



## Royal Flying Doctor Service

<b>POSITION DESCRIPTION</b>		
<b>Position Title</b>	<b>Paramedic</b>	
<b>Reports to</b>	Regional Manager NSW	
<b>SIGNED</b>		<b>DATE</b>
<b>Position Purpose:</b>	<p>Provide high quality patient centred care and treatment during the transport of patients with a wide variety of medical conditions, in accordance with RFDS Mobile Patient Care (“RFDSMPC”) policies, procedures, and Non-Emergency Patient Escort guidelines. The role represents the company by maintaining positive working relationships with clients.</p>	
<b>Position Tasks and Responsibilities:</b>	<p><b>Professional and personal</b></p> <p>Present and promote a positive and professional image of RFDS NSW to other health professionals, clients, including patients and the general public. Consult with and treat all patients and their families with respect and sensitivity, maintaining patient confidentiality at all times. Complete all daily assignments proficiently, punctually and in accordance with the directives of the dispatcher of the day.</p> <p><b>Clinical Care</b></p> <p>Perform patient assessment, intervention and assess the effectiveness of any intervention in accordance with all RFDS policies and procedures, PTS regulations and within your scope of practice.</p> <p>Perform independently and problem solve within established policies and procedures as well as works collaboratively with other team members when required.</p> <p>Undertake supervision and transport of class B, C &amp; D acuity patients as required</p> <p>Demonstrate proficiency in written and verbal communication when delivering patient hand over to other health care professionals and in patient care records. All records will contain accurate, legible information to enable ongoing safe patient centred care, documented in accordance with the PTS regulations and RFDSMPC requirements.</p>	

Communication	Maintain professional communication with the dispatcher of the day through MDT and radio communications to ensure staff safety and accurate and timely job allocation.
Leadership	Make confident decisions in regards to patient assessment, care and interventions as required prior to patient pick up and during patient transfer.
Educational	<p>Act as a role model, mentor and coach to junior staff and students.</p> <p>Demonstrate and participate in ongoing and yearly mandatory accreditation to ensure safe work practice and compliance with PTS Regulations.</p> <p>Maintain and hold a valid paramedic registration through AHPRA and undertake professional development tasks to maintain skills and currency relating to the patient transport environment.</p>
Safe Work Practices and Infection Control	<p>Demonstrate and promote safe work practices and a high level of understanding and adherence to the principals of manual handling and infection control standards. Participate in daily and weekly infection control activities documented in the procedures manual. Be accountable and proactive in providing a safe work place for self, co-workers and patients.</p> <p>Drive company vehicles in a safe and courteous manner, obeying all road rules with patient safety and comfort paramount. Ensure vehicles are equipped and in a state of readiness at all times, in accordance with RFDSMPC policies.</p>
Quality Assurance	<p>Participate, promote and contribute to Quality Assurance activities RFDSMPC to continually improve performance in patient care and service delivery. Promote the use of incident/near miss reporting as means to improve the service we provide.</p> <p>Demonstrate a cost effective use of resources and time.</p>

<b>Working Relationships:</b>	<b>Internal</b> Area Manager RFDS Operations Centre PTO/PTD Road crews Administration  <b>External</b> Healthshare Booking Hub Hospital Staff General Public	<b>Purpose</b> Impart skills in line with RFDSMPC values and processes Coordinate and liaise regarding company policies, procedures and standards Assist with daily tasks as required Assist in patient movements Forward all patient information for billing/stats  <b>Purpose</b> Maintain positive relationships with clients/stakeholders Represent the organisation Provide safe patient care and uphold the values and reputation of RFDS
<b>Scope:</b>	1. Revenue 2. Budget 3. Direct/indirect reports	
<b>Qualifications and Experience:</b>	1. Bachelor of Health Science Degree (Paramedic) or 2. Diploma of Paramedical Science (Ambulance), or 3. Equivalent qualification for registered paramedic recognised by the Employer and Paramedicine Board of Australia	
<b>Skills, knowledge, mandatory requirements and competencies</b>	1. Hold a current NSW Drivers Licence 2. Current Working with Children Check 3. Satisfactory National Police Check 4. Maintain valid registration as a Paramedic under the National registration standards set out by the Paramedicine Board of Australia, under the Health Practitioner Regulation National Law 5. Ability to drive vehicles in both city and country traffic conditions. 6. Able to work on call, weekdays and some weekends (preferable). 7. Possess excellent interpersonal communication skills. 8. Possess a highly level of clinical and patient assessment skills 9. Ability to work successfully in a small team environment	
<b>Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>• Take reasonable care for own health and safety</li> <li>• Take reasonable care for the health and safety of others including the implementation of risk control measure within their control to prevent injuries or illnesses</li> <li>• Comply with all reasonable instruction to safeguard their health and safety</li> <li>• Cooperate with any reasonable RFDS policies and/or procedures including the reporting of OH&amp;S hazards or incidents</li> </ul>	

<b>Organisational Values and Code of Conduct</b>	<p>All Royal Flying Doctor Service employees are mutually responsible for the success of the organisation.</p> <p>The organisation is committed to creating an environment in which all employees can realise their full potential. In return all RFDS employees are expected to make contributions that positively impact our customers, our patients, our communities, our business and each other.</p> <p>This includes:</p> <ul style="list-style-type: none"><li>• Conduct to the highest degree of ethics and integrity</li><li>• Creative thinking and openness to new challenges</li><li>• Appreciating diversity in the workplace and treating everyone with courtesy and respect</li><li>• Effective communication, which is open and honest</li><li>• Modelling best practice and leadership</li></ul> <p>Our organisational values are detailed in the 'Vision 2020' Document and our Induction Handbook.</p>
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