

Please note:

All applicants are required to complete an online assessment, CASPer®, as part of our recruitment process. CASPer is an online test that assesses for the personal and professional characteristics we believe are important for successful students and graduates of our program. It is a compliment to the other tools that we use for applicant screening. In implementing CASPer, we are trying to further enhance fairness and objectivity in our selection process.

In order to take CASPer, you will be responsible for securing access to a laptop or desktop computer with webcam and audio capabilities. You will require the following for both account creation and taking the test:

- Government-issued photo ID
- Valid email address
- Working webcam
- Working microphone
- Reliable high-speed internet connection

CASPer can be taken practically anywhere that you can satisfy the above requirements. No exceptions will be provided for applicants who are unable to take CASPer during the available test date. Please go to www.takeCASPer.com to register your CASPer account and sign up for the **CSP-20212 – Professional Paramedic Services** version of CASPer using a piece of government-issued photo ID.

The cost of the CASPer assessment will be the responsibility of each candidate. Cost is \$40.00 to complete the assessment and an additional \$12.00 distribution fee to send results to Frontenac Paramedics. Further details can be found on the CASPer website.

The testing date for Frontenac Paramedics is **March 2, 2021 at 5:00 p.m.** You must select **Frontenac Paramedic Service** for distribution before the posted Distribution Deadline. There are no additional tests scheduled at this time, but the most up to date information can be found by browsing the [Test Dates and Times](#) on takecasper.com.

To account for identity verification and payment processing timeline, ensure that you register for your test at least three days before the test date and time. Last-minute bookings are not recommended. If you require testing accommodations for CASPer, you will need to submit the [Accommodations Request Form](#) signed by you and your qualified professional three (3) weeks in advance of your desired test date. More information regarding CASPer accommodations can be found [here](#).

Please direct any inquiries about the test to support@takecasper.com. Alternatively, you may reach out to the CASPer Support Team through the chat bubble in the bottom right-hand corner of your screen on the takecasper.com website or in your CASPer account.

The CASPer test is comprised of 12 sections: 8 video-based and 4 word-based scenarios. Following each scenario, you will be required to answer a set of 3 probing questions in 5 minutes or less. Halfway through the test, there is an optional 15-minute break. The test typically takes between 75-90 minutes to complete. Each of the 12 responses are anonymized and scored by a unique rater, giving a robust and reliable impression of your personal and professional characteristics important to our program. No studying is required, however you are encouraged to familiarize yourself with the test format via the System Requirements Check and 12 section practice test prior to taking CASPer. Additional helpful resources are available free of charge at <https://takecasper.com/test-prep/> and <https://takecasper.com/faq/>.

**PRIMARY CARE PARAMEDIC
FRONTENAC PARAMEDIC SERVICES****POSITION SUMMARY**

The Primary Care Paramedic (PCP) provides pre-hospital medical care and transportation of patients to, from and between hospitals and other health care facilities. The PCP performs all responsibilities in accordance with the Ambulance Act, Ministry of Health and Long-Term Care Basic Life Support Patient Care Standards, Advanced Life Support Patient Care Standards, Regional Paramedic Program of Eastern Ontario medical directives and policies, the Highway Traffic Act, the Occupational Health and Safety Act and any other applicable legislation. The PCP will carry out the duties in alignment with the organization's mission, vision and values, and work to further its priorities.

SUPERVISION RECEIVED

Works under the supervision of the Superintendent(s) of Operations.

CORE COMPETENCIES

- Demonstrates the core Corporate competencies: Professionalism, Respect and Integrity; Client Service Orientation; Accountability, Commitment and Perseverance; Communication; Innovation/Process Improvement; and Teamwork

KEY RESPONSIBILITIES AND ROLE EXPECTATIONSPatient Care

- Performs patient care duties in accordance with MOHLTC Basic Life Support Patient Care Standards, Advanced Life Support Patient Care Standards, RPPEO and Service policies and procedures, as well as all other applicable standards and legislation.

Transport and Transfer of Patients

- Responds to emergency and non-emergency calls as directed by Central Ambulation Communications Centre (CACC) and in accordance with the Ontario Highway Traffic Act, MOHLTC Emergency Health Services as well as service policies and procedures
- Transports patients to, from and between medical facilities as directed by the CACC
- Provides detailed and appropriate patient and related information to appropriate medical authorities and receiving facilities relating to the transfer of care

- Utilizes emergency warning devices as per the rules and regulations of the Ontario Highway Traffic Act, MOHLTC Emergency Health Services and Frontenac Paramedic Services

Equipment and Vehicle Maintenance

- Utilizes all patient care equipment and vehicles as per Health and Safety Act, Communicable Disease Standards and according to appropriate service policies and procedures

Documentation

- Prepares, completes, authorizes and signs all required patient and administrative documentation as per Documentation Standards, regulations and FPS policy including but not limited to, Ambulance Call Reports (ACR), incident reports, occurrence reports, accident reports and any other reports required by regulation, policy or which may be deemed necessary by the leadership team

Communications

- Maintains operational communication with CACC regarding status, movement, serviceability and availability of emergency response vehicles within the ambulance service
- Liaises and collaborates with CACC, families, base hospital staff, allied emergency responders and other health professionals and agencies to facilitate timely treatment, support, transport and patient care

Education

- Attends and successfully completes all mandatory training and continuing medical education (CME) courses as per Certification Standard and Service policy and/or as established and required by the MOHLTC, the FPS or related legislation
- Participates in orientation of new staff as required

Health & Safety

- Protects own health and safety and the safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety
- Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act

Other Duties

- Takes the initiative to assist with cleaning and general maintenance on stations and grounds, ensuring at minimum, that own work areas meet acceptable standards of cleanliness and organization
- Completes other duties as assigned

The foregoing description reflects the general responsibilities and expectations necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification

EDUCATION AND EXPERIENCE:

- Must meet all qualifications as outlined in the Regulations of the Ontario Ambulance Act, O. Reg. 257/00 PART III as well as future amendments including, but not limited to:
 - Post-secondary diploma in a Paramedic program, or equivalent, as per the requirements of the Ontario Ambulance Act
 - Qualified as an Advanced Emergency Medical Care Attendant (A-EMCA) Paramedic
 - Possess and maintain current certification by Base Hospital

KNOWLEDGE, SKILLS & ABILITIES:

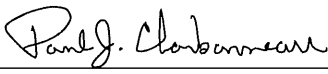
- Demonstrated working knowledge of the Ambulance Act of Ontario, Ministry of Health and Long-Term Care Basic Life Support Patient Care Standards, Advanced Life Support Patient Care Standards, Regional Paramedic Program of Eastern Ontario medical directives and policies, the Highway Traffic Act, the Occupational Health and Safety Act, and other relevant legislation, regulations and current practices
- Demonstrated strong interpersonal and communication skills, both written and verbal and ability to communicate information to a diverse audience base
- Demonstrated time management and prioritization skills with the ability to function within a fast-paced environment, responding with flexibility to changing priorities
- Proven willingness to learn and acquire new information and skills
- Demonstrated ability to adapt to change within an environment with a continuous process improvement mindset
- Demonstrated ability to be a team player who is able to establish and maintain effective working relationships with fellow employees, patients and the public
- Demonstrated professional work ethic and behaviours in interaction with internal and external contacts and the ability to express ideas clearly and concisely with ease and confidence in a professional, consistent and positive manner
- Demonstrated ability to adhere to confidentiality while exhibiting discretion and good judgement
- Demonstrated respect for individual differences and competencies
- Demonstrated ability to build resiliency and be aware of own strengths and limitations
- Demonstrated commitment to client-centered service/care
- Ability to problem solve using factual information
- Basic computer proficiency using Microsoft Office Suite of products (e.g. Outlook) and the ability to use other software applications (e.g. patient care software)
- Demonstrated understanding and commitment to health and safety policies, procedures and applicable legislation
- Demonstrated ability to attend work on a regular basis
- Must hold a valid Class "F" driver's license, per requirements of Ambulance Act
- Satisfactory Criminal Reference Check and Vulnerable Sector Screen
- Demonstrated ability to meet the physical demands of the position

WORKING CONDITIONS:

- Sitting, standing, or walking for extended periods during a shift
- Ability to lift over 100 pounds
- Bending, lifting, reaching, pushing/pulling, gripping and kneeling
- Frequent travel to various locations
- Exposure to heat/cold temperatures, noise, dirt/dust
- Possible exposure to client/patient aggressive/defensive/agitated/disruptive verbal and/or physical behaviours and exposure to conflict
- Driving with other passengers
- Required to work day, evening exposure to conflict
- Possible exposure to infectious diseases, bodily fluids or other undesirable environmental conditions
- Multi-tasking environment and necessity to meet deadlines on a regular basis

COMPENSATION:

- Probationary period as per applicable Collective Agreement
- Compensation and benefits as per the Collective Agreement

Manager Signature:	
Date:	2018-07-05



ADVANCED CARE PARAMEDIC FRONTENAC PARAMEDIC SERVICES

POSITION SUMMARY

The Advanced Care Paramedic (ACP) provides pre-hospital medical care and transportation of patients to, from and between hospitals and other health care facilities. The ACP performs all responsibilities in accordance with the Ambulance Act, Ministry of Health and Long-Term Care Basic Life Support Patient Care Standards, Advanced Life Support Patient Care Standards, Regional Paramedic Program of Eastern Ontario medical directives and policies, the Highway Traffic Act, the Occupational Health and Safety Act and any other applicable legislation. The ACP will carry out the duties in alignment with the organization's mission, vision and values, and work to further its priorities.

SUPERVISION RECEIVED

Works under the supervision of the Superintendent(s) of Operations.

CORE COMPETENCIES

- Demonstrates the core Corporate competencies: Professionalism, Respect and Integrity; Client Service Orientation; Accountability, Commitment and Perseverance; Communication; Innovation/Process Improvement; and Teamwork

KEY RESPONSIBILITIES AND ROLE EXPECTATIONS

Patient Care

- Performs patient care duties in accordance with MOHLTC Basic Life Support Patient Care Standards, Advanced Life Support Patient Care Standards, RPPEO and Service policies and procedures, as well as all other applicable standards and legislation

Transport and Transfer of Patients

- Responds to emergency and non-emergency calls as directed by Central Ambulation Communications Centre (CACC) and in accordance with the Ontario Highway Traffic Act, MOHLTC Emergency Health Services as well as service policies and procedures
- Transports patients to, from and between medical facilities as directed by the CACC
- Provides detailed and appropriate patient and related information to appropriate medical authorities and receiving facilities relating to the transfer of care

- Utilizes emergency warning devices as per the rules and regulations of the Ontario Highway Traffic Act, MOHLTC Emergency Health Services and Frontenac Paramedic Services

Equipment and Vehicle Maintenance

- Utilizes all patient care equipment and vehicles as per Health and Safety Act, Communicable Disease Standards and according to appropriate service policies and procedures

Documentation

- Prepares, completes, authorizes and signs all required patient and administrative documentation as per Documentation Standards, regulations and FPS policy including but not limited to, Ambulance Call Reports (ACR), incident reports, occurrence reports, accident reports and any other reports required by regulation, policy or which may be deemed necessary by the leadership team

Communications

- Maintains operational communication with CACC regarding status, movement, serviceability and availability of emergency response vehicles within the ambulance service
- Liaises and collaborates with CACC, families, base hospital staff, allied emergency responders and other health professionals and agencies to facilitate timely treatment, support, transport and patient care

Education

- Attends and successfully completes all mandatory training and continuing medical education (CME) courses as per Certification Standard and Service policy and/or as established and required by the MOHLTC, the FPS or related legislation
- Participates in orientation of new staff as required

Health & Safety

- Protects own health and safety and the safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety
- Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act

Other Duties

- Takes the initiative to assist with cleaning and general maintenance on stations and grounds, ensuring at minimum, that own work areas meet acceptable standards of cleanliness and organization
- Completes other duties as assigned

The foregoing description reflects the general responsibilities and expectations necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification

EDUCATION AND EXPERIENCE:

- Must meet all qualifications as outlined in the Regulations of the Ontario Ambulance Act, O. Reg. 257/00 PART III as well as future amendments
- Ministry of Health and Long-Term Care ACP Certificate
- ACP College Diploma required, as per the requirements of the Ontario Ambulance Act
- Possess and maintain current certification by Base Hospital
- Qualified as an Advanced Emergency Medical Care Attendant (A-EMCA) Paramedic

KNOWLEDGE, SKILLS & ABILITIES:

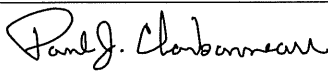
- Demonstrated working knowledge of the Ambulance Act of Ontario, Ministry of Health and Long-Term Care Basic Life Support Patient Care Standards, Advanced Life Support Patient Care Standards, Regional Paramedic Program of Eastern Ontario medical directives and policies, the Highway Traffic Act, the Occupational Health and Safety Act, and other relevant legislation, regulations and current practices
- Demonstrated strong interpersonal and communication skills, both written and verbal and ability to communicate information to a diverse audience base
- Demonstrated time management and prioritization skills with the ability to function within a fast-paced environment, responding with flexibility to changing priorities
- Proven willingness to learn and acquire new information and skills
- Demonstrated ability to adapt to change within an environment with a continuous process improvement mindset
- Demonstrated ability to be a team player who is able to establish and maintain effective working relationships with fellow employees, patients and the public
- Demonstrated professional work ethic and behaviours in interaction with internal and external contacts and the ability to express ideas clearly and concisely with ease and confidence in a professional, consistent and positive manner
- Demonstrated ability to adhere to confidentiality while exhibiting discretion and good judgement
- Demonstrated respect for individual differences and competencies
- Demonstrated ability to build resiliency and be aware of own strengths and limitations
- Demonstrated commitment to client-centered service/care
- Ability to problem solve using factual information
- Basic computer proficiency using Microsoft Office Suite of products (e.g. Outlook) and the ability to use other software applications (e.g. patient care software)
- Demonstrated understanding and commitment to health and safety policies, procedures and applicable legislation
- Demonstrated ability to attend work on a regular basis
- Must hold a valid Class "F" driver's license, per requirements of Ambulance Act
- Satisfactory Criminal Reference Check and Vulnerable Sector Screen
- Demonstrated ability to meet the physical demands of the position

WORKING CONDITIONS:

- Sitting, standing, or walking for extended periods during a shift
- Ability to lift over 100 pounds
- Bending, lifting, reaching, pushing/pulling, gripping and kneeling
- Frequent travel to various locations
- Exposure to heat/cold temperatures, noise, dirt/dust
- Possible exposure to client/patient aggressive/defensive/agitated/disruptive verbal and/or physical behaviours and exposure to conflict
- Driving with other passengers
- Required to work day, evening exposure to conflict
- Possible exposure to infectious diseases, bodily fluids or other undesirable environmental conditions
- Multi-tasking environment and necessity to meet deadlines on a regular basis

COMPENSATION:

- Probationary period as per applicable Collective Agreement
- Compensation and benefits as per the Collective Agreement

Manager Signature:	
Date:	2018-07-05