

# RECRUITMENT GUIDE

2024



Toronto Paramedic Services Recruitment Guide

**\*\*The following information, including dates and requirements, are subject to change\*\***

Throughout the recruitment process with Toronto Paramedic Services, candidates will receive emails from addresses using the domains @toronto.ca and @eventbrite.com. It is suggested that candidates "favourite" these domains and keywords to minimize the likelihood of important emails filtering to their spam or junk folders.

Candidates will receive an email from [paramedic.careers@toronto.ca](mailto:paramedic.careers@toronto.ca) following every successful stage. These emails will indicate how to enroll and schedule an appointment for the next testing stage, which documentation must be submitted, dress code, and other details or expectations.

### **Employment**

The 2024 recruitment is for Full Time Primary Care Paramedic Positions. There are multiple potential Onboarding classes for this process. Classes are tentatively scheduled to commence beginning of April, mid-May, and early September 2024. Successful individuals' start dates will be determined by eligibility and ranking within the recruitment process.

### **Recruitment**

Once the online job posting has closed, candidates will be either invited to participate in an in-person written examination, be fast-tracked to Stage 2 based on current employment/certification status or be eliminated based on ineligibility. Candidates who are currently Base Hospital Certified and currently employed with an Ontario Ambulance Service may be permitted to bypass Stage 1.

#### **Stage 1 – Written Exam**

- Early January 2024; exact date and time TBD
- In-person at 895 Eastern Ave, Toronto, ON
- Business casual attire
- *Bring* the following documentation:
  - Ontario Driver's license (G class is permitted) or equivalent, AND
  - One of the following: AEMCA certificate, College Diploma, individualized Expect to Graduate Letter, or MOH equivalency application.

#### **Stage 2 – MMI Evaluation**

- Mid January 2024
- Virtual
- Business casual attire
- *Digitally submit* via link (same as required for the written, link and deadline to be supplied)
  - Ontario Driver's license (G class is permitted) or equivalent, AND
  - One of the following: AEMCA certificate, College Diploma, individualized Expect to Graduate Letter, or MOH equivalency application.

- MOHLTC Ambulance Services Identification Card (OASIS) for current provincially certified paramedics.

### **Stage 3 – Driving Evaluation**

- Beginning February 2024
- In person at 350 Wilson Heights Blvd, Toronto, ON
- *Bring* your Driver's license and 3-year uncertified driver's abstract
- You **MUST** have a minimum of an Ontario "G" class driver's license or equivalent to attend this stage. No G1 or G2 licences permitted under any circumstance.
- *Digitally submit* via links (links and deadlines to be supplied)
  - [3-year uncertified driver's abstract](#) (upload *and* bring to evaluation)
  - Reference contact information upload to Britton Management Profiles Inc.
- Also due at this stage is your successful OPPAT evaluation
  - Please visit the Ottawa Paramedic Physical Abilities Test [website](#) for more information.

### **References**

A personalized link will be provided to each candidate through which two (2) professional references must be uploaded for Britton Management Profiles Inc. prior to participating in Stage 3. Candidates are to ensure these references are *professional* in nature (ie. a manager to whom the candidate has reported, faculty at college recently attended). These references must be *recent*, within the last year, and preferably someone to whom you reported for a minimum of 6 months. Preceptors and their partners are NOT appropriate references. By submitting your e-mail address at the time of application, you consent to Britton sending you a link. Candidates are to ensure that references are aware their information will be collected and submitted to Britton Management Profiles Inc. for the sole purpose of a reference check.

### **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 our People and Equities Department 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](#).

### **Conditional Offers of Employment**

Occurring on multiple dates beginning as early as March 4<sup>th</sup>, 2024.

### **Sunnybrook Regional Base Hospital Evaluation** (77 Brown's line, Toronto, ON)

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

## Review of Documentation

**Failure to submit documentation on the timelines noted may result in removal from the Recruitment Process.**

Documents prefaced with “TPS” will be provided at the appropriate stage via e-mail. Submit all documentation (where the original is not specifically stated) electronically through the corresponding link. If the original documentation is required, please bring it to the corresponding stage. Toronto Paramedic Services reserves the right to request the original document at any time.

Document	Information
Driver's license	Presented at Stage 1, submitted prior to Stage 2
AEMCA or College diploma or Expectation to graduate letter (appropriately dated)	Presented at Stage 1, submitted at Stage 2 ***Current MOH guidelines allow for only <b>210 days</b> post-graduation to work with an "AEMA pending" status. The onus is on the candidate/employee to ensure adherence ***
Reference information submission	Individualized link sent prior to Stage 3, deadline TBD
Successful <a href="#">OPPAT</a> evaluation	Completed prior to Stage 3 (dated within 6 months of driving date)
MOHLTC Ambulance Service Identification Card (OASIS)	Presented prior to Stage 1 to bypass the written. Submitted prior to Stage 2 (if applicable)
<a href="#">3-year uncertified driver's abstract</a>	Submitted prior to Stage 3
TPS Medical Status Questionnaire	Original submitted on pre-employment documentation date
Criminal Record Check	Satisfactory and verifiable original or printed electronic copy, submitted on start date (dated within 6 months of start of class date), obtained directly from a police service in Ontario.
BLS/HCP CPR certificate	Submitted after Job Offer. Must be current and will not expire prior to 1 <sup>st</sup> day of onboarding. ***Please note CPR is only valid for ONE YEAR from course completion date regardless of where it was obtained***
Standard First Aid certificate (if not current AEMCA)	Submitted after Job Offer. Must be current and will not expire prior to 1 <sup>st</sup> day of onboarding
ITLS certificate or PHTLS Bridge	Submitted after Job Offer. Must be current and will not expire prior to 1 <sup>st</sup> day of onboarding
TPS Driver's Abstract Waiver	Submitted after Job Offer

Questions? [paramedic.careers@toronto.ca](mailto:paramedic.careers@toronto.ca)

Website [www.toronto.ca/jobs](http://www.toronto.ca/jobs)

Social media [www.facebook.com/TorontoMedics](http://www.facebook.com/TorontoMedics)

