

Position Description

AMBULANCE TRANSPORT ATTENDANT

The Ambulance Transport Attendant's role is to provide safe transfer of patients to their designated destination, ensuring they are provided with ongoing care as requested by the treating facility.

Our Vision:

Health Select will meet and exceed the expectations of our clients through the provision of a high-quality customer centric service unparalleled in the marketplace.

Our Mission:

The team at Health Select will realise our Vision through the provision of:

1. A focused customer centric service
2. Innovative customer design solutions
3. Purchaser transparency
4. A positive work environment fostering career development through ongoing education
5. Operating in a continual improvement model for the benefit of all key stakeholders

Our Goals:

Patients of Health Select will experience a service that ensures dignified person-centred professional care during transport.

Clients of Health Select will receive a reliable, high quality, customized service tailored to meet all business needs, and exceed all industry standards.

Team members at Health Select will experience pride in working with an organization that provides:

- Job satisfaction through personal and professional development.
- Reward and recognition for consistent commitment to best practice standards.
- An environment that acknowledges and promotes the contribution of each member within a dynamic team.

Our Values:

- Integrity
- Compassion
- Loyalty
- Excellence
- Innovation

Position Description – AMBULANCE TRANSPORT ATTENDANT – (ATA Level 1)

Qualifications and Legal Documents:

Diploma of Paramedical Science (Ambulance)
or Bachelor of Emergency Health (Paramedic)
or Equivalence to Ambulance Transport Attendant as issued by a Registered Training Organisation according to DHHS guidelines.

all of the above must have documented 400 supervised clinical hours

- HLTA1D007 - Advanced Resuscitation Certificate or hospital equivalent certificate (within the past 6months).
- HLTAMB014 - Transporting Non-Emergency Patients under Operational Conditions
- Immunisation as per Ambulance Victoria Patient Transport Procedures for NEPT 703 – Personnel Authorisations.
- Police Check (PC) A PC which is dated within the last six months undertaken by an accredited body on the Australian Criminal Intelligence Commission (ACIC) website (www.acic.gov.au) - reason for check ATA (Ambulance)
- Current Employee Working with Children Check card plus letter issued by the Department of Justice
- Internal bench marking standards and assessment.

Responsible To:

General Manager Operations

Review Process:

Compulsory reaccreditation of competencies:

- HLTA1D007 - Advanced Resuscitation Certificate or hospital equivalent certificate every twelve (12) months.
- Manual Handling Assessment every twelve (12) months
- Operating Under Emergency Conditions with Driving Assessment every twelve (12) months
- AV Induction documents read and acknowledged
- Compulsory completion of all yearly ClassMarkers

Overview of position

Function:

To provide safe transfer of patients to a designated point of destination ensuring they are provided with the ongoing care as requested by the treating facility.

Key Duties:

- Monitor ongoing patient status
- Ensure clinical equipment is in good working order prior to patient pick up.
- Provide all ongoing treatments as requested.
- Initiate necessary additional care as required
- Receive and deliver comprehensive handover of all patient conditions, treatments and care, respecting patient confidentiality.
- Ensure all relevant information is recorded on the Patients Care Records.
- Drive the Patient Transport Vehicle in a safe and courteous manner.
- Infection Control

Key Performance Indicators:

- Maintain clinical best practice standards
- Documentation.
- Quality and continual improvement.
- Ongoing education.

Occupational Health and Safety:

- Maintain safe working environment and safe work practices at all times.
- Works in accordance with Health Select OHS Policy.
- Liaise with the OH&S Co-ordinator

Quality Assurance:

- Participates in Continual Improvement.

Leadership:

- Promote a professional image of Health Select Group at all times
- Promote and foster a strong team culture

Communication:

- Communicate with Communications Centre in an effective and professional manner.
- Promote effective communication between management and team members.

Customer Focus:

- Maintain open and effective communication with all team members and clients.
- Promote good interpersonal and public relations within and outside Health Select.
- Essential Skills and qualifications.