

# **HAMILTON PARAMEDIC SERVICE**



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

**2022**

**Recruitment Process and  
Information Guide**

**Job ID#17336**

# IMPORTANT DATES TO REMEMBER

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

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## 1. APPLICATION PROCESS

Open Date: Thursday, October 21, 2021  
Close Date: Wednesday, November 10, 2021

## 2. WRITTEN EXAM

Date: December 2021

Location for Testing: To be Determined – candidates should be prepared to have access to a tablet, laptop or desktop with a camera and microphone using Mozilla Firefox or Google Chrome  
\*Due to COVID-19 restrictions, testing will be online

## 3. INTERVIEW PROCESS

1<sup>st</sup> and 2<sup>nd</sup> Interviews will be conducted: 1<sup>st</sup> Interviews: Virtual Multi-Mini Interviews (vMMIs) will be conducted mid January 2022.  
\*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

2<sup>nd</sup> Interviews: Panel Interviews will be conducted starting mid February 2022.

## 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 date of Orientation/Training and satisfactory to the City of Hamilton.

Early March 2022

- Ability Works (Physical Agility Evaluation/Physical Agility Verification) or OPPAT
- Medical (Blood Work & ECG)
- MOHLTC Identification
- Proof of Immunization Status and Free from Communicable Disease
- Proof that you are fully vaccinated (COVID-19) 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.

## 5. FIRM OFFERS

Firm offers will tentatively be made: Mid-April, 2022

## 6. ANTICIPATED ORIENTATION AND TRAINING PROGRAM

Group 1 – May 2, 2022  
Group 2 – May 30, 2022

## 1. **APPLICATION PROCESS**

### **When to Apply:**

**Open Date: Thursday, October 21, 2021**

**Close Date: Wednesday, November 10, 2021**

### **How to Apply:**

You can apply on-line at [www.hamilton.ca](http://www.hamilton.ca). Select "Jobs at the City", select "External Opportunities", select "View Latest Jobs" and select "**Primary Care Paramedic – Part-Time**" **Job ID # 17336**.

Once you register or log-in please ensure that "My Profile" is updated to include your current address, phone number and e-mail address. Please be sure to use the same contact information and e-mail address at all stages of the recruitment process. Communication will be via e-mail throughout the recruitment process. 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 10, 2021**.

**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/jobs-city/current-opportunities/applying-job>

## 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 due to COVID-19 restrictions, the exam will be conducted online.** Candidates should be prepared to have access to a tablet, laptop or desktop with a camera and microphone using Mozilla Firefox or Google Chrome.

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 2022. 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 due to COVID-19 restrictions, 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 2022. Those who are invited for a 2<sup>nd</sup> interview will be notified via e-mail with detailed information.

**Please note that due to COVID-19 restrictions, 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 Provider certificate or CPR HCP Certificate or equivalents.
- AEMCA certificate or letter of registration to write AEMCA exam.
- Diploma from an approved Ontario Primary Care Paramedic (PCP) Training Program or letter of good standing from an approved Ontario PCP Training Program indicating graduation 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 graduation 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-graduation (unless otherwise specified by the Ministry of Health and Long-Term Care), the end of the AEMCA pending period, you have not been certified AEMCA 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.
- Any relevant certifications (i.e. BA, BSc, ACLS, Base Hospital, PALS, ITLS etc.)

The City of Hamilton Reference Consent Form will be provided to you if you are contacted for a 2<sup>nd</sup> interview. You will be required to submit the completed Reference Consent Form prior to the interview listing three (3) references. **References must be employment related in a reporting capacity. If you are currently employed as a Paramedic, one of your references must be your Paramedic Supervisor. If you are currently a Paramedic Student, or recently graduated, one of your references must be your main Preceptor.** 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 early March 2022 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:

### **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.

### **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.

**COVID-19 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. If you are a Paramedic Student or recently graduated, one of your references must be your Preceptor.**

## **5. FIRM OFFERS**

Firm offers will tentatively be made mid April 2022.

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

There will be two groups of Paramedics hired with Group 1 tentatively commencing May 2, 2022, and Group 2 tentatively commencing May 30, 2022. Orientation and training will be approximately five (5) weeks on a Monday to Friday, 8:00am to 4:00pm schedule and will be comprised of classroom instruction, either in person, online or a combination of both depending on 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.**

*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.*