

# DUFFERIN COUNTY PARAMEDIC SERVICE

2023 Recruitment Process



# Dufferin County Paramedic Service

## Primary Care Paramedic

Posting # PCP 013-23 & ACP 014-23

2023 Recruitment Process

### Important Dates

Dates are Subject to change. Please review thoroughly and retain for your records.

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- 1. APPLICATION PROCESS
  - Open Date: Monday January 16, 2023
  - Close Date: Tuesday January 24, 2023
  
- 2. Casper Exam
  - Date: January 26, 2023      February 21, 2023
  - Time: 1700                      2000
  
- 3. Written Exam
  - Date: March 6, 2023
  - Time: 1300
  
- 4. PRACTICAL EVALUATION
  - Date(s): Week of March 20, 2023
  - Proof of Successful completion of Ability Works Physical Agility Evaluation (successful completion within the past 6 months) or Ottawa Paramedic Physical Abilities Test (OPPAT) is required to participate in the Practical Evaluation
  
- 5. INTERVIEW PROCESS
  - Panel Interviews                      Interview's will be conducted the week of April 3, 2023
  
- 6. CONDITIONAL JOB OFFER
  - Date                                      Week of April 10, 2023
  - The following conditions must be met prior to receiving firm job offer.
    - Base Hospital Certification
    - Proof of Immunization Status and Free of Communicable Disease
    - MOHLTC Identification Application and receipt of Card
    - Driver's Abstract Check
    - Police Criminal Record Vulnerable Sector Check
    - Reference Checks
    - Headwaters Health Care Centre General Orientation
  
- 7. FIRM OFFERS
  - Date: May 19, 2023
  
- 8. SERVICE ORIENTATION
  - Date: Commencing the week of May 22, 2023

## 1. Application Process

### **When to Apply:**

Open Date: Thursday January 12, 2023

Close Date: Friday January 20, 2023

### **How to Apply:**

You can apply by visiting <https://www.headwatershealth.ca/Join-Our-Teams/Careers-at-Headwaters/Current-Opportunities> and selecting the Job Opportunity that you are interested in. Once you complete the demographic information and screening questions, you will be able to upload your resume and cover letter.

## 2. Casper Exam

The Casper test is a unique situational judgement test that uses timed video-based scenarios, questions, and open text responses to assess an applicant's people skills. There are 12 sections that feature video-based scenarios, with open-ended responses to allow the applicant to describe what they would actually do in a given scenario and more importantly why they would do it. After seeing the scenario, each applicant has five minutes to respond to three open-ended questions.

For more info, click on the following link: [Casper Situational Judgement Test - Acuity Insights](#)

To schedule a date, click on the link: [Altus Suite test dates and fees - TakeAltus](#)

## 3. Written Exam

Those selected to write the exam will be contacted by email and invited to write the exam. There will be instructions on how to sign up and rules for the exam. The exam will be completed by virtual platform and there will be a nominal cost for the student to write the exam. It is the student's responsibility to ensure that they have access to a computer with a camera in order to participate. Each applicant is required to register for the event in advance with Wilfred Laurier University. Details to follow in a separate email.

The candidate will not be allowed to utilize any resources during the written exam. The exam will be based on ALS PCS v. 5.0, BLS PCS v.3.3, Ontario Ambulance Documentation Standards v. 3.0, Ambulance Call Report Completion Manual v3.0, Dufferin County facts and demographics, anatomy & physiology, assessment, communication, legal, management and pathophysiology.

A combination of the written exam, Casper score and resume will determine those that are moving on to the next stage of the recruitment process.

## 4. Practical Evaluation

Those selected to participate in scenarios will be contacted by phone the week of March 13<sup>th</sup>, 2023 to schedule a time to attend. The candidate will be required to complete a variety of scenarios assessing the candidate's ability to manage simulated patients to the Primary Care Paramedic level of care. The candidate will be evaluated utilizing the Global Rating Scale (GRS). More information on the GRS can be found: <https://www.ncbi.nlm.nih.gov/pubmed/22834959>

In order to participate in the practical evaluation, the candidate is required to present a certificate of successful completion of the Ability Works Physical Agility Evaluation or the Ottawa Paramedic Physical Abilities Test issued within the past 6 months.

## 5. Interview Process

Those selected to participate in the interview process will be contacted by phone the week of March 27<sup>th</sup>, 2023 to schedule a time. The interview process may be completed by virtual platform (Microsoft Teams) or in-person depending on the restrictions at the time.

The candidate is required to bring the following original documents and one (1) colour copy of the following documents to the interview. If the interview is completed by virtual platform, the candidate is required to upload the following documents into google drive and share with a member of the management team. If the candidate does not provide these documents, they will not be allowed to participate in the interview process. Should the candidate have difficulty obtaining any documentation, they are required to contact the staff member coordinating the hiring process.

- I. Valid Class "F" Driver's License. For copy submission please ensure front and back is copied.
- II. Current CPR card(HCP)
- III. AEMCA or letter of registration to write AEMCA Testing. If you have a letter of registration and your AMECA is pending; proof must be provided on the last business day prior to the first day of the orientation program.
- IV. If you are a new graduating paramedic 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 MOH AEMCA examination. Upon successful completion of the AEMCA exam, you would be required to bring the letter of successful completion and AEMCA Certificate to Dufferin County Paramedic Service. In the event that after 210 days post-graduation (the end of the AEMCA pending period), you have not been certified AEMCA by the Province of Ontario, your employment with Dufferin County Paramedic Service will be terminated.
- V. 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.
- VI. High School Diploma or official transcript or approved equivalent as established by the Ontario Ministry of Education. For evaluation of International educational certificates, please contact the International Credential Assessment Service (ICAS) of Canada at 1-800-321-6021 or [www.icascanada.ca](http://www.icascanada.ca) or World Education Services – Canada (WES-Canada) at 1-866-343-0070 or [www.wes.org/ca](http://www.wes.org/ca).

VII. 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.

VIII. Any relevant certifications (i.e. BA, BSc, ACLS, Base Hospital, PALS, ITLS etc.)

6. Conditional Job Offer

<b>Requirement</b>	<b>Description</b>	<b>Dates</b>
<b>Conditional Job Offer</b>	To be eligible to continue in the process the following conditions must be satisfied after the conditional offer is made	April 14, 2023
<b>Base Hospital Certification</b>	The candidate must successfully complete all requirements to be certified as a Primary Care Paramedic by the Centre for Paramedic Education and Research (CPER). CPER and DCPS will communicate all requirements to the candidate in advance of the date.	Dates for certification will be communicated to each candidate by CPER
<b>Immunization Status and Free from Communicable Disease Proof</b>	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.	Submitted no later than May 19, 2023
<b>MOHLTC Identification</b>	The candidate must meet all requirements for submitting the application to the MOH.	Submitted no later than May 19, 2023
<b>Driver's Abstract Check</b>	The candidate must possess a valid Class "F" Driver's License and present proof at the written exam.	A Driver's abstract must be presented to Dufferin County Paramedic Service prior to May 19, 2023 and be dated within the previous 6 months
<b>Criminal Record - Vulnerable Sector Police Check</b>	You will be required to obtain at your own expense a Police Vulnerable Sector Check from the police service that services the Municipality in which you permanently reside. An original must be submitted and approved by DCPS management. 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 must be satisfactory to Dufferin County Paramedic Service.	A Criminal Record – Vulnerable sector police check must be presented to Dufferin County Paramedic Service prior to May 19, 2023 and be dated within the previous 6 months.
<b>Reference Checks</b>	Reference checks will be conducted at this point in the recruitment process. The candidate must present 3 references.	
<b>Hospital Orientation</b>	The candidate is required to attend Headwaters Health Care Centre General Orientation	May 1, 2023

## 7. Firm Offers

Firm job offers will be made by phone during the week of May 15, 2023.

## 8. Orientation

Orientation will commence in late May. Dates and times will be determined and communicated with those offered positions the week of May 22, 2023.