

HAMILTON PARAMEDIC SERVICE



Part-Time Primary Care Paramedic

2023/2024

**Traditional Recruitment Process and
Information Guide**

Job ID#21295

IMPORTANT DATES TO REMEMBER – TRADITIONAL PROCESS

**NOTE that dates are subject to change. Please review thoroughly and retain for your records.*

1. APPLICATION PROCESS

Open Date: Thursday, October 19, 2023
Close Date: Wednesday, November 15, 2023

2. WRITTEN EXAM

Date: December 2023

Location for Testing: Online/Virtual – candidates should be prepared to have access to a laptop or computer with a camera and microphone
* Testing will be online via the ExamSoft platform

3. INTERVIEW PROCESS

1st and 2nd Interviews will be conducted: 1st Interviews: Virtual Multi-Mini Interviews (vMMIs) will be conducted mid January 2024.

* Interviews will be conducted online; candidates should be prepared to have access to a computer or laptop with a camera and microphone
2nd Interviews: Panel Interviews to be conducted starting mid February 2024.

4. CONDITIONAL OFFERS

Conditional offers will tentatively be made outlining next steps. In anticipation of a conditional offer candidates may consider obtaining an Ability Works or OPPAT Physical Agility Evaluation and a Police Vulnerable Sector Check (PVSC) at their own expense. PAE/PAV & PVSC must be dated within 6 months of the start date of Orientation/Training and satisfactory to the City of Hamilton.

Early-mid March 2024

- Ability Works (Physical Agility Evaluation/Physical Agility Verification) or OPPAT
- Medical (Physical Exam, Blood Work, and ECG)
- MOHLTC Identification
- Proof of Immunization Status and Free from Communicable Disease
- Police Vulnerable Sector Check (PVSC)
- Reference Checks will be completed
- Hamilton Health Sciences (HHS) Centre for Paramedic Education and Research (CPER) certification as a Primary Care Paramedic (PCP)
- A valid Ontario Class "F" Driver's Licence or higher (or Provincial equivalent)
- Driver's Abstract Check satisfactory to the City of Hamilton
- Personal Contact Information
- Proof of paramedic program completion
- AEMCA certificate or proof of registration to complete AEMCA at next available opportunity

5. FIRM OFFERS

Firm offers will tentatively be made: Mid April, 2024

6. ANTICIPATED ORIENTATION AND TRAINING PROGRAM

Group 1 – tentative May 6, 2024
Group 2 – tentative June 3, 2024

1. APPLICATION PROCESS - TRADITIONAL

When to Apply:

Open Date: Thursday, October 19, 2023

Close Date: Wednesday, November 15, 2023

How to Apply:

You can apply on-line at www.hamilton.ca . Select "Jobs at the City", select "External Opportunities", select "View Latest Jobs" and select "**Primary Care Paramedic – Part-Time**" Job ID # 21295.

Once you register or log-in please ensure that "My Profile" is updated to include your current address, phone number, and e-mail address. Communication will be primarily via e-mail. All forms of communication will be sent to you based on your profile information. When you register please ensure that you record your "User Name" and "Password". See box below if you have forgotten your user name or password.

Your application must be submitted on-line by **Wednesday, November 15, 2023.**

Please Note: Once your on-line application has been submitted if you wish to attach a revised resume or update your answers for the mandatory on-line questionnaire, you can do so by withdrawing your original application and re-applying on-line (ensure you use the same User Name) for this competition **before the closing date.** If you wish to change your personal contact information (i.e. name, address, phone number, e-mail address, etc.) please do so prior to the closing date. **REVIEW YOUR ANSWERS to the on-line questionnaire carefully before submitting your application.**

If you have forgotten your User Name or Password please refer to the "Login Help" by selecting at "Jobs at the City" → "Jobs open to the Public" → "Current Job Postings" → "Login Help".

For further information on how to apply on-line, please refer to the "How to Apply" tab found on the "Jobs at the City" webpage or refer to the following link: <https://www.hamilton.ca/city-council/jobs-city>

2. WRITTEN EXAM

Candidates who are qualified for the written test will be contacted by e-mail and invited to an exam session.

A valid piece of government issued photo ID will be required at testing and throughout the recruitment process.

Please note that the exam will be conducted online using the ExamSoft platform. Candidates should be prepared to have access to a laptop or computer with a camera and microphone.

You will need to achieve a minimum of seventy-five percent (75%) to be successful in the written exam phase of the competition. **Please note that achieving seventy-five percent (75%) does not guarantee an interview.**

3. INTERVIEWS

1st Interviews:

Virtual Multi-Mini Interviews (vMMIs) will be conducted mid-January 2024. Those who are invited for an interview will be notified via e-mail with detailed information.

A valid piece of government issued photo ID will be required at testing and throughout the recruitment process.

Please note that the vMMIs will be conducted online. Candidates should be prepared to have access to a laptop or computer with a camera and microphone.

2nd Interviews:

Panel Interviews to be conducted starting mid February 2024. Those who are invited for a 2nd interview will be notified via e-mail with detailed information.

Please note that the 2nd interviews will be conducted online. Candidates should be prepared to have access to a laptop or computer with a camera and microphone.

One (1) copy of each of the following documents is required at the 2nd interview:

- Current Basic Life Support Provider certificate or CPR HCP Certificate or equivalent.
- AEMCA certificate or letter of registration to write the next scheduled AEMCA exam.
- Diploma from an approved Ontario Primary Care Paramedic (PCP) Training Program or a letter of good standing from an approved Ontario PCP Training Program indicating anticipated program completion date.
- If you are a new graduating student and have not yet received your diploma you will be required to produce a letter from your college instructor stating anticipated program completion date and verification of registration for the AEMCA examination. Upon successful completion of the AEMCA exam you would be required to bring the letter of successful completion and AEMCA Certificate to Hamilton Paramedic Service. In the event that after 210 days post-program completion (unless otherwise specified by the Ministry of Health and Long-Term Care), the end of the AEMCA pending period, you have not obtained AEMCA certification by the Province of Ontario, your employment with the City of Hamilton will be terminated.
- If graduation was prior to 2003, you will be required to provide proof of completion of all mandatory MOHLTC core programs. This can either be done by individual certificates or with a letter attesting to completion by an approved Ontario PCP Training Program.
- Completed Reference Consent Form (see below for additional information)
- Any relevant certifications, degrees, and/or diplomas (i.e. BA, BSc, ACLS, Base Hospital, PALS, ITLS etc.)

The City of Hamilton Reference Consent Form will be provided to you when you are contacted for a 2nd interview. You will be required to bring the completed Reference Consent Form to the interview listing three (3) references. **References must be employment related in a reporting capacity. Please note, that we will require a reference from your main preceptor. If you are currently employed as a paramedic, we will require a reference from your direct report Paramedic Superintendent.** References will only be contacted if you are proceeding to the conditional offer stage in the recruitment process following the 2nd interview.

4. CONDITIONAL OFFERS

Conditional job offers will tentatively be made in early-mid March 2024 based on the number of vacancies. To maintain eligibility for employment with Hamilton Paramedic Service, the following conditions must be satisfied upon receiving the conditional offer of employment:

Ability Works Physical Agility Evaluation/Physical Agility Verification or OPPAT

You will be required to obtain and pass the Ability Works or OPPAT physical assessment at your own expense and satisfactory to the City of Hamilton.

Blood Work, Medical examination, and ECG

You will be required to complete lab work. You will be contacted by the City of Hamilton with a date and time for your third-party medical examination. You must successfully complete the medical evaluation to be considered further. You must pass a physical exam (administered by our Physician), as set out by the employer, specific to the work of a Primary Care Paramedic.

MOHLTC Identification

Meet all requirements for MOHLTC Identification.

Immunization Status and Free from Communicable Disease Proof

Proof of Immunization as outlined in Table 1, Part A of Ambulance Service Communicable Disease Standards. Proof that candidate is free of communicable diseases listed in Table 1, Part B of Ambulance Service Communicable Disease Standards. Proof of immunization **must** be completed on forms supplied by the Hamilton Paramedic Service.

Police Vulnerable Sector Check

You will be required to obtain at your own expense a Police Vulnerable Sector Check (PVSC) from the police service which serves the Municipality in which you permanently reside. **An original must be submitted to Human Resources.** In order for your application to be considered, you must not have a criminal conviction for which a pardon has not been granted at time of application and your PVSC must be satisfactory to the City of Hamilton.

Reference Checks

Reference checks will be conducted at this point in the recruitment process. If you are currently employed as a Paramedic, one of your references must be your Paramedic Supervisor. If you are a Paramedic Student or recently graduated, one of your references must be your Preceptor.

Centre for Paramedic Education and Research (CPER) Certification

You must successfully complete and become certified in the skills and knowledge as set out by the employer and Hamilton Health Sciences (HHS) Centre for Paramedic Education and Research (CPER). Certification will be conducted by HHS CPER.

Driver's Licence Copy/Driver's Abstract Check

A copy, front and back, of your valid Ontario Class "F" (or higher) Driver's Licence (or provincial equivalent) must be submitted to the City of Hamilton Human Resources. Your Driver's Abstract check will be conducted by the City of Hamilton.

Proof of Paramedic Program Completion

You will be required to provide a copy of your diploma from an approved Ontario Primary Care Paramedic (PCP) Training Program or a letter from an approved Ontario PCP Training Program attesting to your completion of all PCP program requirements and your eligibility to register for the next scheduled AEMCA examination. Proof of the aforementioned must be received by Hamilton Paramedic Service by the Thursday preceding the scheduled start date of your recruitment orientation.

Proof of Registration for AEMCA Examination

Candidates are required to provide proof of registration for the next available/scheduled AEMCA examination immediately following the date of their program completion.

5. **FIRM OFFERS**

Firm offers will be made following successful completion of all conditions stipulated within the conditional offer letter (refer to step 4). Conditions must be completed satisfactory to the City of Hamilton by mid April 2024.

6. **ORIENTATION AND TRAINING PROGRAM**

There will be two orientation cohorts - Group 1 tentatively commencing May 6, 2024, and Group 2 tentatively commencing June 3, 2024. Orientation and training will be approximately six (6) weeks in duration on a Monday to Friday, 08:00hrs to 16:00hrs schedule and will be comprised of classroom instruction, either in person, online, or a combination of both, and ride-out experience. Please note that Hamilton Paramedic Service reserves the right to modify the orientation schedule/delivery as required.

ELIGIBILITY LIST

You will be required to be successful/pass each phase of the process in order to be placed on the Eligibility List to be hired as a Part-Time Primary Care Paramedic. Once on the Eligibility List, as vacancies arise, you will be considered for employment pursuant to your standing on the list.

Every effort has been made to include all information relevant to the process in this Information Guide. *Please note that all dates are subject to change.* Please review this Information Guide and retain a copy for your records.

Thank you for your interest in a Part-Time Primary Care Paramedic position with the Healthy and Safe Communities Department, Hamilton Paramedic Service, with the City of Hamilton.