

# **HAMILTON PARAMEDIC SERVICE**



## **Part-Time Primary Care Paramedic**

**2024/2025**

**Traditional Recruitment Process and  
Information Guide**

**Job ID#30535**

## IMPORTANT DATES TO REMEMBER – TRADITIONAL PROCESS

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

<b>1. APPLICATION PROCESS</b>	
Open Date:	Thursday, October 17, 2024
Close Date:	Wednesday, November 13, 2024
<b>2. WRITTEN EXAM</b>	
Date:	December 2024
Location for Testing: * Testing will be online via the ExamSoft platform	Online/Virtual – candidates should be prepared to have access to a laptop or computer with a camera and microphone
<b>3. INTERVIEW PROCESS</b>	
<p>1<sup>st</sup> and 2<sup>nd</sup> Interviews will be conducted:</p> <p>* Interviews will be conducted online; candidates should be prepared to have access to a computer or laptop with a camera and microphone</p> <p>The following documentation is to be submitted ahead of the 2<sup>nd</sup> interview:</p>	<p>1<sup>st</sup> Interviews: Virtual Multi-Mini Interviews (vMMIs) will be conducted mid-January 2025.</p> <p>2<sup>nd</sup> Interviews: Panel Interviews to be conducted starting mid-February 2025.</p> <ul style="list-style-type: none"> <li>• CPR HCP, BLS, or ACLS Certificate. Valid until July 2025 or later.</li> <li>• Ability Works or OPPAT Physical Agility Evaluation (must be current within 6 months of the date of the offer letter; est. March 2025)</li> <li>• A valid Ontario Class "F" Driver's Licence or higher (or Provincial equivalent)</li> <li>• Paramedic Program Diploma (or proof of paramedic program completion), or a letter of good standing from an approved Ontario PCP Training Program indicating anticipated date of program completion</li> <li>• AEMCA certificate, letter of successful completion of the AEMCA examination, or proof of registration to complete AEMCA at next available opportunity</li> <li>• Any relevant certifications, degrees, and/or diplomas (i.e. BA, BSc, Base Hospital certification, PALS, ITLS etc.)</li> <li>• Completed Reference Consent Form</li> </ul>

<p><b>4. CONDITIONAL OFFERS</b></p> <p>Conditional offers will tentatively be made outlining next steps. All conditions must be satisfied according to the provided timelines for candidates to maintain employment eligibility.</p> <p>In anticipation of a conditional offer candidates may consider obtaining an a Police Vulnerable Sector Check (PVSC) at their own expense.</p> <p>The PVSC <u>must be dated within 6 months of the start date of Orientation/Training</u> and satisfactory to the City of Hamilton.</p>	<p>Mid-March 2025</p> <ul style="list-style-type: none"> <li>▪ CPR HCP, BLS, or ACLS Certificate. Valid until July 2025 or later. (<i>submitted at 2<sup>nd</sup> interview</i>)</li> <li>▪ Ability Works (Physical Agility Evaluation/Physical Agility Verification) or OPPAT (<i>submitted at 2<sup>nd</sup> interview</i>)</li> <li>▪ Medical (Physical Exam, Blood Work, and ECG)</li> <li>▪ MOHLTC Identification</li> <li>▪ Proof of Immunization Status</li> <li>▪ Declaration of Free from Communicable Disease status</li> <li>▪ Police Vulnerable Sector Check (PVSC)</li> <li>▪ Reference Checks will be completed; must be satisfactory to the City of Hamilton</li> <li>▪ Hamilton Health Sciences (HHS) Centre for Paramedic Education and Research (CPER) certification as a Primary Care Paramedic (PCP)</li> <li>▪ Certification in palliative care by Centre for Paramedic Education and Research (CPER) within 6 months of initial certification</li> <li>▪ A valid Ontario Class "F" Driver's Licence or higher (or Provincial equivalent) (<i>submitted at 2<sup>nd</sup> interview</i>)</li> <li>▪ Driver's Abstract Check satisfactory to the City of Hamilton</li> <li>▪ Personal Contact Information</li> <li>▪ Paramedic Program Diploma (or proof of paramedic program completion)</li> <li>▪ AEMCA certificate, AEMCA successful completion letter, or proof of registration to complete AEMCA at next available opportunity (<i>submitted at 2<sup>nd</sup> interview</i>)</li> <li>▪ Complete a driving assessment with performance satisfactory to Hamilton Paramedic Service</li> </ul>
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<p><b>5. OFFER CONFIRMED</b></p> <p>Candidates will receive a confirmation email following successful completion of all conditions stipulated within the conditional offer letter (refer to step 4). All conditions must be completed satisfactory to the City of Hamilton.</p>	<p>Mid April, 2025</p>
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<p><b>6. ANTICIPATED ORIENTATION AND TRAINING PROGRAM</b></p>	<p>Group 1 – tentative May 5, 2025 Group 2 – tentative June 2, 2025</p>
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## 1. APPLICATION PROCESS - TRADITIONAL

### When to Apply:

**Open Date: Thursday, October 17, 2024**

**Close Date: Wednesday, November 13, 2024**

### How to Apply:

Please apply on-line at [www.hamilton.ca](http://www.hamilton.ca) . Select "Apply for a Job at the City", select "Review Job Postings", and select "**Job ID # 30535: Primary Care Paramedic – Traditional Stream**".

**Please complete all required fields and screening questions, upload relevant documentation, and ensure your contact information is accurate prior to submitting your application. Communication will be primarily via e-mail. All forms of communication will be sent to you based on the information provided at the time of submission.**

Your application must be submitted on-line by **Wednesday, November 13, 2024.**

**Please Note:** Once your on-line application has been submitted if you wish to attach a revised resume/cover letter or update your answers for the mandatory on-line questionnaire, you can do so by resubmitting your application on-line (please ensure you use the same contact information and email). All revisions/resubmissions must be submitted directly to the job posting **before the closing date**. Resumes will not be accepted by email. Moreover, if you wish to change your personal contact information (i.e. name, address, phone number, e-mail address, etc.) please also do so prior to the closing date. **REVIEW YOUR ANSWERS to the on-line questionnaire carefully before submitting your application.**

***Only the most current version of your application will be considered.***

Honesty and integrity are expectations during the application process. Applications that do not adhere to this expectation will be disqualified from the competition.

For further information on how to apply on-line, please refer to the "How to Apply for a Job" 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. **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.

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

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**

#### **1<sup>st</sup> Interviews:**

Virtual Multi-Mini Interviews (vMMIs) will be conducted mid-January 2025. 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 2025. Those who are invited for a 2<sup>nd</sup> interview will be notified via e-mail with detailed information.

**Please note that the 2<sup>nd</sup> 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 2<sup>nd</sup> interview:**

- Current Basic Life Support (BLS) Provider certificate, CPR HCP certificate, or advanced cardiac life support (ACLS) certificate. The certification must be valid until July 2025, or later.
- Ability Works or OPPAT Physical Agility Evaluation (must be current within 6 months of the date of offer letter; est. March 2025).
- A valid Ontario Class "F" Driver's Licence or higher (or Provincial equivalent).
- AEMCA certificate, letter of successful completion of the AEMCA examination, or letter of registration to write the next available 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, Base Hospital certification, PALS, ITLS etc.).

The City of Hamilton Reference Consent Form will be provided to you when you are contacted for a 2<sup>nd</sup> 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 require a reference from your main paramedic preceptor. If you are currently employed as a paramedic, we will also 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 2<sup>nd</sup> interview.

#### 4. **CONDITIONAL OFFERS**

Conditional job offers will tentatively be made in mid-March 2025 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. **Testing results must be current within 6 months of the date of the offer letter.** (To be submitted at 2<sup>nd</sup> interview)

##### **CPR HCP, BLS, or ACLS Certificate**

You are required to submit a current Basic Life Support (BLS) Provider certificate, CPR HCP certificate, or advanced cardiac life support (ACLS) certificate. The certification must be valid until July 2025, or later. (To be submitted at 2<sup>nd</sup> interview)

##### **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.

##### **Driving Assessment**

You will be required to complete a driving assessment using a Hamilton Paramedic Service ambulance. Performance must be satisfactory to Hamilton Paramedic Service.

##### **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. **The PVSC must be dated within 6 months of the start date of your orientation.**

##### **Reference Checks**

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

### **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. Certification in the Palliative Care ALS PCS medical directives must be completed within 6 months of your initial certification.

### **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. A Driver's Abstract check will be conducted and must be satisfactory to the City of Hamilton. (To be submitted at 2<sup>nd</sup> interview)

### **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.***

### **AEMCA Certificate or Proof of Registration for AEMCA Examination**

Candidates are required to provide a copy of their AEMCA certificate, a letter stating successful completion of the AEMCA examination, or proof of registration for the next available/scheduled AEMCA examination immediately following the date of their program completion. Candidates shall not accept an offer of employment while simultaneously deferring their AEMCA written examination beyond the next available testing date. (To be submitted at 2<sup>nd</sup> interview)

## **5. OFFER CONFIRMED**

Candidates will receive a confirmation email following successful completion of all conditions stipulated within the conditional offer letter (refer to step 4). All conditions must be completed satisfactory to the City of Hamilton by mid April 2025.

## **6. ORIENTATION AND TRAINING PROGRAM**

There will be two orientation cohorts - Group 1 tentatively commencing May 5, 2025, and Group 2 tentatively commencing June 2, 2025. 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.*

