

RECRUITMENT GUIDE

2019



Introduction

All dates and requirements are subject to change. Evaluation dates selected by the candidate on a per stage basis are considered final. All candidates must participate in each selection stage.

You will be receiving emails from addresses using the following domains: @toronto.ca, @eventbrite.com, and @checkmarket.com. It is suggested that you favorite these domains and keywords to minimize the likelihood of filtering to your spam or junk folders.

Candidates will receive an email from paramedic.careers@toronto.ca following every *successful* stage. This email will indicate which documentation to submit for the upcoming stage, will provide links to forms if needed, and will provide links for submission of documentation. These emails will also invite you to schedule an appointment for your next testing stage. You are expected to submit the electronic documentation *at least* 24 hours in advance of your chosen evaluation date.

Recruitment Stages

Stage 1 – Written evaluation

December 15th and 16th 2018

[Christopher J. Rubes Center for Paramedic Studies - 895 Eastern Avenue, Toronto](#)

Original Driver's licence

Original AEMCA, college diploma, or expectation to graduate letter

Stage 2 – MMI evaluation

January 21st to February 1st 2019

[Toronto Police College - 70 Birmingham Street, Toronto](#)

Original Driver's licence

Stage 3 – Scenario evaluation

February 11th to March 1st 2019

[Christopher J. Rubes Center for Paramedic Studies - 895 Eastern Avenue, Toronto](#)

Original and Digital submission Driver's Licence

- Applicants must have a valid Class F driver's licence or equivalent at this stage

Digital submission AEMCA, college diploma, or expectation to graduate letter

Digital submission TPS Reference Consent Form

Digital submission Successful OPPAT evaluation

- Please visit the Ottawa Paramedic Physical Abilities Test [website](#) for more information

- **Applicants will NOT be permitted to participate in this stage of evaluation without submitting this document**

Digital submission MOHLTC Ambulance Services Identification Card (OASIS)

- For current provincially certified paramedics

Stage 4 – Driving evaluation

March 7th to March 22nd 2019

[Toronto Paramedic Services Skid Pad – 350 Wilson Heights Boulevard, Toronto](#)

Original class F driver's licence

[3-year uncertified driver's abstract](#)

- Dated no earlier than 3 days prior to your evaluation

Candidates who are offered conditional employment following Stage 4 will be required to successfully complete a 2-day orientation and evaluation (or equivalency) with the Sunnybrook Centre for Prehospital Medicine. Additional administrative dates will occur during this time.

Conditional employment offers are expected to occur the week of March 11th and March 25th, 2019. There are currently two classes scheduled to commence on April 23rd, 2019 (Class 1) and June 4th, 2019 (Class 2). The Orientation process consists of both an in-class portion during normal business hours (approximately 3 weeks) and a 6-week field mentorship portion (12 hour shifts).

Sunnybrook Regional Base Hospital evaluation

[Sunnybrook Centre for Prehospital Medicine – 77 Brown's Line, Toronto](#)

Class 1 – Orientation April 1st and OSCE on April 2nd or April 4th

Class 2 – Orientation May 13th and OSCE on May 14th or May 16th

Required Documents

Document	Information
Driver's licence	Required to present at all stages. Class F submitted at Stage 3
AEMCA/College diploma/Expectation to Graduate Letter	Required to present at Stage 1 Submitted at Stage 3
TPS Reference Consent Form	Submitted at Stage 3
Successful OPPAT evaluation	Submitted at Stage 3 (dated within 6 months)
MOHLTC Ambulance Service Identification Card (OASIS)	Submitted at Stage 3 (if applicable)
3-year uncertified driver's abstract	Submitted at Stage 4, must be dated no earlier than 3 days prior to your evaluation
TPS Medical Status Questionnaire	Original submitted at Job Offer
Criminal Record Check	Original submitted at Job Offer (dated within 6 months)
HCP CPR certificate	Submitted at Job Offer, must be current and will not expire prior to 1 st day of orientation
Standard First Aid certificate (if not current AEMCA)	Submitted at Job offer, must be current and will not expire prior to June 2019

Document	Information
ITLS certificate or PHTLS Bridge	Submitted at Job Offer, must be completed prior to class start and/or be valid during orientation
TPS Driver's Abstract Waiver	Submitted at Job Offer
Proof of Completion MOHLTC core competencies	Submitted at Job Offer, obtained from your paramedic program
TPS Eligibility to Work Form	Submitted at Job Offer

Please refer to the above checklist to ensure you have the appropriate completed documentation when requested.

Documents are expected to be submitted during the stage noted. Failure to submit documentation on the timelines noted may result in removal from the evaluation and/or job offer stage.

Documents prefaced with "TPS" will be provided to you at Stage 2 via email.

Unless otherwise noted, it is preferred that you *submit all documentation* (where the original is not specifically stated) *electronically* through the link you will receive through email. If the original documentation is specifically required, please bring it with you to the corresponding stage. If unable to submit electronically, bring documentation with you to the corresponding stage.

Toronto Paramedic Services reserves the right to request the original documentation at any time.

Questions

Email

paramedic.careers@toronto.ca

Website

www.toronto.ca/jobs

Social Media

www.facebook.com/TorontoMedics

Look for "Events" on November 6th, 2018 for a previous Q and A.

