



MORE THAN

A LATERAL
PARAMEDIC

FREQUENTLY ASKED QUESTIONS



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Selection Process

How do I prepare my application?

Information regarding the role of Ambulance Paramedic (AP) and Intensive Care Paramedic (ICP), ACT Ambulance Service (ACTAS) including the Position Description (PD) can be found at www.jobs@act.gov.au.

Your application (pitch) should address all capabilities for the role (Behavioural and Technical) contained in the PD. Your pitch should demonstrate your skills and experience and what you can bring to the role using examples wherever possible.

Information to assist you in preparing your application can be found at [Prepare your application - Careers and Employment](#).

All questions regarding the role should be directed to the Contact Officer for the vacancy.

What additional documentation do I include with my application (pitch)?

- 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 paramedic qualification (e.g. Bachelor of Paramedical Science, Diploma of Paramedical Science).
- 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;
- A scanned copy of both sides of your Class C unrestricted (or interstate equivalent) driving 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

What vaccination documents do I have to submit with my application?

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

Who can sign/stamp the ACTAS Vaccination Certificate of Compliance?

A General Practitioner or authorised Australian Immunisation Provider. They will also need to upload your immunisation history the Australian Immunisation Register (AIR) on Medicare, including serology of the below listed * vaccinations.

Why is serology of the vaccinations with a * required to be uploaded into my AIR on Medicare?

In the event of a Blood and Body Fluid Exposure (BBFE) or needle stick injury, you will be able to provide the attending hospital with evidence of your immunity status. This ensures prompt treatment and helps protect the confidentiality of your personal medical information.

What is the TB Assessment Tool for?

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.

Do I need to include all batch numbers etc.?

No. This information only needs to be included when applicants are unable to provide evidence of previous vaccination and require a vaccination to meet requirements.

Can I submit a completed Vaccination Certificate of Compliance from another service?

No. Applicants must complete the ACTAS specific forms to be considered.

What vaccinations are 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.

What happens after applications close?

Following closure of applications, the Selection Committee will assess all applications and shortlist suitable applicants who will be invited to participate in further assessments.

All costs associated with any 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) Clinical knowledge assessment

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

What happens 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.

What happens if I am successful in this recruitment process?

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. Information required includes (but is not limited to) Bank Account details, Tax File Number and Superannuation Fund details. 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).

When will I be expected to start?

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

How will I be engaged?

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

Probation period?

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.

Reimbursement of Reasonable Relocation Expenses

The ACT Public Sector, ACT Ambulance Service Enterprise Agreement 2023-2026 (the Agreement) provides for the reimbursement of reasonable relocation expenses for employees recruited from interstate or overseas who are engaged on a permanent or long-term temporary basis, subject to delegate approval.

In order for a new employee to be reimbursed relocation expenses, valid receipts must be provided. Further information regarding this entitlement can be found in the ACT Ambulance Service Enterprise Agreement which is accessible here: [Enterprise Agreements - ACTPS Employment Portal](#).

Training Program

What does the training and assessment program involve?

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.

Where can I obtain more information if I have questions?

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

What more can ACTAS offer me?

When you join ACTAS you are more than a Lateral Paramedic. We offer a range of pathways for career progression for you to explore. Once you have attained your ACTAS issued Authority to Practice and have the required experience you are welcome to apply to both substantive and Higher Duties Allowance (HDA) positions.

HDA opportunities range from a few weeks to 6 months. HDAs are refreshed regularly and while performing higher duties you get a pay rise.

Substantive, HDA and career progression opportunities include:

- Training and Development Officer
- Police, Ambulance, Clinician Early Response (PACER)
- Remote Access Paramedic
- Educator
- Communications Clinician
- Duty Officer
- Clinical Governance Unit
- Operations Manager
- Job specific work groups
- Union representatives
- Clinical Advisory Committee
- Consumer Liaison Officer
- Extended Care Paramedic
- Clinical Support Officer (ICP only)
- Flight Paramedic (ICP only)

ACTAS conducts regular ICP courses and is a great place for career progression – study assistance is available.