

RECRUITMENT GUIDE

2023



Introduction

All dates and requirements are subject to change. Candidates that are currently base hospital certified with an Ontario Municipal Service may not be required to complete Stage 1.

You will be receiving emails from addresses using the following domains: @toronto.ca and @eventbrite.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. These emails may also invite you to schedule an appointment for your next testing stage.

Recruitment Stages

Stage 1 – Written evaluation

December 10th and / or 11th, 2022

Location - TBD

Candidates must bring the following to register and participate in stage 1;

- Ontario Driver's licence or equivalent, AND
- Any of the following; AEMCA, college diploma, expectation to graduate letter, or MOH equivalency application

Stage 2 – Virtual MMI evaluation

January 9th – January 20th, 2023

Stage 3 – Driving evaluation

Beginning January 25th, 2023

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

Original and Digital submission Driver's Licence

- Applicants must have a valid Ontario driver's licence or equivalent

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

- Prior to January 25th, exact date will be communicated

Digital submission TPS Reference Consent Form

Digital submission Successful OPPAT evaluation

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

Digital submission MOHLTC Ambulance Services Identification Card (OASIS)

- For current provincially certified paramedics

Conditional employment offers are expected to occur on multiple dates starting in February and continuing into March. We anticipate multiple onboarding for 2023 that are tentatively scheduled to commence on March 20th, May 1st, June 12th and September 6th. The onboarding process consists of online courses, in-class training and a 6-week field mentorship portion.

Sunnybrook Regional Base Hospital evaluation

Typically starting the week before onboarding commences.

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

Candidates who are offered conditional employment will be required to successfully complete an orientation and evaluation (or equivalency) with the Sunnybrook Centre for Prehospital Medicine.

Required Documents

Document	Information
Driver's licence	Presented at Stage 1, Submitted at Stage 2
AEMCA or College diploma or Expectation to graduate letter	Presented at Stage 1, Submitted at Stage 2
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)	Presented at Stage 1 in order to bypass the written. Submitted at Stage 3 (if applicable)
3-year uncertified driver's abstract	Submitted prior to Stage 3
TPS Medical Status Questionnaire	Original submitted on start date
Criminal Record Check	Original submitted on start date (dated within 6 months)
BLS/HCP CPR certificate	Submitted at Job Offer, must be current and will not expire prior to 1 st day of onboarding
Standard First Aid certificate (if not current AEMCA)	Submitted at Job offer, must be current and will not expire prior to 1 st day of onboarding
ITLS certificate or PHTLS Bridge	Submitted at Job Offer, must be valid during onboarding
TPS Driver's Abstract Waiver	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 the appropriate stage via email.

Unless otherwise noted, 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.

Accommodation

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. [Disability-related accommodation during the application process is available upon request.](#) Learn more about the City's [Hiring Policies and Accommodation Process.](#)

Questions

Email

paramedic.careers@toronto.ca

Website

www.toronto.ca/jobs

Social Media

www.facebook.com/TorontoMedics

