

HAMILTON PARAMEDIC SERVICE



Part-Time Primary Care Paramedic

2023

**Fast Track Recruitment Process and
Information Guide**

Job ID#

IMPORTANT DATES TO REMEMBER – FAST TRACK PROCESS

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

*****NOTE: For 2023, Hamilton Paramedic Service has an evergreen Fast Track recruitment process for eligible candidates (closing December 31st, 2023). Candidates eligible for the Fast Track recruitment process must be currently employed for a minimum of 1 year, in good standing, and hold active certification to practice at the Primary Care Paramedic level, or higher, with an Ontario Regional Base Hospital Program, and if applicable, be eligible for cross-certification with the Centre for Paramedic Education and Research (CPER).***

Applications to this job posting will be considered valid for a period of 12 consecutive months. Candidates who wish to update their application at any time should withdraw their current application and reapply with the updated documents. Eligibility for the Fast Track recruitment will be determined at the application phase based on candidate qualifications and responses to screening questions.

The Fast Track recruitment process will be initiated based on Hamilton Paramedic Service operational and recruitment needs. Applications are reviewed and qualified candidates will be contacted at the initiation of each recruitment process.

The employer maintains discretion regarding evaluation and selection of qualified candidates. Please refer to the Primary Care Paramedic Recruitment webpage for detailed information regarding the Fast Track recruitment process, important dates, and timelines at www.hamilton.ca or at the following link: <https://www.hamilton.ca/city-council/jobs-city/recruitment-opportunities/primary-care-paramedic-recruitment>

1. APPLICATION PROCESS

Open Date:

Tuesday, January 25, 2023

Close Date:

Sunday, December 31, 2023

2. INTERVIEW PROCESS

Interviews will be conducted:

*Due to COVID-19 restrictions, interviews will be conducted online; candidates should be prepared to have access to a computer or laptop with a camera and microphone

Timeline based on operational/recruitment needs. Will take place within approximately 2-4 weeks of candidate contact.

3. CONDITIONAL OFFERS

Conditional offers will tentatively be made outlining next steps. In anticipation of a conditional offer candidates may consider obtaining a Police Vulnerable Sector Check (PVSC) at their own expense. PVSC must be dated within 6 months of the date of Orientation/Training and satisfactory to the City of Hamilton.

- Timeline based on operational/recruitment needs. Conditional offers to be distributed within approximately 2 weeks of the interview process. Medical (Blood Work & ECG)
- MOHLTC Identification
- Proof of Immunization Status and Free from Communicable Disease
- COVID-19 Vaccination Verification: Proof that you are fully vaccinated or provide proof of valid exemption satisfactory to the employer prior to your start date. You must acknowledge and agree to comply with any future vaccine policy requirements as an ongoing condition of employment at the City of Hamilton.
- 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.

4. FIRM OFFERS

Firm offers will tentatively be made:

To be distributed upon satisfaction of the above-noted conditions. Approximately 2 weeks prior to orientation commencement.

5. ANTICIPATED ORIENTATION AND TRAINING PROGRAM

Timeline based on operational/recruitment needs.

1. APPLICATION PROCESS: FAST TRACK

When to Apply:

Open Date: Tuesday, January 25, 2023

Close Date: Sunday, December 31, 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 #.

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 **Sunday, December 31, 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/applying-job>

2. INTERVIEWS

Panel Interviews:

Will take place within approximately 2-4 weeks of candidate contact. Those who are invited for an interview will be notified via e-mail with detailed information.

Please note that the 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 interview:

- Current Basic Life Support Provider certificate or CPR HCP Certificate or equivalent.
- A-EMCA certificate
- Diploma from an approved Ontario Primary Care Paramedic (PCP) Training Program
- 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.
- Reference Consent Form (see below)
- Current/active certification letter from Ontario Regional Base Hospital Program
- Any relevant certifications (i.e. BA, BSc, ACLS, ACP Diploma, 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. As a currently working paramedic, your references must include: a paramedic supervisor you directly report to and your paramedic service's Quality Assurance (QA) manager.** References will only be contacted if you are proceeding to the conditional offer stage in the recruitment process following the 2nd interview.

3. CONDITIONAL OFFERS

Conditional offers to be distributed within approximately 2 weeks of the interview process based on the number of vacancies. To be eligible to continue further in the process the following conditions must be satisfied after the conditional offer is made:

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.

Blood Work, Medical 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 assessment. 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.

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.

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.

Vaccine Verification

As a condition of employment, you are required to provide proof that you are fully vaccinated or provide proof of valid exemption satisfactory to the employer prior to your start date. You must acknowledge and agree to comply with any future vaccine policy requirements as an ongoing condition of employment at the City of Hamilton.

MOHLTC Identification

Meet all requirements for MOHLTC Identification.

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.

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 and another must be your QA Manager.

4. FIRM OFFERS

To be distributed upon satisfaction of the above-noted conditions, and approximately 2 weeks prior to orientation commencement.

5. ORIENTATION AND TRAINING PROGRAM

Orientations will be delivered based on operational and recruitment needs. Orientation and training will be approximately three (3) weeks in duration, delivered on a Monday to Friday, 0800hrs to 1830hrs schedule, and will be comprised of classroom instruction, either in person, online, or a combination of both, depending on the COVID-19 restrictions in place at the time, and ride-out experience.

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.