

### 3.17 Hiring Process Policy

#### Phase I: Application Completion & Certification Requirements

The application must be completed and the following must be attached:

- A. Valid West Virginia EMS Certification or National Registry Certification;
- B. Documentation of 6 months field experience.
- C. Valid Driver's License, copy of DMV driving record must be attached.
- D. Completed finger print card from WV State Police.
- E. Copy of high school diploma or GED.
- F. EVOC Certification.
- G. American Heart CPR, Healthcare Provider Course.
- H. ACLS certification, (paramedic only).
- I. ITLS or PHTLS certification, (paramedic only).
- J. PEPP or PALS certification, (paramedic only).
- K. NIMS 100 and 700 certification.
- L. Verification of current Infection Control training, (current year).
- M. Copy of Hepatitis B Vaccination or Declination Form
- N. Copy of current PPD (TB testing).
- O. West Virginia Firefighter I & II certifications, (paramedic/FF only).
- P. West Virginia Hazardous Material, Awareness Level, (paramedic/FF only).
- Q. West Virginia Pump Operations Course or equivalent, (paramedic/FF only)

**\*The following must be obtained within 90 days of job offer\***

- R. International Trauma Life Support certification, if applying with PHTLS.
- S. Reciprocity, if applying with National Registry Certification.

**\*If the applicant arrives at the hiring process and the above stated documents are not accounted for, the applicant will be dismissed and not allowed to move forward.**

#### Phase II: Written Exam

The written exam will consist of 25 questions relative to candidate's level of certification. Time limit for this exam will be 45 minutes. Candidates should be familiar with West Virginia State ALS/BLS Protocols. A copy of which can be obtained by contacting the West Virginia EMS TSN office at 304-263-4913. Each question will be worth 4% each.

**\*A total of 72 % must be obtained to proceed further in the hiring process.**

### **Phase III: Performance Evaluation**

**\* All of the following exercises must be performed using proper lifting techniques.**

**\*All candidates will be required to complete this phase in 5 minutes 30 seconds.**

#### Event #1: Stretcher Lift Simulation

You will lift the 75-pound curl bar from its start position on the platform.

You will then walk backwards approximately six feet while holding the curl bar, turn 90 degrees to your right, walk around the cones, and place the curl bar on top of the stair platform. You will then walk to the stretcher.

#### Event #2: Stretcher Push/Pull

You will push or pull the stretcher with equipment loaded on it a total of 50 feet (25 feet up, 25 feet back) along a carpeted course with 2X4's placed under the carpet every ten feet. While pushing or pulling the stretcher, both hands must remain on the stretcher handles (if the stretcher is moved with only one hand in contact, the course must be restarted). You will then walk to the stair platform.

#### Event #3: Stretcher Stair Carry

You will lift the 75-pound curl bar from the stair platform and walk to the front of the stairs then turn and face away from the stairs. You will then walk backwards up the stairs, walk backwards across the platform and then backwards down the other side of the stairs. You will then replace the bar back onto the platform and walk to the equipment station. Spotters will be used on this station at all times.

#### Event #4: Equipment Lift and Carry

You will lift and carry two equipment bags totaling 80-pounds along a marked course, up and over the stairs around the cone, then continue the same route along the marked course up and over stairs back to starting point. You must safely place the bags back at the start position. You are allowed to set the bags down and adjust grip if needed one time. If the bags are set down more than once or the bags are dropped the candidate must restart the station. Walk to the patient drag station.

#### Event #5: Patient Drag

You will stand at the head end of a 150 pound simulated patient strapped to a backboard. Lift the head end of the backboard off of floor, drag 25 feet to a cone, turn 180 degrees around cone, and continue dragging 25 feet back until entire board/body of the patient crosses the start line. Walk to the chest compressions station.

#### Event #6: Chest Compressions

You will perform 200 correct chest compressions at a rate of 100 compressions per minute on a CPR mannequin. You will then walk to the equipment lift and carry station.

#### Event #7: Equipment Lift and Carry

You will lift and carry two equipment bags totaling 80-pounds along a marked course, up and over the stairs around the cone, then continue the same route along the marked course up and over stairs back to starting point. You must safely place the bags back at the start position. You are allowed to set the bags down and adjust grip if needed one time. If the bags are set down more than once or the bags are dropped the candidate must restart the station. Walk to the stair platform. Spotters will be used on this station at all times.

#### Event #8: Stretcher Stair Carry

You will lift the 75-pound curl bar from the stair platform and walk to the front of the stairs then turn and face away from the stairs. You will then walk backwards up the stairs, walk backwards across the platform and then backwards down the other side of the stairs. You will then replace the bar back onto the platform and walk to the stretcher station.

#### Event #9: Stretcher Push/Pull

You will push or pull the stretcher with equipment loaded on it a total of 50 feet (25 feet up, 25 feet back) along a carpeted course with 2X4's placed under the carpet every ten feet. While pushing or pulling the stretcher, both hands must remain on the stretcher handles (if the stretcher is moved with only one hand in contact, the course must be restarted). You will then walk to the stretcher lift simulation.

#### Event #10: Stretcher Lift Simulation

You will lift the 75-pound curl bar from its start position on the platform.

You will then walk backwards approximately six feet while holding the curl bar, turn 90 degrees to your right, walk around the cones, and place the curl bar on top of the stair platform.

**\*If at any time during the PAT a candidate is unsafe or causes any station to become unsafe the lead proctor can discontinue the candidate from continuing the test which results in failure of the PAT and the candidate will be released from the remainder of the testing process.**

### **Phase IV: Street / Highway / Off Road Driving Evaluation**

This phase is based on the VFIS EVOC course. A copy of this form is provided. There are observatory items and 8 oral questions to complete during this evaluation. Observatory items and oral questions are worth a total of 100 %.

**\*A total of 70% must be obtained to proceed further in the hiring process.**

### **Phase V: Skills Evaluation**

The skills evaluation will consist of 2 random practical examinations based on the candidate's level of certification. A copy of the skills sheets being used is included.

**\* A combined score of at least 70 % must be obtained to proceed further in the hiring process.**

### **Phase VI: Oral Interview**

A. Will be conducted by the President of the Board of Directors, EMS Director, Chief of Field Operations, Deputy Chief of Field Operations, Squad Training and Q/A Officer and one Captain.

The interview will consist of random questioning related to his/her level of certification, a review of the candidate's application, job description and generalized questions related to employment.

- B. After successful completion of the hiring process and oral interview, the Candidate will be notified in writing of his/her status.

**Phase VII: Offer of Employment**

- A. Candidates given an offer of employment will be required to take a drug test and physical examination.

**Phase VIII: Hiring.**

- A. Prior to commencing work, the candidate must accept the offer of employment and have passed the drug test, physical examination and lifting examination. All personnel are subject to the Employee Handbook adopted by the Berkeley County Emergency Ambulance Authority. The following statement contained in Paragraph B is a general statement as to the hiring policy of the Authority and not meant to be binding on the Authority nor provide the employee with any contractual rights.
- B. All personnel who begin employment with the Berkeley County Emergency Ambulance Authority shall serve at least a 6 month probationary period but not more than 12 months. After successful completion of the probationary period, the employee shall have the status of regular employee. The employee will continue to maintain this status as an employee of the Berkeley County Emergency Ambulance Authority, provided the employee adheres to all applicable policies set forth by the State, County and Berkeley County Emergency Ambulance Authority, and receive satisfactory performance evaluations.

**Phase IX: Eligibility List.**

The names of all candidates who make it to Phase VI: Oral Interview, but who are not offered employment, will be kept on an eligibility list for one year. Being placed on the eligibility list does not create any obligation or duty on the part of the Berkeley County Emergency Ambulance Authority to interview the applicant for any available position or any right on the part of the applicant to be interviewed.

**Phase X: Eligibility for Available Field Positions**

All candidates on a current eligibility list and current part time employees in good standing will be considered for available field positions.

The Berkeley County Emergency Ambulance Authority, at its sole discretion, may contact any of the candidates on the current eligibility list and current part time employees about any available field positions, regardless of whether the position has been advertised to the public, and request that they repeat only the oral interview for the position which is currently available.

Personnel in part time positions wishing to advance to a full time status will be chosen based on periodic reviews by the Field Operations supervisory staff according to their performance, work ethic, conduct and attendance. Seniority will not be a determining factor.