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FREQUENTLY ASKED QUESTIONS



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Selection process

How do I prepare my application?

Information regarding the role of Graduate Paramedic Intern (GPI), 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.

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 need to 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 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 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* of the PD);
- 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* of the PD);
- A completed personal and medical information release consent form (found in *attached documents* of the PD).

Please note:

- Applications that do not include all required documentation outlined above may not be considered by the selection panel.

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.

What happens after applications close?

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.

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.

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 next if I am a successful applicant?

All applicants (both successful and unsuccessful) will be notified of the outcome of their application in writing. 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 will also undergo a Police Check as part of the onboarding process and will be required to book in for a pre-employment medical assessment. An offer of appointment will be dependent on satisfactory outcome of the medical assessment and Police Check.

When will I be expected to start?

Successful applicants will be required to commence employment in 2026. ACTAS will have ongoing communication with successful applicants regarding a specific start date.

How will I be engaged?

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 (API).

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.

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 Clause C21 of the [Enterprise Agreements - ACTPS Employment Portal](#).

Training program

What does the training program involve?

The Graduate Paramedic Intern program is a 15-month supported training program that includes a series of study blocks and time spent in operations between each study block.

Study block 1 – Induction program – Eight weeks

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 also be required to complete the Driver Standards Program (DSP).

Study block 2 – Two weeks

In study block 2 you will receive theoretical and practical training to acquire the complete set of skills so that you may work, under supervision, to the full Ambulance Paramedic scope of practice. This includes Laryngeal Mask Airway, Intra-gastric tube insertion, Laryngoscope and Magill's forceps, and Intraosseous access. Assessments include sign-off of your new skills and an opportunity to undertake practice written assessments.

Study block 3 – Two weeks

Topics included in study block 3 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.

Study block 4 – One day

This final study block is when you will undertake your final assessments. This will consist of:

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

Where can I obtain more information?

Further information regarding the Graduate Paramedic Intern recruitment process can be obtained by contacting JACSACTASRecruitment@act.gov.au.