



MORE THAN

AN AMBULANCE
SERVICE

INFORMATION PACK

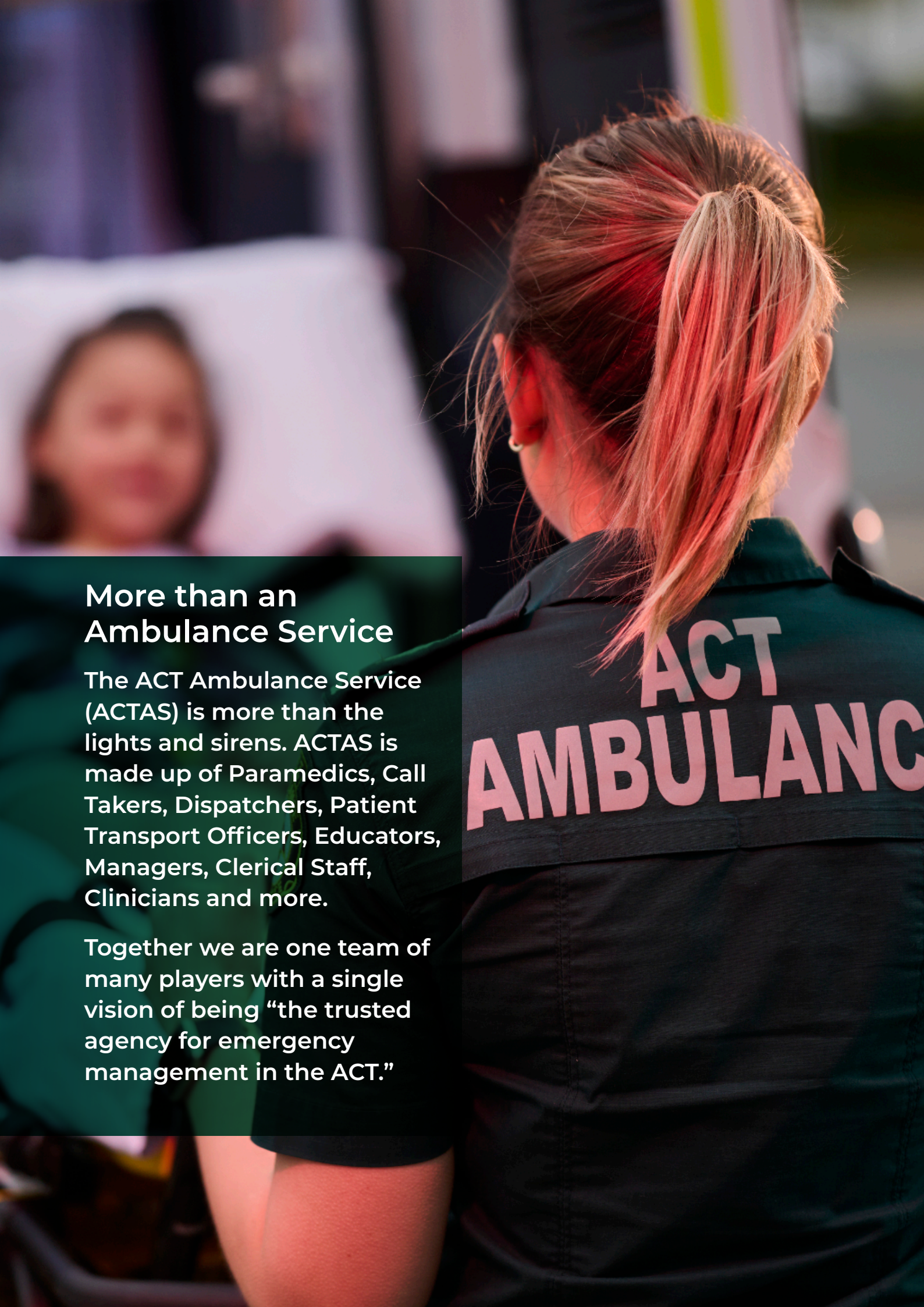


ACT
EMERGENCY
SERVICES
AGENCY



Acknowledgement of Country

We wish to acknowledge the Ngunnawal people as the traditional custodians of the land, and recognise any other people or families with connection to the lands of the ACT and region. ACT Ambulance wishes to acknowledge Aboriginal and Torres Strait Islander peoples as the country's first healers and acknowledge the use of bush medicine on these lands. We would also like to acknowledge and welcome other Aboriginal and Torres Strait Islander people.



More than an Ambulance Service

The ACT Ambulance Service (ACTAS) is more than the lights and sirens. ACTAS is made up of Paramedics, Call Takers, Dispatchers, Patient Transport Officers, Educators, Managers, Clerical Staff, Clinicians and more.

Together we are one team of many players with a single vision of being “the trusted agency for emergency management in the ACT.”



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Overview of ACTAS

The ACT Ambulance Service provides a range of emergency and non-emergency ambulance services to the ACT community.

ACTAS is part of the Emergency Services Agency (ESA) which sits within [Justice and Community Safety Directorate](#) of the ACT Government.

We have one commissioner, four chief officers and a range of Executive branch Managers.

The ESA comprises four operational services:

- [ACT Ambulance Service \(ACTAS\)](#)
- [ACT Fire & Rescue Service \(ACTF&R\)](#)
- [ACT Rural Fire Service \(ACTRFS\)](#)
- [ACT State Emergency Services \(ACTSES\)](#)

The operational services are supported by the ESA Support and Enabling Services, providing logistic, fleet, governance, media and administrative support, as well as spatial, risk management, welfare and training/education services. The ESA also houses the ACT Triple Zero Communications Centre (COMCEN). Over-all the ESA workforce profile includes over 2,200 full-time and volunteer personnel.



Members of the ACTRFS, ACTF&R and ACTSES

Our Capabilities

There are now nine operational stations throughout Canberra, with two more in the works. We have one flight station (Toll SouthCare), ACTAS Headquarters including the ACT triple zero communications centre (COMCEN) and a training centre. ACTAS has an additional two stations to open in the coming years.

ACTAS Toll SouthCare

Toll SouthCare helicopter is the main rescue helicopter for the ACT and Greater Southern New South Wales (NSW) and is staffed with ACTAS flight paramedics. Toll SouthCare provides rescue and retrieval (both flight and road) functions.

Complex Patient Vehicle (CPV)

Our CPV provides an emergency response, management and treatment platform for complex patients. Complex patients include any patient with multifaceted/specialised needs that exceed the limitations of other ambulance vehicles.

Remote Access Paramedic (RAP)

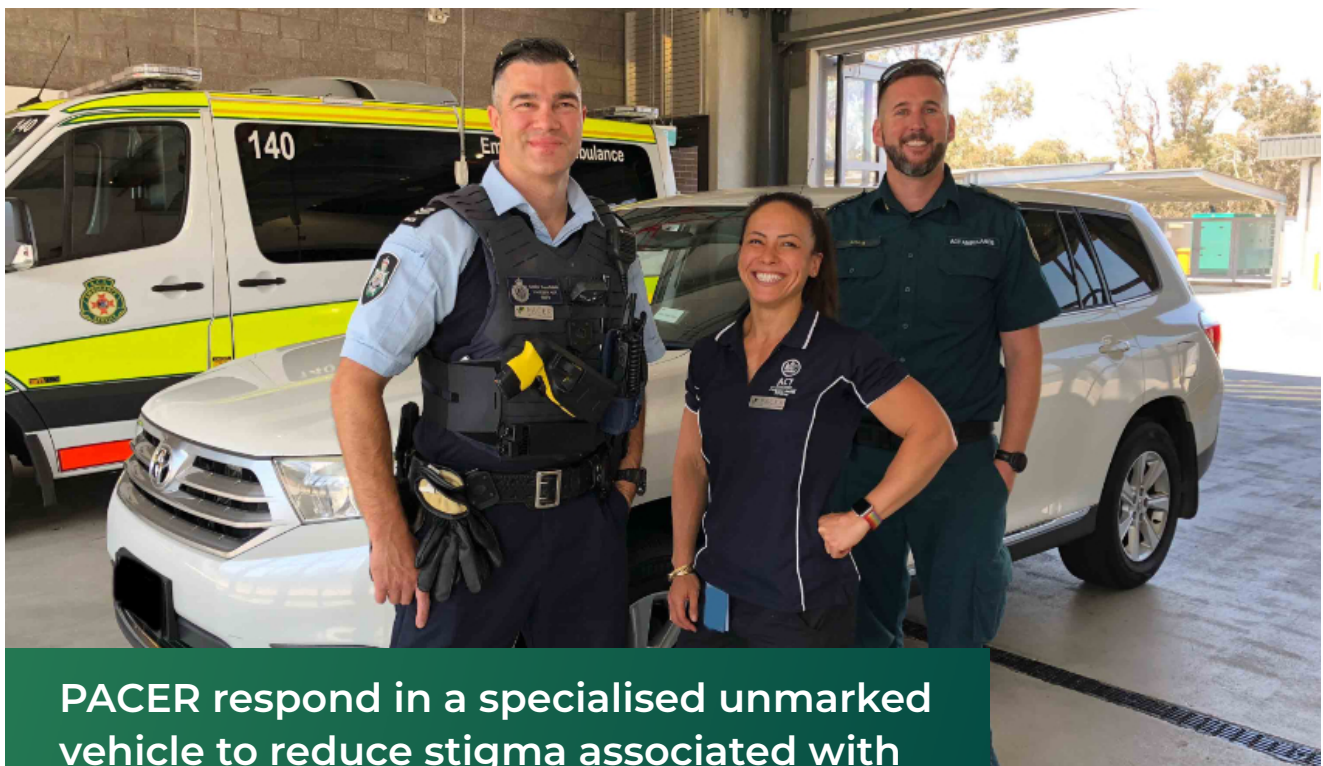
RAP provides high-quality pre-hospital care and supporting emergency services in remote, austere environments. RAPs assist and support ACT Rural Fire, Australian Federal Police and ACTSES in search and rescue operations. Deployed as needed, they work within multidisciplinary teams to deliver patient care, access, and extrication in challenging, resource-poor conditions.



Police, Ambulance, Clinician Early Response (PACER)

Our award-winning PACER team is a multi-agency collaboration between ACTAS, ACT Policing AFP and Canberra Health Services (CHS). The team made up of a Police Officer, a Paramedic and a Mental Health Clinician. The paramedic assesses and treats any physical health concerns, the clinician assesses mental health needs and the police officer ensures the safety of the team, the patient and the community.

The team works collaboratively to assess and support individuals of all ages experiencing a mental health crisis, aiming for a therapeutic and least restrictive response. The program aims to reduce the need for emergency department presentations and involuntary admissions. PACER connects individuals with ongoing mental health support services while remaining in the community.



PACER respond in a specialised unmarked vehicle to reduce stigma associated with mental health presentations

ACTAS Extended Care Paramedic (ECP)

Our ECPs are highly skilled and trained paramedics who provide care for patients with chronic and complex conditions, requiring advanced clinical reasoning, offering on-site treatment, self-management advice, and referrals to other health services. Our ECPs also manage patients low-acuity illnesses and injuries, aiming to avoid unnecessary emergency department presentations and hospital transports.



What we do differently

ACTAS has a four-day roster rotation. You can plan your life knowing your schedule. We prioritise your professional and personal growth, supported by our staff health and wellbeing group. We offer access to study assistance and educators who facilitate your training needs.

For paramedics, we have no fixed stations; you will work in all areas of Canberra with all levels including Intensive Care Paramedics (ICP), Ambulance Paramedics (AP), Communications Clinicians and ECPs. As a part of the ESA ACTAS participates in interdisciplinary learning alongside our sister services such as Fire & Rescue.

Another advantage of being a part of ESA and not Health is that we do not 'ramp' at the Emergency Department. We do however, maintained a strong relationship Canberra Health Services and work and train together to ensure the ACT community receives the best care.

ACTAS has annual ICP courses, the chances of becoming an ICP with ACTAS are statistically higher than in other jurisdictions, further ACTAS has frequent Flight paramedic recruitments. Our ICPs can initiate Pre-hospital Emergency Anaesthesia aka Rapid Sequence Induction.

ACTAS is a predominantly female workforce, and we are dedicated to addressing gender equity. ACTAS and the ESA have committed to providing menstruation support kits on every operational vehicle, station as well as our headquarters communications and training centres.

More than a number

ACTAS management team values collaboration and innovation. We strive for excellence and know our people are the key to achieving it.

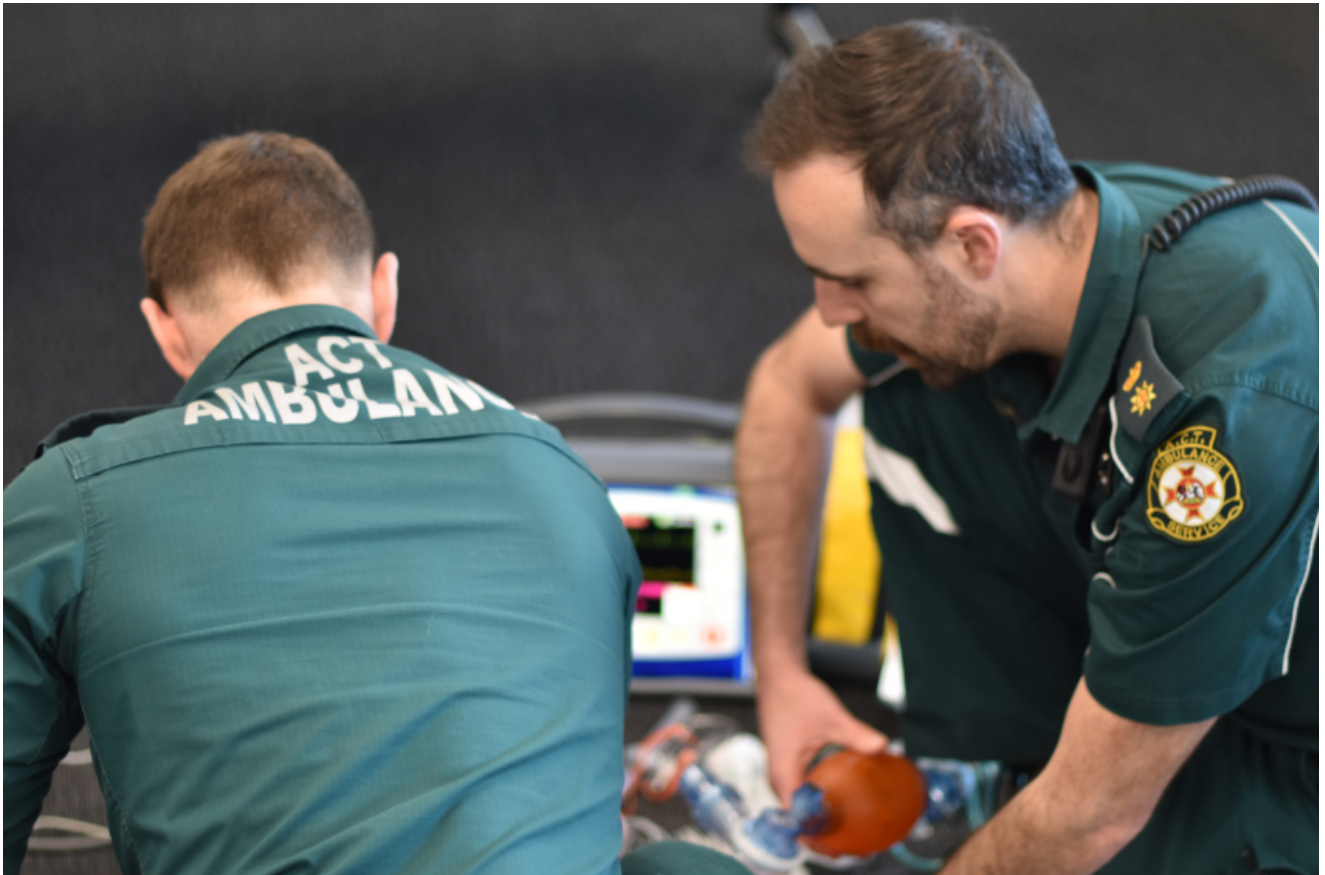
Have a question or an idea? You will be heard. We are small enough for the Chief Officer to know your name but big enough to enact real change and innovation.

Career progression and opportunities.

ACTAS is a great place for career progression on and off the road and study assistance is available. Once qualified and with experience you may be eligible to apply for a range of positions including:

- Professional Development Officer
- Complex Patient Vehicle opportunities
- Remote Access Paramedic
- PACER
- Communications Clinician
- Call Taker
- Dispatcher
- Communications Co-ordination Officer
- Educator
- Duty Officer
- Clinical Governance Unit
- Job specific work groups
- Union representatives
- Clinical Advisory Committee
- Consumer Liaison Officer
- Extended Care Paramedic courses
- ICP courses
- Flight Paramedic (ICP only).
- Clinical Support Officer (ICP only).
- + More





More than training

ACTAS strives for clinical excellence. Beginning with the Education team, high-fidelity simulations and equipment. Our immersive simulations are designed to be as life like as possible to enhance critical thinking, skill and teamwork.

Our suite of mannikins including an adult, paediatric, infant, obstetrics and bariatric patients. All our mannikins can breathe, have chest sounds, airway obstructions, variable heart rates and palpable pulses. Various procedures can be performed including bag-value-mask ventilations, intubation, IV/IO access and more.

The Education team are all highly trained and dedicated Paramedics who's core belief to remain current and at the coal face. This allows them to understand the hurdles of frontline emergency care and adapt training to best benefit you and our patients.

Our Clinical Support Officers (CSO) are on road paramedics who attend incidents with crews. This allows the CSOs to monitor treatment and assist in improving patient outcomes. Our CSOs provide learning plans, identify system failures, support and congratulate our paramedics on clinical excellence.

Our Education team, CSOs and Training and Development Officers all work together to continuously improve our patient care model and support our paramedics. Training opportunities are not limited to your intake course. ACTAS and ACTF&R run regular training with our major incident exercise.

Theatre Placement Opportunities

Canberra Health Services (CHS) and ACTAS have combined to offer all qualified paramedics an Anaesthetic placements. This training provides a rich learning environment and opportunities for continuing your professional development and hone your airway skills. These placements are conducted at both of Canberra's public Emergency hospitals. The Canberra Hospital (TCH) and North Canberra Hospital (NCH). The placements will be focused on the following areas.

- Identify pertinent anatomical structures.
- Discern difficulty and risk of airway and anaesthetic care.
- Discuss pharmacology used in anaesthetic care and underpinning rationale.
- Apply psychomotor skills required for anaesthetic care (e.g. bag valve mask, cannulation, LMAs, intubation, ect)
- Network with health professionals



More than a city

It's sometimes said that Canberra is 'a big country town' – and in some ways that's true. But as Australia's fastest-growing state or territory, the ACT has a cultural landscape that spans indie music to international exhibitions. It's the best of city living without the crowds.

Delight in a foodie wonderland with a side of world-class art, breathtaking nature and family fun all within easy reach. Take a heart-pumping hike or cycle the trails through one of the world's most sustainable cities. Top it off with a taste of the thriving cool-climate wine region.

This city is full of long-term residents who were 'just moving here for a year or two'. They fell in love with the Canberran lifestyle and found they couldn't go back.

The best part? Life is easy here and it's more than you expect.





More time to do the things you love

Forget peak hour – in Canberra, it's more like peak 20 minutes. In fact, you can reach pretty much any destination in the ACT by car in less than half an hour. Since you don't spend hours in traffic, you have more time to do the things you choose.



Credit: Supercurious, Source: Toolkit | Canberra

We have food for any taste

From friendly family-owned cafes to international eateries, cosy pubs and fine dining destinations, there's something to suit every taste. Canberra boasts more restaurants per capita than any other Australian city. Focussed on seasonal, local produce, its vibrant dining scene offers something for every palate. Not to mention some of the world's best coffee and more than 40 wineries within 35 minutes' drive of the city.



Credit: Ben Calvert Photography, Source: Toolkit | Canberra

We're a family-friendly city

Canberrans will be the first to tell you this is a great place to raise a family. Big enough to provide access to excellent educational and extra-curricular opportunities but small enough that it's still possible to walk your kids to school.

Outdoor adventures

Canberra has a host of outdoor activities. We have a multi-use recreation and sporting facility situated in the heart of the Molonglo Valley. Set on 1200 hectares, with spectacular views and only 15 minutes from the city centre, UC Stromlo has something for everyone. From cycling circuit, cross-country running track, to equestrian trails, a freestyle BMX facility to over 50 kms of mountain bike trails for riders of all abilities.



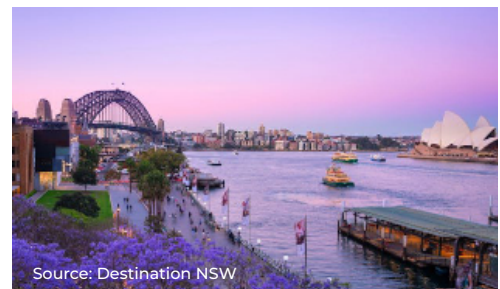
Source: AMB Magazine



Natural beauty is right on your doorstep with popular lookouts, challenging hikes, and native animals in the wild. The Canberra Centenary Trail loops around Canberra, taking in the many highlights from Parliament House through to secluded natural pools. The 145 km marked path is broken into seven sections, experienced hikers and cyclists may be able to complete multiple legs at a time. Whatever your outdoor passion is – running, walking, mountain biking, cycling, horse riding – Canberra is waiting for you.

Anything you need on our doorstep

While there's more than enough in Canberra to meet your needs, when the sand, slopes, or big city calls we are just a short drive from the beach, ski fields, or Sydney. We're in between the snow and the coast (a bit over two hours' drive away in either direction) and there are plenty of charming towns to discover on the way.



After dark

Canberra's vibrant atmosphere and endless after-dark possibilities come to life. Whether you're drawn to the popular family-friendly festivals, intimate gigs featuring emerging artists or renowned classical musicians performing in grand concert halls, our vibrant capital offers a plethora of unforgettable night-time activities that cater to all ages.

Experience Canberra's iconic festivals and events. Step into a world of enchantment at Illuminations @ Enlighten Festival or experience Floriade's NightFest, an after-dark twist on Australia's largest celebration of spring, filled with dazzling light installations, live music, and delicious food stalls.

Credit Martin Ollman, Source: Toolkit | Canberra

Canberra is proudly inclusive

Canberra is known for its embassies and high commissions, but that's just the tip of the iceberg when it comes to our multicultural make-up. More than a quarter of Canberrans are from overseas and one in four speaks a language other than English. LGBTIQA+ people, Veterans, their families and communities feel a sense of belonging and are valued, celebrated and respected.

Find your place

Do you want to be close to the hustle and bustle or do you like things on the quieter side – walking distance to nature reserves or the shops?

If a low-maintenance apartment with cafes and entertainment on your doorstep sounds up your alley, you might like to consider living in the Canberra CBD or one of the city's town centres – they all have higher-density living options.

If a larger block and lots of green space is more your style, Canberra's suburbs were made for you! The good news is that many suburbs have their own local shops – perfect for grabbing a coffee made by your new favourite barista or a place to get to know your neighbours.

A city that's all about balance

Ask any Canberran to describe life here and chances are we'll say it's 'easy'.

We choose the tempo of our lives. No matter where you're coming from or where you want to go, you'll find everything you need to live the life you choose, right here.

Want to know more?

Visit: <https://canberra.com.au/work>



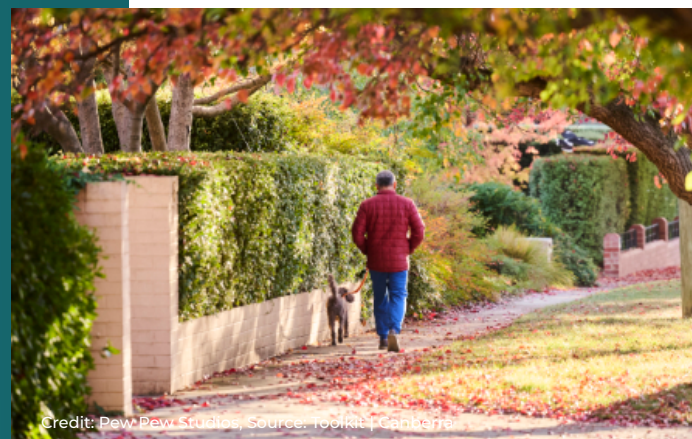
Source: Toolkit | Canberra



Credit: Ben Calvert Photography, Source: Toolkit | Canberra



Credit: Ben Calvert Photography, Source: Toolkit | Canberra



Credit: PawPaw Studios, Source: Toolkit | Canberra



ACTAS is strives for clinical excellence.

**As an ACTAS Graduate Paramedics Intern
you can expect to benefit from the most
comprehensive program in the country.**

More than a Graduate Internship

Our internship is a nominal 15 months – it can be sped up or extended, depending on an individual's progress. It consists of four 'study blocks' culminating in final assessments. These include two written exams, a spoken 'Viva Voce/OSCE' exam and two high-fidelity practical scenarios. One adult/paediatric medical scenario and one adult/paediatric trauma scenario.

During your internship you will build up from the basics of patient assessment, skills and management to advanced interventions, clinical reasoning and team leadership. Utilising realistic locations, live actors and high-fidelity equipment, our immersive simulations are extremely lifelike, and enhance critical thinking, skills and teamwork.

You will also benefit from the most extensive driver training program in Australia. Focussing on 'Low Risk Model Driving'.

Our Education team believe in being open, transparent, and supporting our Graduate Paramedic Interns (GPIs) through their learning and assessment processes and will tell you what to expect.

Furthermore, you will be supported on and off the road by our Professional Development Officers (PDOs). Each block has two PDOs who will guide you during your on-road time and liaise closely with our Education team.

At the end of your internship, having passed all assessments and training requirements, you will be offered a permanent and full-time role. No contracts, no reapplying – you are one of the team.

ACTAS Internship Study Blocks

Study Block 1 – Induction program – Eight weeks

During study block one, you will spend eight weeks learning how to apply the foundation skills you learned at University in the ACTAS context. During this study block you will partake in competency assessments of basic skills, including IV cannulation, manual handling, kit and ambulance familiarisation and patient assessment.

You will complete the Driver Standards Program (DSP). Once deemed competent you will be able to drive the ambulance under road conditions. Urgent Duty Driving (UDD) or 'lights and sirens' driving is not allowed. You will be trained to drive UDD with a DSP facilitator on rostered shifts later in the internship.

After completing study block one you will spend approximately three months on-road with a limited supervised Ambulance Paramedic (AP) scope of practice. During this time, you will complete skills competencies, reflections and reports.

Study Block 2 – Two-weeks

In study block two you will receive theoretical and practical training to acquire the complete set of AP skills to allow you to work under supervision to the full AP scope of practice. This includes Laryngeal Mask Airway, Intra-gastric tube insertion, Laryngoscope and Magill's forceps, and Intraosseous access.

You will partake in the theoretical component of UDD. The practical of UDD will then be signed off during the Study Block two-three interim period. Other topics include ECGs, complicated births, forensic medicine, bushfire awareness, palliative care, Clinical Governance education regarding electronic Patient Care Records and simulation/scenario practice.



Assessments include sign-off of your new skills and an opportunity to undertake practice written assessments.

Practice Exams

The written assessments ('Practice exams') are undertaken so you can gauge the standard of the written exam. If you do not meet the expected standard, you are offered feedback and the opportunity to reattempt the exam. Exam topics may include Policy and Procedures, Clinical Management Guidelines, skills and a case-based exam with ECG interpretation.

If there are concerns identified from the examinations, support and plans will be implemented, and your PDOs will be informed.

Study Block 3 – Two weeks

Topics included in study block three may consist of a visit to the Department of Public Prosecutions, PACER/SOAT/Mental health training, Alexander Maconochie Centre site visit, navigation and bush retrieval exercise, information session about final assessments, and extensive practice simulations/scenarios.

In this study block you will undertake your formal written examinations. The outcome of this exam will directly impact your progression in the internship. Exams consist of a written case-based examination and a Controlled Medicines Procedure exam.

Study Block Four – Two weeks

Study block 4 is when you will undertake your final assessments, normally over a two-week period. Graduates will sit both their assessments on one day, normally with one or two individual Graduates assessed per day.

The “AP Final/Finals” consists of;

- Two practical simulations
- One Viva Voce (spoken exam with practical skills test)

Between study block three and four, you will be offered a tailored number of training sessions to be conducted at our training facility. These sessions are voluntary and will be of escalating difficulty and varying fidelity with the intention of preparing you for your finals under assessment conditions.



The selection process GPI

Joining ACTAS is a competitive process. As a small service, we need to make sure we hire the right people, ACTAS runs a limited number of graduate groups each year. Therefore, read the Position Description (PD) carefully, supply all required documentation and ensure you have followed each instruction. Failure to do so will result in your application not being considered.

Ensure your CV and your response to the capabilities **does not exceed two pages** each. **All margins must be set as normal** and a **size 12 font must be used**. If an application falls outside these parameters, it will not be considered.

Your application should address all capabilities for the role (Behavioural and Technical) contained in the Position Description (PD). Your response to the capabilities should demonstrate your skills and experience and what you can bring to the role. See '[How to apply](#)' section for further details.

Following closure of applications, the Selection Committee will assess all applications and develop a list of shortlisted suitable applicants who will be invited to undertake an Assessment Day at the ACT Emergency Services Agency (ESA) Training Centre in Hume, ACT.

All costs associated with in person attendance during the assessment process are the responsibility of the applicant. Costs will not be met or reimbursed by ACTAS.





Assessment Day

The Assessment Day will be held at the ESA Training Centre in Hume, ACT. The Assessment Day, must be attended in person and will include the following:

a) Written clinical assessment

This assessment covers basic anatomy and physiology, disease processes, general priorities, and principles of ambulance management. It will be in a short answer / case history format. There is no requirement to answer clinical management questions with specific ACTAS information. The selection committee is aware of the differences in specific management between organisations and institutions, and the test is structured and assessed to take this into account.

Please note: This written assessment may take place prior to the Assessment Day.

b) Functional test

A work related functional (physical) test will be scheduled for those attending the Assessment Day. Applicants will be required to obtain clearance from their treating doctor or GP to complete the functional assessment. Specific information on the assessment and the clearance form will be provided with the offer to attend the Assessment Day.

It is a physical assessment designed to assess your ability to perform the duties of a paramedic in a safe and sustainable manner. Train for a long safe career as a paramedic and not just for the fitness test. You will be provided more information regarding the specifics of the functional capacity test prior to the assessment day.



c) Interview

All shortlisted applicants will be required to attend an interview with the selection committee. All questions asked will relate to the behavioural and technical capabilities for the role.

d) Group activities

Group activities aimed at observing the human interactions/ behaviours of applicants may be scheduled by the Selection Committee if they feel it is required. There is no specific preparation required for the group activities.

After the Assessment Day

Applicants found suitable after the Assessment Day stage will progress to reference checks. This contact will involve obtaining general information in relation to your previous employment. Appointment will be dependent on satisfactory outcome of the medical assessment and Police Check.

Successful applicants will be offered a permanent position as a GPI. Upon successful completion of the training program, GPIs will be promoted to an Ambulance Paramedic (AP1).

Probationary period

The Graduate Paramedic Intern position is a prescribed training office which means all successful applicants will be subject to an 18-month probationary period. Ongoing employment is conditional upon successful completion of all training and assessment requirements for the role of GPI.



Lateral Paramedics

ACTAS understands that transitioning to a new service can be challenging; our Education team exists to support you with tailored simulations, training programs and feedback to achieve the best results.

More than a Lateral Paramedic

ACTAS values the depth of knowledge and confidence that experienced paramedics contribute in high-pressure situations. ACTAS seeks seasoned professionals bring critical clinical expertise and decision-making skills, developed through years of frontline service.

The ACTAS environment offers unique professional opportunities to experienced paramedics looking for career progression, work-life balance, or a change in pace without compromising clinical standards. With access to modern equipment, ongoing professional development, and potential pathways into specialist roles or leadership, ACTAS is an ideal fit for those seeking to further their careers in a supportive and well-resourced setting. In short, experienced paramedics strengthen the service, and ACTAS offers them a platform to thrive and grow.

ACTAS has two qualified clinical levels.

- Intensive Care Paramedic (ICP) is the advanced level clinical authority.
- The Ambulance Paramedic (AP) is the base level authority.

Upon gaining an independent authority to practice you may be rostered to work with interns, APs and ICP within emergency operations. At times you may also work as part of the ACTAS non-emergency patient transport service.

ACTAS welcomes both AP and ICP equivalent paramedics to apply and become part of our team. For more detail on career progression opportunities click [here](#).



Lateral Paramedic Training Program

Lateral ICP/AP Paramedics will partake in a supported training program that includes study blocks and time spent in operations between each study block.

Study Block 1 – Induction program – Four weeks

During this study block you will partake in familiarisation of ACTAS equipment, vehicles and clinical guidelines. You will visit Canberra's hospitals and other health facilities.

You will receive theoretical and practical training to acquire the complete set of AP/ICP skills so you may work, under supervision, to the full AP/ICP scope of practice.

You will also complete the Driver Standards Program (DSP). You will then spend approximately eight weeks in operations consolidating your new skills and guidelines prior to commencing study block 2.

Please note: Once ICPs have attained their ACTAS issued Authority to Practice they will partake in a dedicated Pre-Hospital Emergency Anaesthesia/ Rapid Sequence Induction (PHEA/RSI) training week. PHEA/RSI full scope is subject to a 6-month probation period thereafter.

Study Block 2 – One week

In study block 2 you will receive detailed information regarding your final assessments, and extensive practice in simulations/scenarios. You will sit formal examinations regarding policies and procedures and given an opportunity to undertake practice clinical written assessments.

This study block is designed to prepare you for your final assessment day.

Final assessment – One day

You will be provided with a date for your final assessments. If required, your final assessment day can be delayed. Your final assessment day will consist of the following:

- Two practical simulations, and
- One written clinical exam.

For more information

For further information regarding the Lateral Paramedic recruitment, please contact JACSACTASRecruitment@act.gov.au.

The selection process

Joining ACTAS is a competitive process. As a small service, we need to make sure we hire the right people, ACTAS runs a limited number of lateral groups each year.

Therefore, read the Position Description (PD) carefully, supply all required documentation and ensure you have followed each instruction. Failure to do so will result in your application not being considered.

Ensure your CV and your response to the capabilities **does not exceed two pages** each. All margins **must be set as normal** and a **size 12 font must be used**. If an application falls outside these parameters, it will not be considered.

Your application should address all capabilities for the role (Behavioural and Technical) contained in the Position Description (PD). Your response to the capabilities should demonstrate your skills and experience and what you can bring to the role. See '[How to apply](#)' section for further details.

Following closure of applications, the Selection Committee will assess all applications and develop a list of shortlisted suitable applicants who will be invited to undertake an Assessment Day at the ACT Emergency Services Agency (ESA) Training Centre in Hume, ACT.

All costs associated with in person attendance during the assessment process are the responsibility of the applicant. Costs will not be met or reimbursed by ACTAS.





Assessment Day

The Assessment Day will be held at the ESA Training Centre in Hume, ACT. Where applicants are unable to attend in person (e.g. currently employed in an overseas location) virtual attendance may be facilitated with appropriate adjustments to the process outlined below. Generally, the Assessment Day will consist of the following:

a) Interview

All shortlisted applicants will be required to attend an interview with the Selection Committee. All questions asked will relate to the behavioural and technical capabilities for the role.

b) Functional Test

A work related functional (physical) test will be scheduled for those attending the Assessment Day. Applicants will be required to obtain clearance from their treating doctor or GP to complete the functional assessment. Specific information on the assessment and the clearance form will be provided with the offer to attend the Assessment Day.

c) Written clinical assessment

A clinical assessment may be undertaken. This assessment covers anatomy and physiology, disease processes, general priorities, and principles of ambulance management. It will be in a short answer/case history format. There is no requirement to answer using specific ACTAS guidelines. The Selection Committee is aware of the differences in specific management between services, and the test is structured and assessed to take this into account.

After the Assessment Day

Applicants found suitable after the Assessment Day stage will progress to reference checks. This contact will involve obtaining general information in relation to your previous employment.

All applicants (both successful and unsuccessful) will be notified of the outcome of their application in writing once the recruitment process is complete. Successful applicants will also be contacted via telephone.

ACTAS will provide successful applicants with a New Employee Information Pack for completion and return prior to their commencement. Applicants are required to book in for a pre-employment medical assessment which will be billed to ACTAS. An offer of appointment will be dependent on satisfactory outcome of the medical assessment and Police Check (facilitated by ACT Government).

ACTAS has pre-determined windows for the commencement of new groups. ACTAS will have ongoing communication with successful candidates regarding a specific start date.

Successful candidates will be offered a permanent position upon successful completion of the training and assessment program.

AP/ICP positions are subject to a 6-month probation period. Ongoing employment is conditional on the successful completion of all training and assessment requirements.

Please note: The 6-month probation period can be extended if required.

How to apply

Your application should address all capabilities for the role (Behavioural and Technical/Professional) contained in the Position Description (PD), and all the required documents.

Please note: Applications that do not include all required documentation may not be considered by the Selection Committee.

The PD and required documentation can be found at www.jobs@act.gov.au.

Your response to the capabilities should demonstrate your skills and experience and what you can bring to the role. Information to assist you in preparing your application can be found at [Prepare your application - Careers and Employment](#).

Application requirements.

Response to the capabilities criteria and required documents. When writing your pitch respond to the criteria. Be succinct, use examples to substantiate your claims and how you meet criteria.

Ensure your CV and your response to the capabilities **does not exceed two pages** each. **All margins must be set as normal** and a **size 12 font must be used**. If an application falls outside these parameters, it will not be considered.

The STAR Method

Situation: Briefly describe the context of the situation you faced.

During placement/working with an Ambulance Service I, along with my mentors/partner, attended a 54-year-old patient with a febrile illness.

Task: Explain what your specific role and responsibilities were in that situation.

In consultation with my mentors/partner, it was agreed I would conduct the initial assessment and, with their support, develop a management plan.

Action: Detail the specific actions you took to address the challenge or situation, highlighting your skills and how you overcame the obstacle.

When I arrived on scene I did... when I assessed the patient, I found... in consultation with my mentors/team we...

Result: Share the outcome of your actions, including positive results, lessons learned, or praise from others

As a result of my actions the patient's condition improved and we were able to transport the patient safely to hospital for further care. I learned... I received praise...

Mandatory Qualifications

Applicants must hold a Bachelor of Paramedical Science (or equivalent qualification) that entitles them to apply for registration as a Paramedic with Ahpra. Applicants must be able to demonstrate that they will be able to achieve registration prior to commencement with ACTAS.

Required Documents

- A brief employment history/resume (of no more than two pages); Including the names and contact details of two referees, one of which should be a current manager. The second referee should be someone who has recently supervised your work within a paramedical environment and who can offer comments against the capabilities.
- A copy of your graduate paramedic qualification (e.g. Bachelor of Paramedical Science or equivalent paramedic graduate qualification). If not currently held, a copy of your academic transcript and an indication as to when you expect to complete your qualification should be provided;
- A copy of your paramedic qualification (e.g. Bachelor of Paramedical Science, Diploma of Paramedical Science). **(Lateral applicants)**
- **ICP applicants** must also supply a relevant post graduate qualification and qualification as an ICP (or equivalent, minimum of an Advanced Diploma of Paramedical Science);
- Current authority to practice/certificate to practice as a **Paramedic/ICP** (or equivalent qualification) issued by a statutory ambulance authority;
- A scanned copy of your Australian paramedic registration or, if not currently held, a completed Paramedicine Board of Australia Registration Declaration form (found in attached documents in the PD);
- A scanned copy of both sides of your Class C unrestricted (or interstate equivalent) driving licence;
 - * If you are on your provisional licence (P) plates at the time of application you are eligible to apply. However, you must have a full unrestricted licence at the time of appointment. You cannot work as a paramedic if you hold a provisional licence (P) plate or if you are without a licence.
- A points demerit transcript (no more than 6 months old) from the relevant motor registry authority in your state, territory or country;
- Completed vaccination forms (found in attached documents in the PD)
- A completed personal and medical information release consent form (found in attached documents in the PD).

Please note: Applications that do not include all required documentation outlined above may not be considered by the Selection Committee.

All expenses associated with obtaining and providing required supporting documentation will be met by the applicant. These costs will not be met by ACTAS nor reimbursed at any time during the process.

Vaccination Compliance

Vaccination documents required

- ACTAS Vaccination Certificate of Compliance (*completed and signed*)
- ACTAS Undertaking Declaration form (*completed and signed*)

Signed/stamped ACTAS Vaccination Certificate of Compliance

- A General Practitioner (GP) or authorised Australian Immunisation Provider.
- Batch numbers do not need to be provided unless applicants are unable to provide evidence of previous vaccinations, i.e - serology reports.
- Applicants **must** complete the ACTAS specific forms to be considered.
- Vaccination certificates of compliance from another service **will not** be accepted.

TB Assessment Tool

Optional tool for your GP to use to determine requirements for further testing. The TB screening tool **does not** need to be uploaded as part of your application.

Vaccinations required

All applicants are required to produce acceptable evidence of immunity to various communicable diseases including:

- Diphtheria
- Tetanus
- Pertussis
- Hepatitis B
- Varicella
- Measles, Mumps, Rubella (MMR)
- Tuberculosis screening (TB)
- Influenza (highly recommended)
- COVID 19

Please refer to instructions on the vaccination forms for further details. [Click here](#) to view the Occupational Assessment, Screening And Vaccination Against Specified Infectious Diseases SOP.

Please note: All costs associated with vaccination requirements are the responsibility of the applicant.

If you have more questions please see our [Frequently asked questions](#) document.

