



<b>JOB DESCRIPTION - REMOTE PARAMEDIC</b>
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**Position Title:** Remote Paramedic

**Location:** Surat Basin, SE QLD

**Reports To:** Project Manager

**Personnel Responsible For:** Nil

**Key Relationships**

**Internal:** Medical Director  
ASA Head Office staff  
Other ASA medical staff

**External Clients:** Site Managers/Supervisors  
On site clients  
Other Medical providers

**VISION STATEMENT**

*‘To deliver a ‘one-stop-shop’ approach to health and emergency services to ensure efficient and effective service delivery and to operate in areas where medical and emergency response services are either at a premium, rudimentary or non-existent.’*

**MISSION STATEMENT**

*“To provide high quality emergency support services to fulfil Customer needs in Pre-Hospital Care, Preventive Medicine, Health Operations & Training, Emergency Management and Health & Emergency Service Consulting.”*

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**Location and Description of Role**

1. Anodyne Services Australia (ASA) provides health support to QGC, a BG Group business (the company), that is developing an integrated Liquefied Natural Gas (LNG) project in Queensland utilising coal seam gas (CSG) sourced from the Surat Basin. The QGCLNG Project is located in the Surat Basin, west of Brisbane and Toowoomba in Queensland.
  
2. There are four other work site areas, where medical services are performed and in total, at peak, there will be approximately 2500 to 2800 project contractors and staff working within the work sites. Sites for ASA medical staff will be:
  - Woleebee Creek Camp- located approximately 30 km south west of Wandoan.
  - Kenya Camp – located approximately 30 km south west of Chinchilla
  - Ruby – Jo Camp – located approximately 45 km south west of Dalby
  - Windibri Camp – located approximately 30 km west of Chinchilla
  
3. ASA provides emergency medical care which will be performed within any part of the project site. A Nurse Practitioner (NP) or Remote Area Nurse or Paramedic may be required at each site, except Windibri (Paramedic only). A Medical Officer rotates between all 4 sites on a FIFO basis. All Medical staff will be required on site during hours of operation 0600 – 1600 hrs daily, and on call outside these hours for emergency response determined by specific site requirements.
  
4. This is a role for senior health practitioners in a remote setting requiring a high degree of clinical acumen and experience. In particular, some experience in occupational health is required as well as an awareness of the special requirements of resource sector companies and management of medical cases.

**Key Responsibilities**

5. The Paramedic daily operations will include, but are not limited to:
  - a) Provide emergency care in basic and advanced life support in accordance with clinic practice guidelines and drug treatment protocols;
  - b) Respond to accidents and multiple traumas applying the principles of Advanced Trauma Life Support;
  - c) Assist with minor/routine medical cases when not responding to emergency medical cases under supervision of the Medical Officer;
  - d) Complete drug and alcohol testing;
  - e) Carry-out routine medical care when medical facilities are closed (after-hours); perform regular training (e.g. First aid) on site;

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- f) Escort medical evacuation cases by ambulance/air lift to the agreed destination (e.g. regional hospital);
- g) Be physically able to assist or perform treatment or rescue from elevated structures, difficult access locations, excavations, vehicles or other locations associated with construction site activities;
- h) Participate in incident investigations as requested by the Company Upstream HSSE Manager;
- i) Participate in emergency response test scenarios as requested by the Company Upstream HSSE Manager;
- j) Attend site occupational health and safety meetings as requested by the Company Upstream HSSE Manager.

### **Qualifications & Personal Requirements**

6. This position is available to Paramedics with the appropriate qualifications and registrations. It is essential that the Paramedic appointed has the following experience and qualifications to support the role:

- a) Hold a Graduate Diploma in Intensive Care Paramedical Practice or equivalent.
- b) A minimum of 5 years' experience with a minimum of 2 years full time experience as an Intensive Care Paramedic in an pre-hospital care environment.
- c) Provide evidence of currency of practice within this field in the last 12 months.
- d) Current competency in PHTLS and ACLS.
- e) Undergo regular viva voce Paramedic assessments when required.

### **General Responsibilities**

7. The Paramedic appointed must have proven ability to:

a. Personal

- To represent ASA in a highly professional manner and work within the aims and values of the company.
- To behave in a professional manner consistent with the standards of the general medical profession.
- Adhere to ASA alcohol and drug policy

b. Clinical Responsibilities

- Accurate clinical recording of all patient presentations.
- Conduct regular internal auditing of all patient records.

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- Maintain close liaison with Head Office.
- Work with strict adherence to routine scope of practice and within individual scope of clinical practice and protocols according to qualifications.

### c. Administrative and Reporting Responsibilities

- Complying with all directives, policies and guidelines issued by ASA.
- Complying with all reporting guidelines issued by QGC.
- Administration activities associated with the running of clinical facility;
- Maintain, clear, legible, accurate medical records of all consultations and examinations as part of the ASA medical record reporting system.
- Ensuring the integrity of all computer records through weekly back up of clinical; and paper based health records and other administrative documents;
- Communicate as required with the Operations and Human Resources Quality Manager at Head Office.

### d. Additional Requirements

- Maintain effective communication with individuals, colleagues, clients and other service providers, to ensure efficient and effective delivery of contractual obligations.
- Comply with Human Resource Management issues, including Workplace Health and Safety, Equal Employment Opportunity and anti-discrimination as applied in the working environment.
- Conforming to all relevant QGC site rules and regulations.
- Verifying that approved procedures are adopted within the area of responsibility.
- Ensuring compliance with the company Quality System, its policies and procedures.
- Liaise with Operations or Human Resources Quality Manager with regards to movements and timings in and out of the operational zone.

## **Confidentiality & Record Management**

8. ASA retains all medical records for a period of 7 – 10 years and maintains standards of medical confidentiality similar to those existent in Australian medical facilities and in compliance with Australian legislation.

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9. ASA will use medical records to inform medical facilities as appropriate on patients treated by ASA medical personnel. All information stored on computers is to comply with the International Health Standards for storage and management of clinical information (AS/ISO 15489.1-2002).

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