licence upon appointment.*

Have you applied for paramedic registration or are you currently in the process of obtaining registration?

- Applications for the GPP will require proof of qualification and current registration under the National Scheme as determined by the Paramedicine Board of Australia. If you have not yet completed your qualification you must provide proof of registration to the QAS Recruitment team as soon as practicable following completion.
- » Please refer to the Australian Health Practitioner Regulation Agency (AHPRA) [website](#) for further information regarding national registration.

Have you completed a Bachelor of Paramedicine (or equivalent) OR are you currently studying Paramedicine and due to complete your degree by **30 June 2024**?

- Certified final academic transcript (Bachelor of Paramedicine or similar) with final grade point average (GPA) or weighted average mark (WAM), OR an interim transcript with proof of enrolment in the final semester of studies.

At the time of submitting your application, you will be required to provide:

- A current resume detailing your previous and current employment history, volunteer work, as well as studies and/or certificates you may have completed.
- » Contact details for two (2) referees including your current or most recent direct supervisor or manager from a workplace in the last two (2) years. We are seeking referees who can comment on your performance and conduct in the workplace and your clinical ability, please do not provide details of friends or relatives.

### Location preferences

You will be required to nominate three (3) location preferences indicating where you would prefer to work within the QAS Regions and Districts. Please visit the [QAS website](#) for a breakdown of Regions and Districts.

Please note that due to operational requirements, your first preference cannot always be accommodated. You should carefully consider the locations you would be able to relocate to. If you do not wish to be considered for a location, please ensure it is NOT selected.

If you select 'willing to be placed anywhere', you need to be prepared to be placed anywhere around the state.

## Compassionate consideration

Requests for compassionate consideration in relation to appointment location are reviewed on a case by case basis. The following are examples of appropriate reasons for requesting compassionate consideration:

- » I am the primary carer for an immediate family member with an illness or special needs.
- » I have court-ordered custody arrangements that require me to reside in a particular location.
- » My child has special needs (schooling and/or medical) and the only schools/hospitals that offer this assistance are in a particular location.

When requesting compassionate consideration, you are required to provide supporting evidence. If supporting evidence is not available at the time of application, please submit this as soon as possible to the QAS Recruitment Team at [QAS.Recruitment@ambulance.qld.gov.au](mailto:QAS.Recruitment@ambulance.qld.gov.au).

The nominated QAS delegate will review your supporting evidence to confirm your eligibility. You will be advised if any further information is required. Vacancies are based on operational requirements so whilst your request may be deemed compassionate, in some cases a position may not be available in your desired location.

## Are you a previous candidate?

If you have previously applied for an operational role with the QAS and have completed the required assessments, your results may be reviewed and considered as a part of this process, where applicable.

Testing completed as part of the recruitment and selection process may remain valid for a period of 12 months.



# Stage 2

## Phase 1 – Preliminary assessments

If you have met the requirements in stage 1 of the recruitment and selection process, you may be invited to complete a series of online cognitive ability and psychometric assessments. These assessments will be facilitated by a QAS approved provider.

The preliminary assessments are designed to identify candidate's key behavioural and personality traits including their emotional resilience, ability to work in a team and manage change, effectiveness, adaptability and understanding of the critical job demands.

Your outcomes from the preliminary assessments will form part of your overall candidate profile.

## Phase 2 – Face-to-face assessments

Following completion of the preliminary assessments, you may be invited to attend an face-to-face assessments where you will participate in a range of competitive selection techniques for the role of Graduate Paramedic.

The majority of face-to-face assessments will be held in Brisbane and may take several hours to complete. Further location details will be provided to candidates at the time of booking. You will be responsible for the costs associated with travel arrangements to attend assessments.

The assessments will include exercises/interviews based on work-relevant scenarios and questions.

Tips to remember for the face-to-face assessments:

- » familiarise yourself with the Graduate Paramedic Role Description (available on the [QAS website](#)) including the key functions and responsibilities of the role and the basis for selection
- » read all assessment instructions and listen to directions carefully
- » ensure you have planned for adequate travel time prior to your assessment date
- » bring a water bottle, pen and paper
- » wear appropriate attire (clothing you would wear in performing the paramedic role or your clinical placement uniform)
- » be mindful of punctuality, appropriate language, positive attitude and professional behaviour throughout the entire duration of the recruitment and selection process.

# Stage 3

## Assessment follow up and reference checking

Assessment results will be individually reviewed and the selection panel will determine the necessary level of follow-up required for each candidate. Candidates progressed to stage 3 may be invited to participate in further assessments, such as an interview with a QAS approved psychologist or the panel.

As in most recruitment processes, your nominated referees will be contacted to obtain feedback on your current/previous employment history, workplace behaviour and any other relevant information. Where adverse information is received from a referee and the details are taken into account by the panel in a way that adversely affects the proposed selection outcome, you will be afforded natural justice and given the right to respond.

The amount of follow up required is individual to each candidate, therefore it is hard to predict how long it may take for all necessary checks, testing and interviews to occur. Candidates will progress at different rates while this follow up occurs. The QAS Recruitment Team will advise if you are required to participate in any further testing or if any additional information is required to progress your application.

At the end of stage 3, the panel will consider your performance throughout the assessments and follow up phases, against the requirements of the Graduate Paramedic role. If your application is deemed competitive, you may be invited to progress to further stages of the recruitment and selection process.



# Stage 4

## Medical assessment

Candidates who progress to stage 4 will be required to undertake a QAS medical assessment, conducted by our approved medical provider. You will be assessed against the QAS Medical Standards which reflect the critical demands of the Graduate Paramedic role. Information on this assessment including clinic locations, will be provided to you at the appropriate time in the recruitment and selection process.

The QAS Medical Standards document is available on the [QAS website](#). You should familiarise yourself with the medical standards to minimise delays to the recruitment process.

## Infectious diseases vaccinations

As a mandatory condition of employment, you must be and remain during employment, vaccinated against specified infectious diseases. Evidence of your vaccination / immunisation status (and consent for the ongoing vaccination requirements) will be required.

The following table outlines those diseases requiring vaccination and the acceptable evidence requirements.

If you have not commenced vaccinations at the time of application, you may wish to attend to this as early as possible to minimise delays to the recruitment process.





Disease	Pre-employment vaccination evidence
<b>Diphtheria, Tetanus, Pertussis (Whooping Cough)</b>	One adult dose of pertussis vaccine (dTpa). Vaccination with ADT will not be accepted. Must consent and agree to further vaccinations, to occur every 10 years of former adult vaccination.
<b>Hepatitis B</b>	Documented serology results indicating Anti-HBs greater than or equal to 10mIU/ml; <b>OR</b> Documented evidence of anti-HBc, indicating past Hepatitis B infection; <b>OR</b> Serology collected >4wks after secondary 3 dose course of Hep B vaccinations confirms individual is a persistent non-responder - with anti-HB's <10IU/ml (must also include evidence of secondary 3 dose course of vaccination with administration dates).
<b>Measles, Mumps, Rubella (MMR)</b>	Two (2) doses of MMR vaccine at least one (1) month apart; OR positive IgG for MMR; <b>OR</b> Birth date before 1966.
<b>Varicella (Chicken Pox)</b>	Two (2) doses of varicella vaccine at least one month apart (evidence of one dose is sufficient if the person was vaccinated before 14 years of age); <b>OR</b> Positive IgG for varicella; <b>OR</b> History of chickenpox or physician diagnosed shingles (serology if uncertain)
<b>Tuberculosis (TB)</b>	Tuberculin Skin Test (TST) will be required only if the person: Was born in a country with a high incidence of TB, or has resided for a cumulative time of 3 months or longer in a country with a high incidence of TB, as listed at <a href="https://www.health.qld.gov.au/clinical-practice/guidelines-procedures/diseases-infection/diseases/tuberculosis/about/high-risk-countries">https://www.health.qld.gov.au/clinical-practice/guidelines-procedures/diseases-infection/diseases/tuberculosis/about/high-risk-countries</a> ; <b>OR</b> Has had direct contact with a person who has had active TB.

### Hepatitis B non-responders

A person who does not develop protective surface anti-bodies following two (2) full series of the Hepatitis B vaccines and for whom acute chronic Hepatitis B infection has been ruled out, is considered to be a non-responder.

Being a non-responder is quite common and does not preclude you from employment with the QAS. Medical results for candidates identified as a non-responder during the medical stage are referred to the QAS Medical Directors Office and if successful in gaining employment, will receive written correspondence outlining any additional precautions they should take to protect themselves.

# Stage 5

## Final checks

If your application is progressed to stage 5, a series of final mandatory checks will need to be completed before you are eligible for appointment. These checks will include:

- » Australian criminal history check (CHC)
- » International CHC, if applicable
- » Traffic history check
- » Paramedic registration.

Any outstanding documentation required to complete the above checks, will be requested at the appropriate point in the process.

## Summary of Costs

The following is a breakdown of the costs you can expect to pay throughout the recruitment process:

- » Travel to attend face-to-face assessments ..... varies
- » Assessments ..... no cost
- » Academic transcript ..... varies
- » Traffic history report ..... approx. \$27.05 (Qld)
- » Medical assessment\* ..... \$302.50 to \$440#
- » Australian CHC ..... no cost
- » International CHC (if applicable) ..... varies.

*\* Further costs may be incurred where additional specialist advice, immunisation or verification is required. To minimise additional cost, please ensure that all vaccination evidence and specialist reports if applicable, are provided to the medical provider at your initial appointment.*

*# Prices vary depending on clinic locations.*

# Need more information?

For further information about the QAS, please visit the [QAS website](#).

If you have any queries about the GPP recruitment and selection process, please email the QAS Recruitment Team

[QAS.Recruitment@ambulance.qld.gov.au](mailto:QAS.Recruitment@ambulance.qld.gov.au)



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