

# QUALIFICATIONS AND CREDENTIALLING REQUIREMENTS

## MINIMUM QUALIFICATIONS BY POSITION

The table below outlines the minimum qualifications required for a position with National Patient Transport in accordance with the relevant state regulatory requirements.

POSITION	QUALIFICATION	VIC	NSW	WA
Patient Transport Officer (PTO)	<b>Certificate III in Non-Emergency Patient Transport</b> <b>Diploma of Nursing</b> (Enrolled Nurse Division 1) – note an EN must also complete the relevant driving units (HLTOUT007) to meet full competency requirements.	✓	✓	✓
Ambulance Transport Attendant (ATA)	<b>Diploma of Paramedical Science</b> plus have at least 400 hours of supervised on road clinical practice in either an Emergency or Non-Emergency setting <u>over a period of not less than 2 years</u> .	✓		✓
	<b>Bachelor of Paramedicine</b> or a <b>Graduate Diploma of Paramedicine</b> conferred by a university. Individuals must also hold <b>current APHRA Registration</b> and provide evidence of their registration on an annual basis		✓	
	<b>Bachelor of Nursing</b> with current <b>APHRA Registration</b> and relevant clinical experience. RN must have <u>current ALS qualification</u> and be proficient in ECG interpretation.	✓	✓	✓
Critical Care Registered Nurse (CCRN)	<b>Graduate Certificate in Critical Care Nursing</b> with current APHRA Registration. CCRNs must have a current ACLS certificate which is less than 12 months old.	✓		

# Qualification and credentialing requirements

## ACCEPTABLE EVIDENCE TO SUPPORT JOB APPLICATION

As a pre-requisite of employment with NPT, the following documentation is required to be completed and uploaded as part of your application. Please ensure that you have electronic copies of the required documentation prior to commencing your application via NPT's Careers page at [www.nptgroup.com.au](http://www.nptgroup.com.au)  
**Failure to supply the required certified documentation may result in a non-compliance of your application.**

DOCUMENT REQUIREMENT	ACCEPTABLE EVIDENCE
Drivers Licence	<b>Certified colour copy</b> of your full unrestricted Drivers Licence – <u>both sides</u>
Driver Record	Driver history record issued by the relevant State Roads Authority
Proof of Residency	<b>Certified copy</b> of proof included either copy of Passport, Birth Certificate, Citizenship Certificate or Visa.
Curriculum Vitae	CV detailing current and previous experience
Qualifications & Registrations	<b>Certified copy</b> of any applicable Qualification (Certificate, Diploma or Degree) <b>AND</b> Registration (e.g. AHPRA Registration) associated with the position being applied for. Qualifications must also include a list of all units of competency / subjects completed.  <b>CCRN applications must also include</b> copies of Graduate Certificate in Critical Care Nursing and current ACLS Certificate.
National Police Check	<b>Certified copy</b> of a National Police Check which has been obtained within the last 3 months.  The National Police Check <b>MUST</b> indicate position type: e.g. Patient Transport Officer, Ambulance Attendant, Registered Nurse or as a minimum Patient Transport etc.
Working with Children's Check	<b>Certified colour copy</b> of a Working with Children's Check (WWC). The WWC <b>MUST</b> be an <b>Employee check</b> rather than a Volunteer Check. If you do not currently have a WWC, please note that they can take up to 1 month to be completed.  Note: In WA this is not required on application but will be finalised as part of the recruitment process
Evidence of Clinical Supervision Hours (Vic ATA positions only)	If applying for a position of an Ambulance Attendant (Vic only) please provide evidence of your 400 hours of on road clinical practice by a Clinical Instructor