



Student Ambulance Officer

ST JOHN AMBULANCE WA INFORMATION PACK

Contents

INTRODUCTION	1
A SNAPSHOT OF OUR ORGANISATION	1
THE ROLE OF A ST JOHN AMBULANCE PARAMEDIC	1
HOW TO BECOME A ST JOHN AMBULANCE STUDENT AMBULANCE OFFICER	2
INFORMATION SESSION	3
THE RECRUITMENT PROCESS	3
THE APPLICATION PROCESS	3
TRAINING AND DEVELOPMENT	5
REMUNERATION, WORKPLACE AND BENEFITS	6



Introduction

It takes a special person to become a St John Ambulance Paramedic. They are courageous, caring, confident and patient. They put themselves on the front-line of pre-hospital medical care every day, making life changing decisions.

If you wish to be kept informed of any upcoming recruitment drives and information nights regarding this exciting opportunity please register your interest in the role via our website stjohnchangelives.com.au. This will ensure you are sent emails with any important information.

In reading this information pack, you are taking an important first step towards a highly rewarding career. You will find all the information about this exciting role right here.

Please read on to discover what's involved and how best to apply for the Student Ambulance Officer Program. In this pack you will find information regarding the recruitment process, education and training requirements and the fantastic employment conditions on offer as a St John Ambulance WA (St John) employee.

A Snapshot of our Organisation

St John is the leading provider of pre-hospital care in Western Australia. As a private, not for profit organisation, we are contracted by the State Government to supply ambulance services to the state of WA. Each year we transport more than 250,000 patients across both metropolitan and regional locations.

St John is also the largest First Aid Training organisation in Australia – training in excess of 200,000 students each year – we also provide medical personnel and equipment to mining organisations across WA. For more information, visit www.stjohnchangelives.com.au

The Role of a St John Ambulance Paramedic

The role of a St John Ambulance Paramedic can be extremely challenging at times but it is also a very rewarding and fulfilling career.

St John Ambulance Paramedics respond promptly and efficiently to all ambulance calls, provide pre-hospital ambulance care for the sick and injured and transport patients to and from medical facilities – while constantly monitoring the patients' condition at all times.

To be successful, as a Student Ambulance Officer you will be required to demonstrate the following traits:

- ▶ Self-confidence
- ▶ The ability to work effectively in a team environment
- ▶ Good written and oral communication skills
- ▶ A strong emotional resilience
- ▶ The ability to remain calm in challenging situations while making critical decisions
- ▶ Dedication to maintaining procedures and the ability to adhere to strict set standards and guidelines
- ▶ A strong cognitive ability



How to become a St John Ambulance Student Ambulance Officer

It is important to note that candidates who are successful in gaining a position as a Student Ambulance Officer (SAO) with St John will undertake a Bachelor of Science, Major in Paramedicine at Curtin University.

To be eligible to apply for a Student Ambulance Officer position you will need to be an Australian Citizen or be a Permanent Resident of Australia who is eligible for full time, on-going employment.

To be considered for a place in the Student Ambulance Officer program you must also:

- ▶ Demonstrate at least three years work, study or travel experience after finishing school, or demonstrate the maturity required of an Ambulance Officer.
- ▶ Pass the medical and fitness assessment, this assessment is designed specifically to assess your physical ability to fulfil the requirements of the role.
- ▶ Possess a current Apply First Aid Certificate. If the certificate is older than 12 months you will be required to obtain a Basic Resuscitation Certificate.
- ▶ Possess, as a minimum, a current no restrictions WA 'C' or 'CA' Class Driver's Licence and have a good driving history. Probationary driver's will not be considered.
- ▶ Demonstrate a clear criminal record; A National Police Clearance including a traffic convictions and infringements report will need to be provided as part of the recruitment process.
- ▶ Verify your eligibility to enter Curtin University. It is your responsibility to ensure you meet the Curtin University entry requirements should you be successful in gaining a position. Please visit futurestudents.curtin.edu.au for more information and to view other options of entry to Curtin University.

A loss of licence, any serious traffic convictions in the last four years, or an accumulation of more than six demerit points, will result in an unsuccessful application.



Information Session

This informal session is designed to enable candidates to find out more about the position and the recruitment process. The session will involve speakers from different areas of the organisation, including Ambulance Operations, the College of Pre Hospital Care, the Recruitment Team and Curtin University.

The Recruitment Process

The recruitment process is designed to assess and identify the most suitable candidate for the Student Ambulance Officer Program.

The recruitment process assesses many areas including personality and behaviours, skills assessment and general capacity to fulfil the duties of the role.

The Application Process

When the application process commences an 'Apply Now' link will become available on the stjohnchangelives.com.au website. It is important to note that the application process is thorough and can take some time.

Interstate and country applicants should be aware that all assessments are conducted in Perth and attendance is a requirement.

You will be required to complete an online application form including questionnaires and attach the following documents:

Cover Letter

Your cover letter should include a statement expressing your motivations in applying for the role and demonstrate why you believe you are suitable for this position. You may wish to make additional comments about the personality traits you possess and some of your achievements that align well with the duties of a Paramedic. You should also provide your personal and contact details.

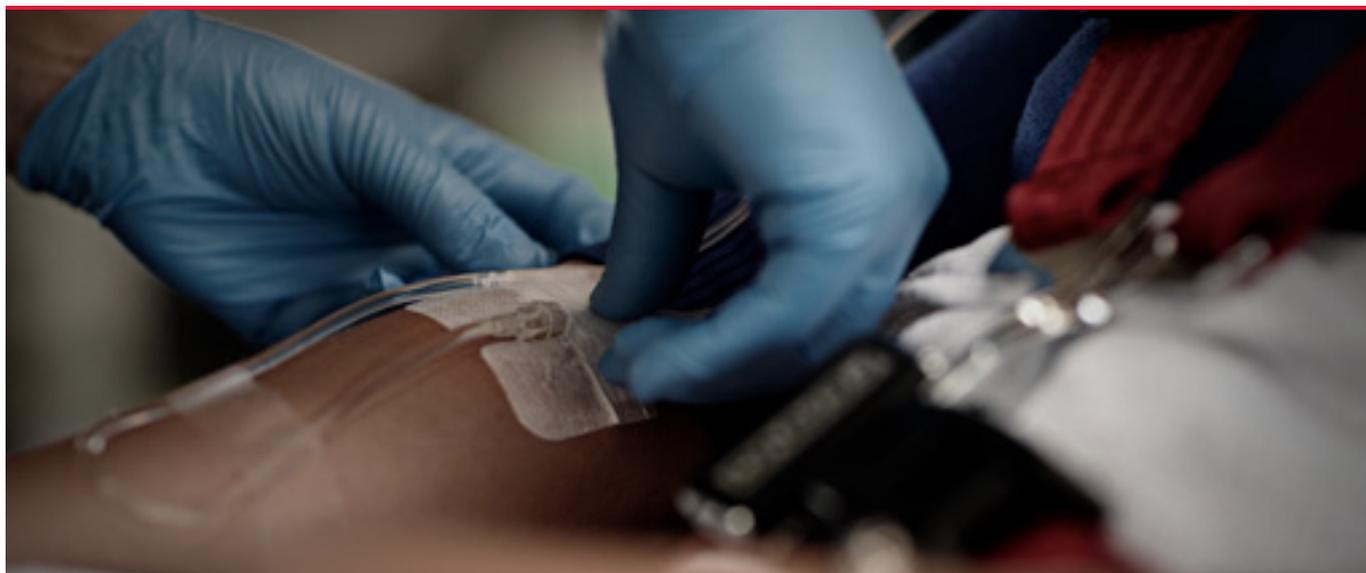
Resume

Your resume should include your personal details, working history, academic qualifications, the contact details of two professional referees and any other achievements you feel are relevant to the role.

You will need to include the following as attachments with your application –

- ▶ A front and back copy of your current no restrictions 'C' or 'CA' class drivers licence
- ▶ Proof of eligibility to enter Curtin University, this may include your WACE results, STAT test, Diploma or other forms of entry, please visit futurestudents.curtin.edu.au for further entry requirements

Please be aware that by submitting copies of your driver's licence you are consenting to on-line demerit point checks.



Assessment Centre

The Assessment Centre is designed to give you the opportunity to demonstrate personality traits such as aptitude, your communication and team work skills. The Assessment Centre does not include the testing of knowledge or technical skills.

This group based assessment consists of team activities and is facilitated by an assessment panel.

Psychometric Testing

We use psychometric testing to identify your personality traits, values, motivations and cognitive ability.

Interview

We use a behavioural based interviewing technique, this means we are looking at your past experiences and how they may benefit you whilst conducting the duties required of an Ambulance Officer.

Certified Documents

Should your application progress from the assessment centre and interview, you will need to provide certified copies of the following: (These documents must be certified by an authorised officer which can include 'Police Officer, Justice of the Peace', 'Pharmacist' or 'Solicitor');

- ▶ A current **Apply First Aid Certificate**, if this certificate is older than twelve months you will need to provide evidence of completion or a booking confirmation to sit the Basic Resuscitation Certificate. To obtain an Apply First Aid certificate Please visit www.stjohnambulance.com.au or call 08 9334 1233 to schedule training to complete the required certificate.
- ▶ A **National Police Clearance** including Convictions Report which can be obtained from your local Post Office (100 points of ID required) or online via www.police.wa.gov.au. National Police Clearance are to be no older than three months at time of submission.*

- ▶ **Traffic Infringements Report** obtained from your local police station.
- ▶ **Proof of Permanent Working Rights in Australia** – You must provide proof of Australian Citizenship or Australian Permanent Residency Status with eligibility for on-going employment in Australia.
- ▶ **Current unrestricted 'C' or 'CA' driver's licence** – Please ensure you provide 'front' and 'back' certified scanned copies of your current unrestricted driver's licence.
- ▶ **Proof of Eligibility to Enter University** – Previous qualifications such as a Degree or Diploma. A STAT results/ intention to sit the STAT test or WACE results. For more information please visit <http://futurestudents.curtin.edu.au/>

Applicants who have partially completed a Degree or Diploma must provide certified scanned copies of their academic transcripts/results and certificates.

Functional Capacity and Medical Assessment

The Functional Capacity and Medical Assessment is designed to assess your physical capability to undertake the requirements of the role. Work as an Ambulance Officer with St John requires a good level of physical fitness.

Important things to note:

- ▶ Candidates may not have an outcome for their application until the end of the process.
- ▶ Due to the competitive nature of this role, feedback will not be provided for unsuccessful applications.



Training and Development

Successful applicants will undertake an undergraduate Bachelor of Science (major in Paramedicine) at Curtin University as well as an internship with St John. Any fees incurred as a result of university studies are the responsibility of the student.

There is no option for students to complete academic studies part time. The academic portion of this program has been designed to ensure students have the required knowledge to successfully complete the practical components.

Any queries related to recognition of prior learning need to be directed to Curtin University.

The education and training program is outlined below:

Year One (Pre-employment – Unpaid)

The first year of the Student Ambulance Officer Program is comprised of full time study at Curtin University. Many of the required units are available online/externally to facilitate distance learning. It is important to note that the Paramedicine Clinical Practice 163 unit, requires the completion of 30 hours volunteer work with Event Health Services (EHS). You will need to apply to become an EHS volunteer and complete an induction program. Upon successful completion of these units, students undertake pre-employment activities such as a driver training course spanning over two days and one night.

In addition, students will need to obtain a Light Rigid driver's licence, submit all required pre-employment documentation and pass an additional medical/functional assessment before commencing year two.

Year Two (Employed)

The second year commences as paid employment with St John with students entering 'Induction School'. Students study full-time both at Curtin University and at the College of Pre-hospital Care situated in Belmont, completing the required units of the degree program. On successful completion of the Induction School students will commence on road duties as an Ambulance Officer in the metropolitan area, working with an allocated Paramedic mentor and continue to have support from The College of Pre Hospital Care.

Year Three (Employed)

Upon commencement of the third year of the Student Ambulance Officer Program, students work full-time with a Paramedic whilst completing the required units of the degree program. Year three includes a full-time study block in the College of Pre Hospital Care.

Year Four (Employed)

In the fourth year students continue working full-time with a Paramedic whilst completing the required units of the degree program. Year four includes another full-time study block in the College of Pre Hospital Care, which must be completed prior to attaining the level of Ambulance Paramedic. Students must successfully complete their practical studies and academic components to receive the Bachelor of Science (major Paramedicine) from Curtin University.

At the completion of the fourth year students graduate as a Qualified St John Paramedic.



Remuneration, Workplace and Benefits

Salary

The first year of the Student Ambulance Officer Program is undertaken as un-paid full time study. Upon commencement of the second year of the Student Ambulance Officer Program students become paid employees of St John. Please see the table below for a pay scale commencing from the first year of paid employment:

1.6% increase effective from 1 July 2017

Position	Base Rate Weekly	Hourly Rate	Shift Allowance Weekly	Shift Penalty Weekly	Total Weekly	Total Annually
Student Ambulance Officer - CPHC	\$1,004.81	\$26.44			\$1,004.81	\$52,417.39
Student Ambulance Officer - Operations	\$1,041.36	\$27.40	\$332.27	\$27.40	\$1,401.04	\$73,087.70
Ambulance Officer Grade 1	\$1,053.54	\$27.72	\$336.16	\$27.72	\$1,417.42	\$73,942.10
Ambulance Officer Grade 2	\$1,164.41	\$30.64	\$371.53	\$30.64	\$1,566.58	\$81,723.42
Ambulance Paramedic - AP1	\$1,372.73	\$36.12	\$438.01	\$36.12	\$1,846.86	\$96,344.72
Ambulance Paramedic - AP2	\$1,445.19	\$38.03	\$461.12	\$38.03	\$1,944.34	\$101,429.85
Ambulance Paramedic - AP3	\$1,517.93	\$39.95	\$484.34	\$39.95	\$2,042.21	\$106,535.60
Station Manager Gd 1	\$1,549.34	\$40.77	\$494.36	\$40.77	\$2,084.46	\$108,739.58
Station Manager Gd 2	\$1,580.30	\$41.59	\$504.24	\$41.59	\$2,126.13	\$110,912.97
Station Manager Gd 3**	\$1,611.06	\$42.40	\$514.05	\$42.40	\$2,167.51	\$113,071.99



Roster

Officers and Paramedics generally work a 2/ 2/ 4 roster which includes 2 days, 2 nights and 4 days off on a rotation basis. Day shifts are 11 hours and night shifts are 13 hours. Once you are a Student Officer, Operations, working on road you will be allocated a roster and a Depot within the metropolitan area on a rotational basis.

Career Development

There are many opportunities within St John to gain experience in different areas of the organisation. Paramedics may be eligible to apply for the following roles within the organisation:

- ▶ Station Manager
- ▶ On-road tutoring/secondments
- ▶ Clinical Support Paramedic
- ▶ Critical Care Paramedic
- ▶ Industrial Health Services
- ▶ Area Manager
- ▶ Operational Manager

Probation

A probationary period of six months applies to Student Ambulance Officers upon commencement of employment with the organisation.

Uniforms

Your uniform will be provided by St John, it is designed to reflect the professional image of the organisation, whilst being functional and comfortable.

Salary Packaging

Employees of St John are entitled to certain salary packaging benefits. This enables employees to salary package expenses from their pre-tax salary up to a predetermined limit each year. A Maxxia representative will attend the induction to explain the benefits.

Health and Wellbeing Allowance

As an incentive to employees to engage in a fitness regime St John will reimburse employees for the hire of fitness equipment and/or memberships to gyms or fitness programs.

Free Ambulance Cover

All employees of St John Ambulance and their dependent family members will have access to free ambulance cover.

The information contained within this document is correct at the time of publication. Please note that entry, prerequisites and conditions of employment may change without notice.

Important Contact Information

- ▶ (St John)
www.stjohnchangelives.com.au
- ▶ (Curtin University) healthsciences.curtin.edu.au/index.cfm or 9266 1000
- ▶ (St John Careers Team) -careers@stjohnambulance.com.au or 1800 086 751

For enquiries relating to credits for recognised learning (CRL) towards the Bachelor of Science (Paramedicine) degree at Curtin University, please contact the Future Students Services team on 08 9266 1000.