

RECRUITMENT GUIDE

June 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 following every stage of the process. These status updates may indicate how to enroll and schedule an appointment for the next stage of testing, the documentation that must be submitted, as well as other details and expectations. We recommend that you initialize your voice mail to ensure timely communication should we need to call you.

Employment

This recruitment is for full time Primary Care Paramedic positions. There are two potential Onboarding classes for this process. Classes are tentatively scheduled for October and December 2024. The start date for successful candidates will be determined by eligibility and ranking within the recruitment process.

Recruitment

Once the online job posting has closed eligible candidates will be invited to participate. There is an option to be fast-tracked to Stage 2 based on current employment/certification status. Ineligible candidates will also be notified. The dates below are tentative and subject to change.

Stage 1 – Written Exam

- July 27, 2024; Time TBD
- In-person at 895 Eastern Ave, Toronto, ON
- *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

- August 26-29, 2024
- Virtual
- *Digital submission* via link (similar to the written testing, a link and deadline will be provided)
 - Ontario Driver's license (G class accepted) 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.
 - Reference contact information uploaded to Britton Management Profiles Inc.

Stage 3 – Driving Evaluation

- September 16-27, 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 are permitted under any circumstance.
- *Digital submission* via links (links and deadlines will be provided)
 - [3-year uncertified driver’s abstract](#) (needs to be uploaded *and* brought to evaluation)
- Completion of a 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 2. Candidates are to ensure these references are *professional* in nature (ie. a manager to whom the candidate has reported, faculty at a college that the candidate has recently attended). These references must be within the last 2 years, 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 that 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 a 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

Conditional offers of employment will occur on multiple dates beginning as early as September 30th, 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 listed that are 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 210 days 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 2, deadline TBD
Successful OPPAT evaluation	Completed prior to Stage 3 (dated within 6 months of driving date)
MOHLTC Ambulance Service Identification Card (OASIS)	Presented prior to Stage 1 if invited to bypass the written. Submitted prior to Stage 2 (if applicable)
3-year uncertified driver’s abstract	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 the start date (dated within 6 months of the 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 the 1 st day of onboarding. ***Please note CPR is only valid for ONE YEAR from the 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 the 1 st day of onboarding
ITLS certificate or PHTLS Bridge	Submitted after job offer. Must be current and will not expire prior to the 1 st day of onboarding
TPS Driver’s Abstract Waiver	Submitted after job offer

Questions? paramedic.careers@toronto.ca

Website www.toronto.ca/jobs

Social media www.facebook.com/TorontoMedics

