

City of Winnipeg Fire Paramedic Service



Application Manual

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MESSAGE FROM THE CITY OF WINNIPEG FIRE PARAMEDIC SERVICE:

The Winnipeg Fire Paramedic Service (WFPS) employs a team of dedicated front-line emergency staff, along with committed personnel in communications, training, public education, fire prevention, stores, mechanical services and administrative support staff.

The WFPS is an integrated Fire and EMS service with a team of trained professionals who are multi-faceted and capable of providing both fire and medical based emergency services to the citizens of Winnipeg.

WFPS personnel are the first to respond to an emergency situation such as: fires, medical or trauma incidents, motor vehicle collisions, industrial accidents or hazardous material spills.

Lives often depend on the quick action and competent care provided by emergency crews. If you are seeking an exciting and dynamic career in the broad arena of emergency response, WFPS offers exciting opportunities in the firefighter, emergency medical, and communications fields.

Our recruitment policies and procedures are based on the premise that the Firefighter Paramedics and Paramedics comes to us with qualifications obtained from a Canadian Medical Association Accredited (CMA) Institution. Firefighter Paramedics come to us with qualifications obtained from an IFSAC or Proboard Accredited program. Communication Operators come to us with qualifications obtained from a Canadian recognized program.

Applicants interested in a career with the City of Winnipeg Fire Paramedic Service are invited to become part of a specialized team and are encouraged to apply during the recruitment process. WFPS positions will be advertised through the career section of the Winnipeg Free Press and the City's website at: <http://www.winnipeg.ca/fps/careers>.

APPLICATIONS WILL ONLY BE ACCEPTED DURING A RECRUITMENT PROCESS.

EMPLOYMENT EQUITY POLICY:

The City of Winnipeg and the Fire Paramedic Service continue to face many new and exciting challenges. The changing demographics of our population provide us with an opportunity to deal with a more diversified workforce. The City of Winnipeg Fire Paramedic Service is committed to broadening and strengthening our approach to Employment Equity to provide a workforce reflecting the society we service.

Aboriginal persons, women, visible minorities and individuals with disabilities as identified in the Manitoba Human Rights Code are encouraged to apply and self-declare.

Candidates must be qualified to perform successfully in the job as a Firefighter Paramedic, Paramedic or Communication Operator. The job demands vigorous physical, mental and academic requirements. All candidates must be in peak mental and physical condition to compete successfully.

JOB DESCRIPTION - FIREFIGHTER:

POSITION SUMMARY:

Under direction, the firefighter / senior firefighter responds to emergent and non-emergent calls for service. Responsible for carrying out routine duties, including the maintenance of equipment, vehicles and station. Participates in public education, emergency preparedness, and fire and life safety programs. Dependent on level of training and skill incumbents may participate in specialty programs such as: HazMat, Technical Rescue, Water Rescue, Extrication, etc. This position is subject to continuous shift work. Individuals in this position are subject to “retention on shift and re-call to duty” at any time.

DUTIES AND RESPONSIBILITIES:

Responds to emergent and non-emergent calls for service.

- ☞ Performs fire ground tasks as assigned or required.
- ☞ Renders emergency medical care in accordance with scope of practice, as assigned or required.
- ☞ Provides rescue services as assigned or required.
- ☞ Completes and submits required reports and documentation in accordance with Departmental standards.

Carries out routine duties including the maintenance of equipment, vehicles, and station.

- ☞ Completes station duties and maintenance as assigned.
- ☞ Ensures all apparatus and equipment is in operating condition at the start of each shift and after each use.
- ☞ Completes and submits required reports and documentation in accordance with Departmental standards.

Participates in public education, emergency preparedness, and fire and life safety programs.

- ☞ Actively promotes and participates in customer and community service programs endorsed by the department.
- ☞ Attends at public events and delivers public education and awareness programs.
- ☞ Performs community risk assessments and participates in developing response plans.
- ☞ Conducts building and property inspections as assigned.
- ☞ Completes and submits required reports and documentation in accordance with Departmental standards.

Maintains personal and professional skills and abilities to perform to expected standards.

- ☞ Participates in Department initiated Quality Improvement programs.
- ☞ Participates in regular skill building sessions and training programs.
- ☞ Maintains all required job related licenses and competencies.
- ☞ Maintains a physical fitness level to perform job requirements.
- ☞ Maintain a high level of commitment to personal safety protocols.
- ☞ Uses available opportunities to update and improve job related knowledge, abilities, and skills.

JOB DESCRIPTION - PARAMEDIC:

POSITION SUMMARY:

Under the supervision as determined by the department's hierarchal structure and the Medical Directors' designated scope of practice, the Primary Care Paramedic is responsible for providing medical services to the citizens of Winnipeg in accordance with established and approved medical standards and protocols. In addition, the Primary Care Paramedic will be responsible for precepting WFPS personnel (EMS and Fire), students from accredited colleges and students from rural Manitoba. The department has a matrix of responsibility and the Primary Care Paramedics' reporting relationship responds to that model as follows:

- ∞ Station Officer – routing activities in the station
- ∞ Assistant Platoon Chief – HR, scheduling, operational matters
- ∞ Medical Supervisor – medical standards and protocols, and quality assurance matters

DUTIES AND RESPONSIBILITIES:

Responds to emergency situations as directed.

- ∞ Attends to assigned calls immediately when dispatched.
- ∞ Monitors radio and pager for further information.
- ∞ Proceeds to the scene in a safe and controlled manner in accordance with the Highway Traffic Act.
- ∞ Provides paramedical support at emergency scenes including fires and hazardous material and rescue situations under the direction of the Incident Commander.
- ∞ Assumes incident command when required as per department guidelines.

Provides emergency medical care in accordance with established and approved medical standards and protocols and as per the Medical Director's designated scope of practice.

- ∞ Maintains scene safety as per department policy and reports immediately to their supervisor any unusual occurrences pertaining to the call.
- ∞ Portrays the department in a professional manner treating clients, co-workers, members of the public, and other agencies in a caring and respectful manner.
- ∞ Carries out a thorough medical assessment and manages the patient according to approved medical standards and protocols as defined by the scope of practice.
- ∞ As part of the care delivery, provides medical advice and documents as required.
- ∞ Delivers the patient with minimal delay to the emergency room in accordance with policy and provides a thorough report to the triage nurse or person accepting the patient.
- ∞ Completes and maintains all required reports in accordance with department policy and PHIA.
- ∞ Follows department policies for disease and infection control.
- ∞ Assesses and records baseline vitals for other responders and decontaminates patients at hazardous materials incidents in preparation for transportation.
- ∞ The paramedics' performance will be evaluated in accordance with the NOCP standards.

Participates in public education, injury prevention, and community relations activities.

- ∞ Participates in and supports various department initiatives including ERIK, PAD, EMS Awareness Week, Fire Prevention Wee, PARTY Program, and Teddy Bears Picnic.
- ∞ Represents the department and profession at community events.
- ∞ Delivers public education and injury prevention programs at schools, health care facilities, and other venues.
- ∞ Works cooperatively in a team environment with other professionals such as firefighters, police, etc.

Participates in public and successfully completes all training programs required to maintain established certification standards as established by the Medical Director and Senior Administration.

- ☞ In order to deliver a high standard of care to the community each paramedic is expected to update and maintain their training and maintain licensure. Maintenance of licensure is the employee's responsibility.
- ☞ Attends all CME days and required training sessions as directed by Training, Operations, and Quality Assurance.
- ☞ Precept students (internal and external) in accordance to NOCP and other accepted guidelines in order to maintain paramedic skills and to meet licensure expectations.
- ☞ Participates in the Quality Assurance process to identify position achievements and areas requiring improvement.
- ☞ Attends regular evaluation sessions with the supervisor and in collaboration with Operations, QA, Training to discuss positive achievements and to identify criteria needed to effect improvements as needed.

Carries out established vehicle, equipment and station cleaning procedures and maintains required equipment and supplies inventories.

- ☞ Checks vehicle before shift start to ensure all necessary equipment and medical supplies are readily available and in good working order.
- ☞ Ensures vehicle and all equipment is in good working order and reports any deficiencies according to department policy.
- ☞ Notifies dispatch and supervisors of decontamination requirements and follows department policies regarding decontamination.
- ☞ Performs station duties as directed by the station Captain or Assistant Platoon Chief.
- ☞ Checks medication kits to ensure all medication s are accounted for, not expired, and in usable condition.
- ☞ Ensures vehicle is cleaned appropriately and restocked with necessary supplies as per department policy.

JOB DESCRIPTION – COMMUNICATION OPERATOR:

The Communication Operator is the critical link and trusted lifeline between members of the public and emergency fire and medical services. They are responsible for answering, triaging and prioritizing both emergency and non-emergency telephone calls for service in addition to resource deployment of Fire and EMS responders.

Communication Operators require:

- ☞ Strong aptitude for listening, comprehension and dissemination of information.
- ☞ Strong data entry and typing skills.
- ☞ Ability to manage multiple tasks at a time.
- ☞ Ability to gain control of a situation and assist callers who may be experiencing heightened emotional distress.
- ☞ Possess knowledge of the City of Winnipeg and surrounding rural municipalities.
- ☞ Ability to adapt to stressful situations.

POSITION SUMMARY:

Under the general supervisor of the Resource Coordinator, the Communication Operator is responsible for answering, processing, prioritizing and dispatching calls for fire and emergency medical services, and for advising other emergency services, agencies, and institutions of incidents and situations as required.

DUTIES AND RESPONSIBILITIES:

- ☞ Answers and processes emergency calls for ambulance and fire service and requests for assistance, entering the information into the computer aided dispatch system; obtains essential information from callers and determines the nature of the incident using the Medical Priority Dispatch System and/or the Fire Priority Dispatch System; prioritizes the incident appropriately, taking into consideration all of the pertinent factors.
- ☞ Determines the Emergency Medical Service resources required to be dispatched in accordance with triage information, procedures, computer aided geographic information and status data provided by paramedics, and dispatches the resources.
- ☞ Operates a multi-talkgroup emergency radio console, computer aided dispatch system, Sentinel Telephony communication system, and associated communication sub-systems.
- ☞ Monitors field resource levels and incident distribution patterns and advises and instructs with respect to repositioning of field resources.
- ☞ Provides post-dispatch and pre-arrival instructions to callers as required.
- ☞ Advises police and other agencies of incidents and situations requiring their involvement.
- ☞ Receives, relays and provides information from and to police, hospitals, other agencies and institutions as required.
- ☞ Advises supervisory and senior management personnel of calls for service, incidents and situations requiring their attention.
- ☞ Records and maintains operations and administrative information related to calls for service, incidents and situations.

QUALIFICATIONS REQUIRED FOR FIREFIGHTER PARAMEDIC:

- ⌘ Must be 18 years of age.
- ⌘ Must be Canadian Citizen or Permanent Resident.
- ⌘ Grade 12 (High School Diploma) according to Canadian Provincial Standards, GED or equivalent. Applicants who were educated outside of Canada must have their academic credentials assessed in order to determine and submit a Canadian Grade 12 equivalent. For more information please visit <http://www.cicic.ca/415/credential-assessment-services.canada>.
- ⌘ Canadian Medical Association (CMA) Accredited Primary Care Paramedic (minimum PCP) Program.
- ⌘ Province of Manitoba Technician-Paramedic License provided by Manitoba Health which must be submitted with resume. Please visit the Manitoba Health website for more information at www.gov.mb.ca/health/ems/licensing.html.
- ⌘ Current Cardiopulmonary Resuscitation (CPR) Certificate (Healthcare Provider Level "C").
- ⌘ IFSAC or Pro Board Accredited NFPA 1001 – Fire Fighting Practices Level I and II Program. Preference will be given to applicants from a recognized Canadian training facility.
- ⌘ IFSAC or Pro Board Accredited NFPA 1002 – Emergency Vehicle Operator's Certificate. Must include Pump Operations, Emergency Vehicle Driving Skills, and Fire Service Hydraulics. Preference will be given to applicants from a recognized Canadian training facility.
- ⌘ Incident Command System 100 Certificate. Preference will be given to applicants from a recognized Canadian training facility.
- ⌘ IFSAC or Pro Board Accredited Certificates (preferred at this time but may be required in future recruitments). Preference will be given to applicants from a recognized Canadian training facility.
 - NFPA 1006 – Surface Water Rescue Technician
 - NFPA 472 – Hazardous Materials – Awareness
 - NFPA 472 – Hazardous Materials – Operations
 - NFPA 1035 – Fire and Life Safety Educator Level I
 - NFPA 1031 – Fire Inspector Level I
 - Rescue Practices
 - Vehicle Extrication
- ⌘ Clear Criminal Record Check (original copy) from the City of Winnipeg Police Service or RCMP. It must be dated no more than sixty (60) days prior to date of application. Any infractions occurring after application submission must be reported to the WFPS. For more information please visit www.winnipeg.ca/police/RC/info_request.stm.
- ⌘ Clear Child Abuse Registry Check (original copy) from the Government of Manitoba-Child Abuse Registry Unit. It must be dated no more than sixty (60) days prior to date of application. Any infractions occurring after application submission must be reported to the WFPS. For more information please visit www.gov.mb.ca/fs/childfam/child_abuse_registry.html.
- ⌘ Valid Class 4 Driver's License or equivalent with no more than minus four (-4) on the Driver Safety Rating scale and no alcohol related charges/convictions for the last four (4) years.
- ⌘ Driver's Abstract (original copy) from the Manitoba Public Insurance. It must be dated no more than thirty (30) days prior to date of application. Any infractions occurring after application submission must be reported to the WFPS. For more information please visit www.mpi.mb.ca/english/dr_licensing/drv_records.html.
- ⌘ Current and valid "Air Brake" Certificate or Driver's License endorsement for "Air Brakes". For more information please visit www.mpi.mb.ca/english/dr_licensing/airbrakemanual.html.

- ☞ Candidate Physical Fitness Evaluation Certificate to be acquired prior to hiring. Testing will be scheduled by the Winnipeg Fire Paramedic Service with the University of Manitoba Physical Education Department. Applicants will only be scheduled for this testing if they are successful through Steps 1 and 2 of the recruitment process. Testing must be current and have been completed within the previous six (6) months. For more information please visit www.umanitoba.ca/faculties/kinrec/bsal/programs/occupation/fire/.
- ☞ Meet current Fire Paramedic Service vision standards. Testing must be current and have been completed within the previous twelve (12) months. Tests must be submitted on the City of Winnipeg form and can be printed off on our website at www.winnipeg.ca/fps/careers/ during a recruitment process.
 - Far visual acuity not less than 20/40 binocular, corrected with contact lenses or spectacles.
 - Uncorrected, far visual acuity not less than 20/100 binocular for wearers of hard contacts or spectacles.
 - Color perception sufficient to use imaging devices.
- ☞ Normal unaided hearing thresholds no greater than 30 decibels in each ear at 500Hz, 1000Hz, and 2000Hz and no significant loss in higher frequency. Test results must include all the following frequencies: 500, 1K, 2K, 3K, 4K, 6K and 8K Hz. Testing must be current and have been completed within the previous twelve (12) months. No standard City of Winnipeg form required.
- ☞ Record of Immunizations and Antibody Testing: Red Rubeola (measles); Rubella (German measles); Varicella (chicken pox); Mumps, Twinrix (Hep A & B) with post titre or in process, Hepatitis C screening, Mantoux (2 steps). Documentation must be current and have been completed within the previous twelve (12) months. All immunization documentation must be submitted on the City of Winnipeg Immunization Record form and can be printed off on our website at www.winnipeg.ca/fps/careers/ during a recruitment process.
- ☞ Current Chest X-Ray Report. Testing must be current and have been completed within past twelve (12) months. No standard City of Winnipeg form required. Note: Chest X-Ray Report does not replace Mantoux testing.
- ☞ The ability to successfully complete EMS and Fire aptitude assessments, EMS and Fire scenarios and a driving evaluation.
- ☞ Ability to undergo and pass a medical examination administered by the City of Winnipeg Occupational Health Branch.

PREFERRED QUALIFICATIONS:

- ☞ Work or volunteer experience related to Paramedicine or health field.
- ☞ A post-secondary degree or diploma and/or classes in a related field.
- ☞ Fluency in both official languages or a second language.
- ☞ Other EMS and Fire related certificates.

QUALIFICATIONS REQUIRED FOR PARAMEDIC:

- ☞ Must be 18 years of age.
- ☞ Must be Canadian Citizen or Permanent Resident.
- ☞ Grade 12 (High School Diploma) according to Canadian Provincial Standards, GED or equivalent. Applicants who were educated outside of Canada must have their academic credentials assessed in order to determine and submit a Canadian Grade 12 equivalent. For more information please visit <http://www.cicic.ca/415/credential-assessment-services.canada>.
- ☞ Canadian Medical Association (CMA) Accredited Primary Care Paramedic (minimum PCP) Program.
- ☞ Province of Manitoba Technician-Paramedic License provided by Manitoba Health which must be submitted with resume. Please visit the Manitoba Health website for more information at www.gov.mb.ca/health/ems/licensing.html.
- ☞ Current Cardiopulmonary Resuscitation (CPR) Certification (Healthcare Provider Level “C”).
- ☞ Emergency Vehicle Operator’s Certificate. Preference will be given to applicants from a recognized Canadian training facility.
- ☞ IFSAC or Pro Board Accredited NFPA 472 – Hazardous Materials – Awareness Certificate. Preference will be given to applicants from a recognized Canadian training facility.
- ☞ Incident Command System 100 Certificate. Preference will be given to applicants from a recognized Canadian training facility.
- ☞ Clear Criminal Record Check (original copy) from the City of Winnipeg Police Service or RCMP. It must be dated no more than sixty (60) days prior to date of application. Any infractions occurring after application submission must be reported to the WFPS. For more information please visit www.winnipeg.ca/police/RC/info_request.stm.
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- ☞ Valid Class 4 Driver’s License or equivalent with no more than minus four (-4) on the Driver Safety Rating scale and no alcohol related charges/convictions for the last four (4) years.
- ☞ Driver’s Abstract (original copy) from the Manitoba Public Insurance. It must be dated no more than thirty (30) days prior to date of application. Any infractions occurring after application submission must be reported to the WFPS. For more information please visit www.mpi.mb.ca/english/dr_licensing/drv_records.html.
- ☞ Current and valid “Air Brake” Certificate or Driver’s License endorsement for “Air Brakes”. For more information please visit www.mpi.mb.ca/english/dr_licensing/airbrakemanual.html.
- ☞ Candidate Physical Fitness Evaluation Certificate to be acquired prior to hiring. Testing will be scheduled by the Winnipeg Fire Paramedic Service with the University of Manitoba Physical Education Department. Testing must be current and have been completed within the previous six (6) months. For more information please visit www.umanitoba.ca/faculties/kinrec/bsal/programs/occupation/paramedic/.
- ☞ Meet current Fire Paramedic Service vision standards. Testing must be current and have been completed within the previous twelve (12) months. Tests must be submitted on the City of Winnipeg form and can be printed off on our website at www.winnipeg.ca/fps/careers/ during a recruitment process.
 - Far visual acuity not less than 20/40 binocular, corrected with contact lenses or spectacles.
 - Uncorrected, far visual acuity not less than 20/100 binocular for wearers of hard contacts or spectacles.
 - Color perception sufficient to use imaging devices.

- ☞ Normal unaided hearing thresholds no greater than 30 decibels in each ear at 500Hz, 1000Hz, and 2000Hz and no significant loss in higher frequency. Test results must include all the following frequencies: 500, 1K, 2K, 3K, 4K, 6K and 8K Hz. Testing must be current and have been completed within the previous twelve (12) months. No standard City of Winnipeg form required.
- ☞ Record of Immunizations and Antibody Testing: Red Rubeola (measles); Rubella (German measles); Varicella (chicken pox); Mumps, Twinrix (Hep A & B) with post titre or in process, Hepatitis C screening, Mantoux (2 steps). Documentation must be current and have been completed within the previous twelve (12) months. All immunization documentation must be submitted on the City of Winnipeg Immunization Record form and can be printed off on our website at www.winnipeg.ca/fps/careers/ during a recruitment process.
- ☞ Current Chest X-Ray Report. Testing must be current and have been completed within past twelve (12) months. No standard City of Winnipeg form required. Note: Chest X-Ray Report does not replace Mantoux testing.
- ☞ The ability to successfully complete EMS aptitude assessments, EMS scenarios and a driving evaluation.
- ☞ Ability to undergo and pass a medical examination administered by the City of Winnipeg Occupational Health Branch.

PREFERRED QUALIFICATIONS:

- ☞ Work or volunteer experience related to Paramedicine or health field.
- ☞ A post-secondary degree or diploma and/or classes in a related field.
- ☞ Fluency in both official languages or a second language.
- ☞ Other EMS related certificates.

QUALIFICATIONS REQUIRED FOR COMMUNICATION OPERATOR:

- ☞ Must be 18 years of age.
- ☞ Must be Canadian Citizen or Permanent Resident.
- ☞ Grade 12 (High School Diploma) according to Canadian Provincial Standards, GED or equivalent. Applicants who were educated outside of Canada must have their academic credentials assessed in order to determine and submit a Canadian Grade 12 equivalent. For more information please visit <http://www.cicic.ca/415/credential-assessment-services.canada>.
- ☞ Canadian recognized Emergency Medical Responder (EMR) Program or equivalent (preferred).
- ☞ Province of Manitoba Technician License provided by Manitoba Health which must be submitted with resume. Please visit the Manitoba Health website for more information at www.gov.mb.ca/health/ems/licensing.html.
- ☞ Demonstrated competency in the use of a personal computer in a "Windows" environment.
- ☞ Demonstrated ability to function in a multi-tasking environment, reacting appropriately to multiple aural and visual inputs, remaining calm, professional, and effective in emergencies, exercising sound judgment and acting decisively, as assessed by relevant tests.
- ☞ Demonstrated comprehensive knowledge of city streets, areas and neighborhoods in Winnipeg, as assessed by relevant tests.
- ☞ Ability to successfully complete at first attempt the department's Communication Operator training program.
- ☞ Demonstrated ability to communicate accurately and effectively by telephone and radio and to control the exchange of information with emergency callers.
- ☞ Demonstrated ability to develop and maintain awareness of the current locations and status of on-duty paramedic units, fire apparatus, and other resources and or incidents in progress.
- ☞ Candidates with an International Association of Emergency Dispatch (IAED) Certification in MPDS and/or FPDS will be given first consideration.
- ☞ Ability to develop a high degree of skill in the operation of computerized communications equipment.
- ☞ Assets would also include call centre experience, especially in an emergency communications centre environment, and demonstrated knowledge of medical terminology.
- ☞ Willingness and ability to work rotating, 12-hour shifts.
- ☞ Clear Criminal Record Check (original copy) from the City of Winnipeg Police Service or RCMP. It must be dated no more than sixty (60) days prior to date of application. Any infractions occurring after application submission must be reported to the WFPS. For more information please visit www.winnipeg.ca/police/RC/info_request.stm.
- ☞ Clear Child Abuse Registry Check (original copy) from the Government of Manitoba-Child Abuse Registry Unit. It must be dated no more than sixty (60) days prior to date of application. Any infractions occurring after application submission must be reported to the WFPS. For more information please visit www.gov.mb.ca/fs/childfam/child_abuse_registry.html.
- ☞ Meet current Fire Paramedic Service vision standards. Testing must be current and have been completed within the previous twelve (12) months. Tests must be submitted on the City of Winnipeg form and can be printed off on our website at www.winnipeg.ca/fps/careers/ during a recruitment process.
 - Far visual acuity not less than 20/40 binocular, corrected with contact lenses or spectacles.
 - Uncorrected, far visual acuity not less than 20/100 binocular for wearers of hard contacts or spectacles.
 - Color perception sufficient to use multi-coloured computer monitor screens.
- ☞ Normal unaided hearing thresholds no greater than 30 decibels in each ear at 500Hz, 1000Hz, and 2000Hz and no significant loss in higher frequency. Test results must include all the following frequencies: 500, 1K, 2K, 3K, 4K, 6K and 8K Hz. Testing must be current and have been completed within the previous twelve (12) months. No standard City of Winnipeg form required.
- ☞ Ability to undergo and pass a medical examination administered by the City of Winnipeg Occupational Health Branch.

UNIVERSITY OF MANITOBA – FIREFIGHTER PARAMEDIC CANDIDATE TESTING:

DESCRIPTION:

This program is designed to evaluate the physical work capacities of healthy, physically active individuals. Each test requires a maximal effort. All of the tests are completed while wearing firefighting personal protective equipment (PPE) that weighs approximately 22 kg (50 lb). This ensemble includes: helmet, flashhood, gloves, pants, boots, jacket and self-contained breathing apparatus (SCBA). You will not breathe from the SCBA, but you must carry it. For safety during the treadmill test, running shoes are substituted for firefighting boots. After completing the treadmill test, you will rest for 60 minutes before starting an orientation to the job-related performance tests. The orientation to the job related tests consists of a “walk-through” session to practice each of the tasks. This will take approximately 30 minutes and will familiarize you with testing procedures and provides a suitable warm-up for the demanding tests that follow. Each test is followed by a rest period of 3 minutes for recovery and hydration. You are not permitted to leave the testing area or remove the PPE during the rest periods. The tests are described briefly in the following sections:

1. Aerobic Endurance

Aerobic fitness will be measured during a progressive exercise test to near exhaustion on a treadmill. After a standardized 5-minute warm-up, you will walk at 3.5 mph and 10% grade for 8 minutes. In order to pass the aerobic fitness standard, you must complete the 8-min stage at 3.5 mph and 10% grade.

2. Charged Hose Advance Test

You will drag a charged (full of water) 38 mm (1.5 inch) hose a distance of 45 m (125'). Three 15 m (50') lengths of hose are "snaked" behind the starting line. The nozzle is held over the shoulder and you advance to the finish line as quickly as possible (running is not permitted). This test assesses lower body strength and power and must be completed safely in less than 32 sec.

3. High Volume Hose Pull Test

You will pull a bundle of hose weighing approximately 56 kg (123 lb) a distance of 15 m (50') over a smooth concrete floor using a rope. This task is repeated 3 times. During this test, you must stand still and pull the hose bundle towards you using 16 mm (5/8") rope. This test assesses upper body strength, power, and completed safely in less than 102 sec.

4. Forcible Entry Simulation Test

You will use a 3.6 kg (8 lb) "dead blow" sledge hammer to move a forcible entry machine against 1200 psi as rapidly as possible. This test assesses muscle strength, power and endurance, particularly in the upper body and must be completed safely in less than 45 sec.

5. Victim Drag Test

You will drag a mannequin weighing 68.2 kg (150 lb) a total distance of 30 m (the mannequin lying "face-up" on the floor). You will lift the mannequin and walk backwards for 15 m, turn around a traffic cone and return to the start line as quickly as possible. This test assesses muscle strength and endurance and must be completed safely in less than 49 sec.

6. Ladder Climb Test

You will climb a 7.3 m (24') ladder to the 10th rung and return to the floor as quickly as possible. This task will be repeated five times. This test assesses muscle strength, endurance, and anaerobic capacity and must be completed safely in less than 108 sec.

7. Equipment Carry/Vehicle Extrication Test

You will carry small (18 kg or 40 lb) and large (36 kg or 80 lb) vehicle extrication tools (the “Jaws of Life”) a total distance of 30 m (100’). In addition, you will lift and hold the 18 kg tool in specific positions that simulate the work required to remove a vehicle door. This test is designed to evaluate the strength and endurance required to lift, carry and use heavy tools in rescue situations. This test must be completed safely in less than 270 sec.

EFFECTIVE PREPARATION FOR THE TESTS:

In order to do your best, you should come to the laboratory on your testing day well nourished and well rested. You should not do strenuous exercise on the days immediately before your tests. Sleep well the night before and try to be as relaxed as possible. Avoid alcoholic beverages the day before and definitely on the day of your test. Do not smoke or drink beverages with caffeine (tea, coffee, hot chocolate, cola, energy drinks, etc.) for at least two hours prior to your test. Do not eat for at least two hours before your test appointment. However, it is important to be well nourished and well hydrated. The tests are very demanding and more individuals are extremely tired at the end of each test. If your appointment is first thing in the morning, do not skip breakfast. You should eat a light meal (e.g. fruit, toast or cereal, and juice) about three hours before your test.

DURATION:

Expect to be at the University for 3 - 4 hours on the day of your test. Parking is free after 4:30 pm and on weekends, except where designated as "24 hour reserved". We suggest parking in U lot, where ticket parking (before 4:30 pm) is \$2.00 for 2 hours, or in the University parkade.

COST:

- ⌘ \$285.00 (non-refundable) payable when you register (cost includes GST).
- ⌘ No refund if you do not show up.
- ⌘ Payment is non-transferable from person to person.
- ⌘ The \$285.00 fee is good for one test only.
- ⌘ Refunds, less a \$15.00 administration fee, will be granted ONLY with a valid medical certificate.
- ⌘ Candidates must give 4 working days (Mon. to Fri.) notice to have test date changed.
- ⌘ Candidates are required to have completed physician's release form together with a payment at the time of the registration.
- ⌘ NO phone registrations, candidates may register by mail, fax or in person only.
- ⌘ Please make cheques payable to the “University of Manitoba”.
- ⌘ We accept, Visa, Mastercard, interact, cheque or cash.
- ⌘ All scheduled appointments are subject to cancellations by the University of Manitoba, notification of this will be provided 4 days in advance.

For additional information, please visit the University of Manitoba website at:

<http://www.umanitoba.ca/faculties/kinrec/bsal/programs/occupation/fire/>

Please note that testing will be scheduled by the Winnipeg Fire Paramedic Service with the University of Manitoba Physical Education Department. Applicants will only be scheduled for this testing if they are successful through Steps 1 and 2 of the recruitment process and is only valid for six (6) month from date of testing.

UNIVERSITY OF MANITOBA – PARAMEDIC CANDIDATE TESTING:

GENERAL FITNESS ASSESSMENT:

The goals of the general Fitness Assessment is to provide a simple, safe, and standardized approach to assessing the major components of fitness in apparently healthy individuals and to interpret these assessments based on norms and percentiles for Canadians 15 to 69 years of age.

1. Heart Rate, < 100/min

The heart is a muscle like any other muscle in the body; to become stronger it must be exercised regularly. The resting heart rate reflects this strength. A stronger heart is able to pump more blood with each beat; therefore fewer beats will be required to get an adequate amount of blood (and thus oxygen) to the tissue. The lowering of your heart rate can result in significant saving of the heartbeats per day. Over a lifetime this will undoubtedly result in a great deal less "wear and tear" on this most vital organ. Improved efficiency of the heart is perhaps the most plausible explanation for a reduced incidence of circulatory disease in the active individual.

2. Blood Pressure, <146/96>

Blood pressure is the pressure of the blood against the walls of the arteries. The walls of the arteries are elastic and muscular. The arteries stretch and relax in response to the increases and decreases in blood pressure. Each time the heart contracts, blood flow and blood pressure in the arteries increase. This pressure when the heart contracts is known as systolic pressure. When the heart relaxes, blood flow and blood pressure in the arteries decrease. This pressure during relaxation is known as diastolic pressure. The more difficult it is for the blood to flow through the arteries, the higher the blood pressure.

3. Body Composition (Weight and Height)

Body Mass Index (BMI) is the relationship between a person's height and weight. A high BMI score may be the result of excessive fat or from a high degree of muscularity. If a player has a low percentage of body fat and high BMI score it is due to his muscularity.

4. Aerobic Fitness

The most common method of expressing your cardiovascular endurance or maximal aerobic power is in terms of your maximal volume of oxygen consumption, VO₂ max. Simply stated, to perform aerobic or endurance activities, your muscles must have oxygen to burn the fuel required to make them work. This essential gas is carried into the lungs with each breath of air and transported in the blood to the working muscles where it is used to drive the muscles machine.

Aerobic fitness, then, is the combined efficiency of your lungs, heart, bloodstream, and local muscles in getting the oxygen to these muscles and using it to perform work. For this reason, cardiovascular endurance or aerobic fitness is the most important component of physical fitness. The higher your VO₂ max, the greater is your functional capacity. With a larger aerobic capacity, daily activities require less effort and leave a bigger reserve for pursuing recreational activities and dealing with emergencies should they arise.

Typically the clients will be given three choices from which they can choose the most suitable cardio vascular assessment.

MCAFT:

This component of the appraisal involves administering the Modified Canadian aerobic Fitness Test (MCAFT) and measurements of post-exercise heart rate and blood pressure. The client completes one or more sessions of 3-minute stepping at predetermined speeds based on their age and gender.

Single-Stage Treadmill Walking Test:

For this protocol, walking speed is individualized depending on the client's age, gender and fitness level. Walking pace is established during a 4-minute warm-up at 0% grade. After this the client continues the brisk walking pace for an additional 4 minutes at 5% grade, continued by 2 minute cool down.

YMCA Bicycle Ergometer Submaximal Exercise Protocol or 12 Minute Bicycle Test:

This protocol uses three or four consecutive 3-min workloads on the bicycle ergometer. The pedal rate is 50 rpm. The workload increases after each stage.

The combination of the heart rate, workload, weight, gender and age are used to predict the maximal oxygen consumption (VO₂ max). The greater the exercise intensity and the lower the heart rate, the greater the VO₂ max. VO₂ max is recorded in litres per minute (l min⁻¹) as the absolute amount and relative to client's own body weight expressed in milliliters per kilogram of body weight per minute (ml kg⁻¹ min⁻¹). The latter units are more commonly used so individuals of different sizes can be more fairly compared to each other.

Additional Option: Maximal Aerobic Power (VO₂ Max):

The Cadillac of aerobic tests geared toward individuals who are heavily involved in training for competition in aerobic sport or for those who are interested in their maximal aerobic power (absolute and relative to body weight) and maximal heart rate. Please contact Ulla Liljegren at 474-6476 for more information. This assessment will cost an additional \$72.00. The length of the assessment is 1 hr and will need to be scheduled at a separate time. If you would like a maximal aerobic power assessment and you are over the age of 40, you are required to have the medical release completed by your physical.

5. Muscular Strength / Muscular Endurance / Flexibility

Muscular strength is the ability of a muscle or muscle group to exert maximal force (contraction) in one all-out effort (eg. opening a tight jar). Muscular endurance is the ability of a muscle or muscle group to exert a submaximal force over a long period of time (eg. carrying a bag of groceries for five blocks). For both, the intensity of work is greater than that for aerobic endurance.

Although separately defined, muscular strength and endurance are closely interrelated. They are best thought of as being on a continuum with strength at one end and muscular endurance at the opposite end. All activities lie along the continuum and therefore involve some combination of muscular endurance and muscular strength.

In order to increase your muscular strength and endurance, your muscles must be overloaded. This overload can come from your body weight, the use of weights or some type of resistance. The amount of the overload and the number of repetitions performed determine where along the continuum the activity falls.

Grip Strength:

Measure of forearm strength and may be related to total body strength.

Push-Ups:

Measure of upper body strength and endurance.

Males:

The client lies on his stomach, legs together. His hands, pointing forward, are positioned under the shoulders. He then pushes up from the floor by fully extending the elbows and using toes as the pivot point. The client returns to the starting position. Neither the stomach nor thighs should touch the mat.

Females:

Same as males except using the knees as the pivot point. The lower legs remain in contact with the floor, ankles plantar-flexed, and feet in contact with the floor. Incorrect repetitions will not be counted. The test is stopped when client are seen to strain forcibly or are unable to maintain correct technique over two consecutive repetitions. There is no time limit.

Partial Curl-Ups:

Measure of abdominal strength and endurance. Client lies in a supine position with the head resting on the mat, arms straight at sides and parallel to the trunk, palms of hands in contact with the mat, finger tips at the 0 mark. Knees are bent 90, keeping heels in contact with the mat and shoes on. Metronome is set at 50 beats/min. This is followed by curling up of the upper spine far enough so that the middle finger tips of both hands reach the 10cm mark. On the return, the shoulder blades and head must contact the mat and the finger tips of both hands must touch the 0 mark. The client performs as many consecutive curl-ups as possible, without pausing, to a maximum of 75.

Back Extension:

Back extension is measured using portable steps and a timer. The applicant lies face down on the top of the steps with the iliac crest (pelvic region) positioned at the edge of the steps, while keeping the hips, shoulders and head aligned (keeping a straight back while contracting abdominal muscles). The applicant's lower body will be secured to the steps using supportive straps. The applicant raises the upper half of their torso and crosses their arms on their chest, then maintains the horizontal position for as long as possible without dropping or rotating the torso for a maximum of 180 seconds. If the applicant's torso drops or rotates they will be given one warning and then the test will be stopped.

Flexibility:

The range of motion at each joint is a measure of the flexibility or suppleness of that joint. Movement at a joint site is limited by bone structure, elasticity of connective tissue and muscle tissue, and ligament support. Therefore, flexibility varies from joint to joint.

Lower Back Flexibility:

Sit and reach (trunk flexion), measure of hips and back of thighs (hamstrings) flexibility. Sitting in front of a flexometer with knees fully extended. Lean forward and reach hands as far past the feet as possible. Assesses lower back and hamstring flexibility.

JOB-RELATED TEST:

1. *Equipment Carry*

Carry a trauma bag, O2 tank, and defibrillator up and down one flight of stairs without stopping.

2. *CPR Compressions*

Perform CPR compressions on a mannequin for 3 consecutive minutes.

3. *Patient Carry Simulation*

Ascend and descend 4 stairs both forwards and backwards carrying 110 lb. (50 kg.) barbell.

4. *Patient Transfer Simulation*

Transfer an 80 lb. torso bag in a cradle position from table height down to a height approximately 1 foot from the ground, then up to another table and across to another table. Distance between each transfer is approximately 15 feet.

Note: Both the General Fitness assessment and the Job Related tests are completed one right after the other but there is no time limit; they all are either pass or fail.

DURATION:

Expect to be at the University for 2 hours on the day of your test. Parking is free after 4:30 pm and on weekends, except where designated as "24 hour reserved". We suggest parking in U lot, where ticket parking (before 4:30 pm) is \$2.00 for 2 hours, or in the University parkade.

COST:

- ⌘ \$110.00 (non-refundable) payable when you register (cost includes GST).
- ⌘ No refund if you do not show up.
- ⌘ Payment is non-transferable from person to person.
- ⌘ The \$110.00 fee is good for one test only.
- ⌘ Refunds, less a \$15.00 administration fee, will be granted ONLY with a valid medical certificate.
- ⌘ Candidates must give 4 working days (Mon. to Fri.) notice to have test date changed.
- ⌘ Candidates are required to have completed Par-Q form together with a payment at the time of the registration.
- ⌘ NO phone registrations, candidates may register by mail, fax or in person only.
- ⌘ Please make cheques payable to the University of Manitoba.
- ⌘ We accept, visa, master card, interact, cheque or cash.
- ⌘ All scheduled appointments are subject to cancellations by the University of Manitoba, notification of this will be provided 4 days in advance.

For additional information, please visit the University of Manitoba website at:
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Please note that testing will be scheduled by the Winnipeg Fire Paramedic Service with the University of Manitoba Physical Education Department. Applicants will only be scheduled for this testing if they are successful through Steps 1 and 2 of the recruitment process and is only valid for six (6) month from date of testing.

SELECTION PROCESS:

The Winnipeg Fire Paramedic Service selection process for new recruits consists of 5 steps. Failure to meet the minimum requirements of any step will result in the disqualification of the applicant from further consideration for the duration of the process. The number of applicants advancing in each stage of the process may be limited. Any applicant not being advanced at any point in the process will be advised in writing.

- STEP 1: Application / Pre-Screen
- STEP 2: Written / Practical / Fitness Testing
- STEP 3: Panel Interview / Employee Core Competency Self Assessment
- STEP 4: Medical Examination / Reference Checks
- STEP 5: Selection Committee / Potential Offer of Employment

STEP 1: APPLICATION / PRE-SCREEN:

It will be the applicant's responsibility to ensure that the application / documentation / payment have been received and that the minimum qualifications have been met. Should any of the documentation or payment be missing, the application will not be considered complete and will not be processed any further. Documents will not be returned. We do not accept applications or resumes through fax or email. Applications may be done in person or mailed to the following address:

Winnipeg Fire Paramedic Service
Attn: Monique Wenham, Human Resource Consultant
2nd Floor, 185 King Street
Winnipeg, Manitoba R3B 1J1
Telephone: (204) 986-6117

Only those applicants who have submitted all their documentation and payment and have met the requirements of the first step of the process will be contacted to proceed to Step 2. Those who did not meet the requirements of Step 1 will be advised in writing of their eligibility to re-apply.

NOTE: Should an applicant wish to change careers within the department at a future date, e.g. Paramedic to a Firefighter Paramedic, they will be required to apply as an external applicant. Applicants will be required to provide all applicable documentation needed, and satisfactorily complete all the required entry level testing at the time of that recruitment.

Important Administrative Processing Fee Notes:

- ⌘ \$100.00 payable at time of application (cost includes GST).
- ⌘ All fees collected in the recruitment selection process are non-refundable. If a candidate is not successful or withdraws in any step of the process, fees will not be refunded.
- ⌘ All processing fees may be subject to change.
- ⌘ Payment is non-transferable from person to person.
- ⌘ Payment must be received before you can proceed to the next applicable step and is due at time of application.
- ⌘ Candidates who do not submit payment with application will be disqualified.
- ⌘ Methods of payment: Certified Cheque or Money Order payable to the "City of Winnipeg".

PASS

- ⌘ Applicant moves on to next step

FAIL

- ⌘ Will be advised in writing of eligibility to re-apply
- ⌘ Start again at Step 1 if eligible to re-apply

STEP 2: TESTING – PARAMEDIC AND FIREFIGHTER PARAMEDIC:

Applicants that meet the required qualifications may be eligible to proceed to the respective EMS and Fire Rescue Aptitude Written Assessments. These assessments are approximately 3 hours in duration. Applicants having successfully achieved a score of 80% or higher in the written assessments will be allowed to move forward and attempt the practical assessments. The Paramedic practical assessment is approximately 45 minutes in duration and the Firefighter practical assessment is approximately half a day in duration. Applicants having successfully achieved a score of 80% or higher in the practical assessments will advance to the next step to be considered further for possible future employment. Only those applicants who have successfully completed the written and practical testing will be scheduled for the University of Manitoba Candidate Physical Fitness Evaluation. This assessment is a pass or fail and only those applicants who have successfully completed Step 2 will be scheduled for an interview. Those who did not meet the requirements of Step 2 will be advised in writing of their eligibility to re-apply.

STEP 2: TESTING – COMMUNICATION OPERATOR:

Applicants that meet the required qualifications may be eligible to proceed to the Multitasking Aptitude Assessment. This is a computer based test which is approximately 2 hours in duration and assesses multi-tasking, decision making, keyboarding, data entry, call summarization, cross referencing, character comparison, memory recall, prioritization, map reading, spelling, sentence clarity and reading comprehension skills. Applicants having successfully achieved a score of 85% or higher in this assessment will be allowed to move forward and attempt the Behavioural Screening Assessment. This is a written assessment which is approximately 1 hour in duration and will determine the behaviour types most suited to be successful in working within a communication centre. Applicants having successfully achieved a score of 50% or higher in this assessment will be allowed to move forward and attempt the Geography Knowledge Assessment. This is a written assessment which is approximately 1 hour in duration and will assess an applicant's ability to recognize common place names, city neighbourhoods, bridges, cross streets and outlining rural municipalities. Applicants having successfully achieved a score of 85% or higher in this assessment will advance to the next step to be considered further for possible future employment. Only those applicants who have successfully completed Step 2 will be contacted for an interview. Those who did not meet the requirements of Step 2 will be advised in writing of their eligibility to re-apply.

PASS

- ⌘ Applicant moves on to next step

FAIL

- ⌘ Will be advised in writing of eligibility to re-apply
- ⌘ Will need to indicate in application any initiatives engaged in to improve skills
- ⌘ Start again at Step 1 if eligible to re-apply

STEP 3: PANEL INTERVIEW / EMPLOYEE CORE COMPETENCY SELF ASSESSMENT:

PANEL INTERVIEW:

This is a behaviour-based interview, which is also structured to ensure fairness to all applicants. The interview is conducted in a boardroom setting and is approximately 1 hour in length. The panel members consist of two senior officers and a Human Resource representative of the Winnipeg Fire Paramedic Service.

The interview is scored out of 5 marks per question and an applicant must achieve a minimum score of 3 marks per question in order to be considered for advancement in the selection process. The questions are structured and are based on essential qualities established as competency measures that each applicant must satisfy. Each candidate will be evaluated on their communication skills as well as their general demeanor and deportment.

EMPLOYEE CORE COMPETENCY SELF ASSESSMENT:

Competencies are behaviours, skills, capabilities, knowledge, attributes and attitudes that characterize excellent performance within a specific context. They describe what it takes to be excellent in a particular position. The City has made the strategic decision to apply competencies to leadership and common function positions and human resource professionals continue to work with supervisors and managers to profile additional positions.

The City uses a Competency Model called the Lominger Leadership Architect to help build consistent language and approach across all departments and for all employees. The City has established five core competencies for all employees at the City of Winnipeg. Applicants are asked to complete a written exercise to provide their best example (situation, action, and outcome) that demonstrates past behaviour in the competency. Below are the definitions for the five core competencies for all employees.

Citizen and Customer Focus:

Is dedicated to meeting the expectations and requirements of citizens, internal and external customers; gets first-hand citizen/customer information and uses it for improvements in products and services; acts with citizens/customers in mind; establishes and maintains effective relationships with citizens/customers and gains their trust and respect. *We act in the best interests of the community we serve. Whether it is the citizenry at large or a specific customer base, we strive to meet their needs and exceed their expectations.*

Respecting Diversity:

Engages with all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and sexes; hires variety and diversity without regard to class; supports equal and fair treatment and opportunity for all. *We treat all people with dignity and respect. We demonstrate fair and equitable practices in our service delivery and in the workplace, striving to remove all forms of discrimination.*

Ethics and Values:

Adheres to the City of Winnipeg's set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches. *The City of Winnipeg's Values are: Integrity, Respect, Quality, Accountability and Diversity.*

Integrity and Trust:

Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain. *We are accountable and transparent. We recognize that citizens are entitled to integrity in government. Our commitment to accountability means taking responsibility for our actions. Our commitment to transparency means clearly demonstrating how tax dollars are spent.*

Results Oriented:

Can be counted on to complete work duties and responsibilities successfully; is personally accountable; consistently produces the expected quantity of work; consistently produces high quality work; takes personal responsibility for own actions. In a leadership position, is accountable for the performance of direct reports. *We are committed to responsiveness, effectiveness, and efficiency. We take personal accountability for our work.*

Only upon completion of the Panel Interview and Employee Core Competency Self Assessment will successful applicants be selected to undergo a medical examination administered by the City of Winnipeg Occupational Health Branch. Those who do not meet the requirements of Step 3 will be advised in writing of their eligibility to re-apply.

PASS

☞ Applicant moves on to next step

FAIL

- ☞ Will be advised in writing of eligibility to re-apply
- ☞ Will need to indicate in application any initiatives engaged in to improve skills
- ☞ Start again at Step 1 if eligible to re-apply

STEP 4: MEDICAL EXAMINATION / REFERENCE CHECKS:

Selected candidates will be scheduled to undergo a complete medical examination by the City of Winnipeg Occupational Health Branch which includes illegal drug use testing. This process will only be conducted on candidates being considered for employment. Only those applicants who have successfully completed Step 4 will be contacted for a potential offer of employment. Those who did not meet the requirements of Step 4 will be advised in writing of their eligibility to re-apply.

PASS

☞ Applicant moves on to next step

FAIL

- ☞ Will be advised in writing of eligibility to re-apply
- ☞ Will need to indicate in application any initiatives engaged in to improve skills
- ☞ Start again at Step 1 if eligible to re-apply

STEP 5: SELECTION COMMITTEE / POTENTIAL OFFER OF EMPLOYMENT

Once you successfully advance to this step, your file has reached the point where a hiring decision is made. All data is compiled and your file is presented to a Selection Committee. The purpose of the Selection Committee is to offer an objective perspective on your suitability for this position to determine if you are to receive a job offer. Your hiring decision is based on consideration of your competencies, skills, physical abilities and job fit. Those who did not meet the requirements of Step 5 will be advised in writing of their eligibility to re-apply.

Eligibility Lists:

The Department's hiring needs are difficult to predict and fluctuate as a result of a number of factors (i.e. retirements, city growth, funding / resource availability, etc.). This may mean you have successfully advanced through the hiring process, yet have to wait until there are enough open positions available in the department to be offered employment. When the department requires additional personnel, a recruit training class is scheduled. A selection of successful applicants is contacted and provided with Offers of Employment.

PASS

☞ Offer of Employment or Placement on Eligibility List

FAIL

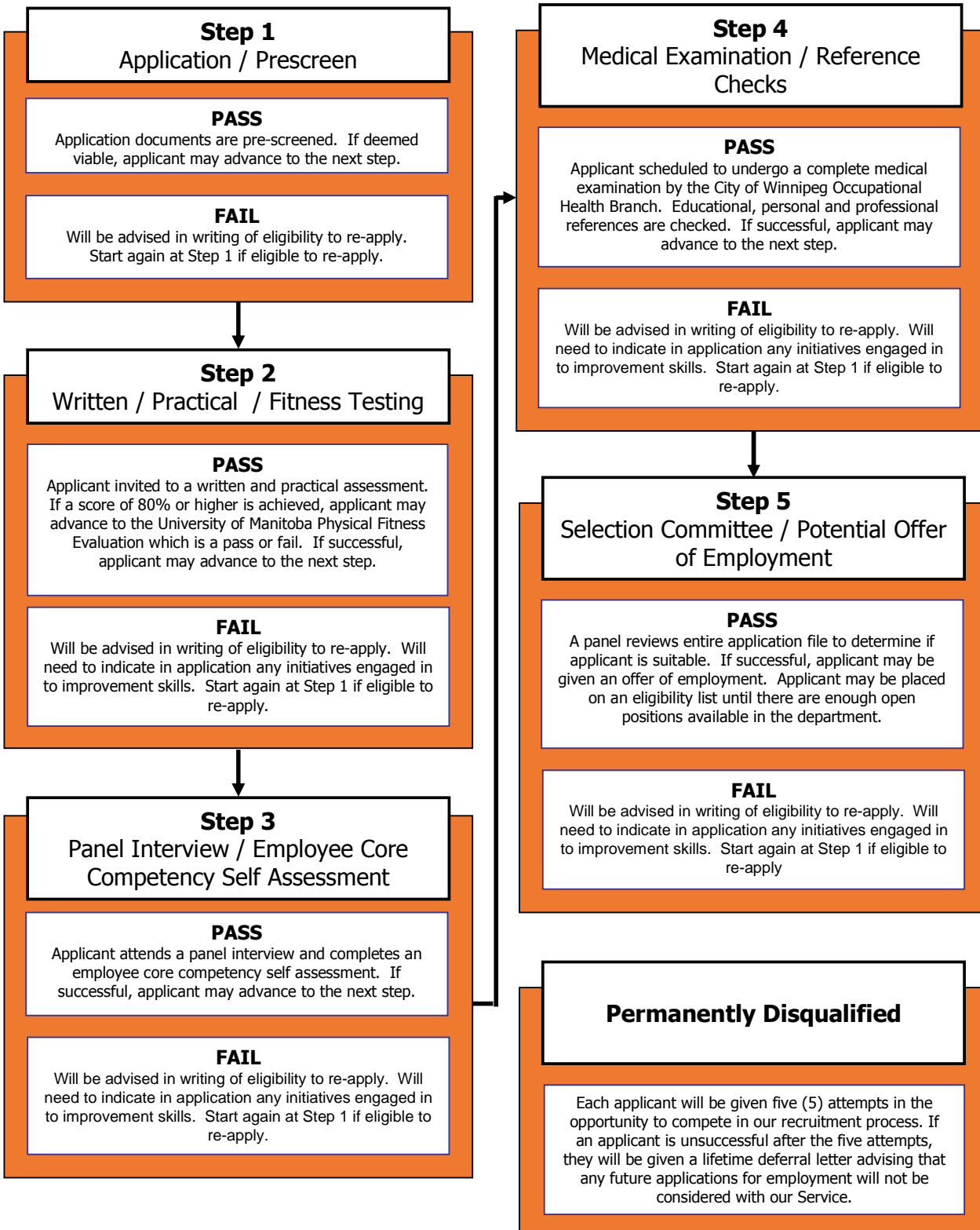
☞ Will be advised in writing of eligibility to re-apply
☞ Will need to indicate in application any initiatives engaged in to improve skills
☞ Start again at Step 1 if eligible to re-apply

PERMANENTLY DISQUALIFIED APPLICANTS:

Our recruitment process is highly competitive and designed so that all applicants can prove their abilities. The department's objective is to select individuals we believe are the best suited to provide emergency services in Winnipeg, now and for the future. Decisions are based on the qualifications and suitability of each applicant. Organizational and job fit are vital to success in these professions. When it is determined an applicant cannot, did not and is unlikely to meet our standards in the future, the applicant will be considered unsuitable for the position. As such, each applicant will be given five (5) attempts in the opportunity to compete in our recruitment process. It is felt that continuing to assess an unsuitable individual is neither cost-effective nor respectful to that person, recognizing that there is a cost to apply to any recruitment. If an applicant is unsuccessful after the five attempts, they will be given a lifetime deferral letter advising that any future applications for employment will not be considered with our Service.

Please be advised that the number of applicants advancing in each stage of the process may be limited. Any applicant not being advanced at any point in the process will be advised in writing.

APPLICATION PROCESS FLOWCHART:



PROBATIONARY PERIOD:

Candidates must satisfactorily complete a probationary period from the date of appointment. The probationary period for a full-time Firefighter Paramedic is eighteen (18) months, a full-time Paramedic is nine (9) months, and a full-time Communication Operator is six (6) months. The probationary period for all part-time employees is eighteen hundred (1800) accumulated regular hours worked.

SALARY LEVELS:

FIREFIGHTER PARAMEDIC (UFFW):

Classification	Rate of Pay (Effective December 18, 2011)	
	Biweekly	Annually
Firefighter – Entry Level (first 3 months)	\$1,781.06	\$46,307.57
Firefighter – 2 nd Step (after 3 months)	\$1,929.48	\$50,166.53
Firefighter – 3 rd Step (after 1.25 years)	\$2,137.27	\$55,569.08
Firefighter – 4 th Step (after 2.25 years)	\$2,374.74	\$61,743.43
Firefighter – 5 th Step (after 3.25 years)	\$2,523.16	\$65,602.39
Firefighter – 6 th Step (after 4.25 years)	\$2,730.95	\$71,004.94
Firefighter – First Class (after 5 years)	\$2,968.43	\$77,179.28

- ⊗ An Entry Level Firefighter, who has met all standards, typically progresses to the 2nd Step after three (3) months.
- ⊗ A 2nd Step Firefighter, who has met all standards, typically progresses to the next step after twelve (12) months and thereafter.

PARAMEDIC (MGEU):

Classification	Rate of Pay (Effective February 1, 2009)	
	Biweekly	Annually
Emergency Paramedic 1 (after 24 months)	\$1,838.27	\$47,794.98
Emergency Paramedic 2 (after 36 months)	\$2,106.92	\$54,780.01
Emergency Paramedic 2 (after 42 months)	\$2,126.99	\$55,301.99
Emergency Paramedic 2 (after 48 months)	\$2,421.29	\$62,953.56
Emergency Paramedic 2 (after 5 years)	\$2,493.75	\$64,837.55
Emergency Paramedic 2 (after 11 years)	\$2,569.56	\$66,808.57

- ⊗ An entry level Attendant Trainee, who has met all standards, typically progresses to Emergency Paramedic I after twelve (12) months.
- ⊗ An Emergency Paramedic I, who has met all standards, typically progresses to Emergency Paramedic II after twelve (12) months and thereafter.

COMMUNICATION OPERATOR (CUPE AND MGEU):

Classification	Rate of Pay (Effective January 3, 2010)	
	Hourly (42 Hours)	Biweekly
Operator – Communications (first 12 months)	\$19.02	\$1,597.73
Operator – Communications (after 12 months)	\$22.64	\$1,902.27
Operator – Communications (after 24 months)	\$25.95	\$2,180.28
Operator – Communications (after 36 months)	\$29.67	\$2,492.89
Operator – Communications Senior (after 5 years)	\$31.94	\$2,683.57
Operator – Communications Senior (after 6 years)	\$32.90	\$2,764.33

TRAINING OVERVIEW – FIREFIGHTER PARAMEDIC:

The training will take approximately 5 weeks in classroom and lab settings with full-time hours being required. Class hours initially will be 8:00 am – 4:30 pm at the Training Academy – 2546 McPhillips Avenue.

- Day 1: Introduction to Facility, Professionalism, Rank and Command, Personal Protective Equipment, Employee Orientation, Blue Cross
- Day 2: Health and Safety Presentation, Patient Assessment, ID Tags / Picture, Handbook, Protocols
- Day 3: Respectful Workplace, Medical Director Presentation, Peer Support / CISM
- Day 4: Payroll, ECG's
- Day 5: BLS Review, Zoll Monitor, Fire Ride Out
- Day 6: BLS Review, Lifepac 500 and 12, EMS Ride Out
- Day 7: Pharmacology, Fire Driving Simulator
- Day 8: Pharmacology, EMS Driving Simulator
- Day 9: EMS and Fire Communications, e-PCR
- Day 10: IV Maintenance, Fire Ride Out
- Day 11: IV Maintenance, EMS Ride Out
- Day 12: Aboriginal Awareness Presentation
- Day 13: Grief Lecture, CBRNe, Helmet Removal, Stretcher, Stairchair, Scenarios
- Day 14: Crime Scene Preservation, Crown Attorney, Start Fire Orientation, Chiefs Address – PCP's
- Day 15: SCBA, IC / PAS / TIC
- Day 16: Hydrants and Hose, Ladders
- Day 17: Building Construction, Reading Smoke
- Day 18: RIT, Firefighter Survival, Hose Rolls, Ropes and Knots
- Day 19: Pumps and Squad Operations
- Day 20: Flashover
- Day 21-23: Burn Building
- Day 24: Clean-Up, Chiefs Address – FF/PCP's

TRAINING OVERVIEW – PARAMEDIC:

The training will take approximately 3.5 weeks in classroom and lab settings with full-time hours being required. Class hours initially will be 8:00 am – 4:30 pm at the Training Academy – 2546 McPhillips Avenue.

- Day 1: Introduction to Facility, Professionalism, Employee Orientation, City Blue Cross, FPS Blue Cross, Payroll, Handbook, Rank and Command / Accountability / ICS
- Day 2: Part-Time Work, Department Forms, Vehicle Check, ID Tags / Pictures, Respectful Workplace, MGEU, Short-Term Disability
- Day 3: Protocols / Scope of Practice, Special Patients, Bariatric Patient / WRHA Catchment
- Day 4: e-PCR, Communications
- Day 5: Developing Street Smarts, Zoll / Lifepac 500 and 12, Virtual Patient, Patient Assessment
- Day 6: CBRN, PHIA
- Day 7: BLS Review, CPR / Monitoring, STEMI
- Day 8: ECG's, Medical Director Presentation, Systems Assessment Documentation, Grief Lecture
- Day 9: Health and Safety Presentation, Personal Protective Equipment, Peer Support / CISM, Child Birth, Pharmaceuticals
- Day 10: Pharmacology
- Day 11: CTAS, PYXIS
- Day 12: IV Maintenance / Tube Overview
- Day 13: Aboriginal Awareness Presentation
- Day 14: City Tour
- Day 15: Driving, Driving Simulator
- Day 16: Scenarios, Crime Scene Preservation, Crown Attorney
- Day 17: Question and Answer, Practice, Scenarios, Clean-Up, Chiefs Address

TRAINING OVERVIEW – COMMUNICATION OPERATOR:

The didactic and practical sections of the training take approximately 6-8 weeks in classroom and lab settings with full-time hours being required. Class hours initially will be 8:00 am – 4:30 pm at the WFPS Headquarters Classroom, 2nd Floor, 185 King Street. Once completed with the training, the student will be partnered with a preceptor in the Communication Centre for sign off and independent practice in call taking, EMS and Fire dispatch disciplines.

- Section 1:** Introduction to the Winnipeg Fire Paramedic Service, Employee Orientation, Professionalism, Ethics, Customer Service
- Section 2:** Call Receiving, Caller Management Techniques, Emotional Content and Cooperation Scores
- Section 3:** Geography and Response Areas
- Section 4:** Medical Priority Dispatch System, Medical and Traumatic Emergencies, Infection Control and Medical Assessments
- Section 5:** Fire Priority Dispatch System, Fire Terminology, Incident Command, Fire Apparatus Functionality
- Section 6:** Sentinel Telephony System
- Section 7:** Computer Aided Dispatch System
- Section 8:** Radio Communications / Call Check Recorder / Backup Radio Procedures
- Section 9:** EMS Dispatch Procedures
- Section 10:** Fire Dispatch Procedures
- Section 11:** International of Emergency Dispatch and Technician Licensure Requirements / Critical Incident Stress Management

FREQUENTLY ASKED QUESTIONS – MINIMUM QUALIFICATIONS:

Question: *Can I apply before I have met all the minimum qualifications if I intend to complete them once you've accepted my application (i.e. High School Equivalency, etc.)?*

No. You must meet all the minimum qualifications before you apply.

Question: *Where can I find information on becoming eligible for employment in Canada?*

Please contact the Government of Canada's Citizenship and Immigration Centre at <http://canadainternational.gc.ca> or toll free at 1-888-242-2100.

Question: *How can I determine if a medical condition I have makes me ineligible for hire?*

Your physician is the best resource for information on your personal health. We encourage you to book a complete physical with your physician before you decide to submit an application to identify and/or discuss any conditions that may affect your ability to perform essential entry-level job tasks. To aid your physician in understanding the job tasks, they can contact our Occupational Health Nurse at (204) 986-7819.

Question: *How can I demonstrate that I meet the immunization requirements if I do not have any childhood vaccination records?*

Please contact your health provider or physician for their guidance or visit <http://www.gov.mb.ca/health> to inquire how to get a record of immunization.

Question: *I do not have a copy of my high school diploma or equivalency. What will you accept as a suitable replacement?*

We will accept a copy of an official school transcript providing that it clearly indicates you have met the requirements to be awarded the diploma.

Question: *I did not complete a High School Diploma. What will you accept as a suitable equivalent?*

We will accept a High School Equivalency Diploma (i.e. GED), a two-year post-secondary diploma, an undergraduate or applied degree, or an apprenticeship or journeyman certificate. To find the guidelines for completing High School equivalency programs, please refer to the Provincial and Territorial Departments and Ministers Responsible for Education in Canada at www.cmec.ca. Applicants who were educated outside of Canada must have their academic credentials assessed in order to determine and submit a Canadian Grade 12 equivalent. For more information please visit <http://www.cicic.ca/415/credential-assessment-services.canada>.

Question: *I do not live in Manitoba how do I determine if my driver's license and/or demerits meet your province's driver license standards?*

For more information please visit http://www.mpi.mb.ca/english/dr_licensing/drv_records.html.

Question: *Do I need to submit my original course certificates?*

No, at the point of application you must submit copies of your documentation, only if you are offered employment will you be required to produce all original documents.

Question: *I live out of province and must wait until I become a Manitoba resident before I can transfer my driver's license? Will you accept my out of province license until I have this done?*

No. When you receive your conditional offer of employment, you will have approximately six weeks to allow you to meet this standard.

Question: *How do I apply to get my Technician Paramedic license in the Province of Manitoba?*

Please visit the Manitoba Health website for information on applying for a license in the Province of Manitoba and to get information on the new licensing requirements effective January 1, 2009 at www.gov.mb.ca/health/ems/licensing.html.

Question: *I have a paramedic license from another province, how do I apply to get my Technician Paramedic license in the Province of Manitoba?*

You would have to contact Manitoba Health directly at the Personnel Licensing, Manitoba Health, Emergency Medical Services, 1680 Ellice Avenue, Unit 7 (204-945-5300) or on their website at www.gov.mb.ca/health/ems/licensing.

Question: *My Child Abuse Registry Check takes several weeks and I won't have it before the bulletin closes, what can I do?*

Until you receive your completed check you may submit your receipt as proof of application and submit the original record check when you receive it later in the process.

Question: *Is there a form that my doctor has to complete for the vision, hearing and chest x-ray tests?*

As part of this process you can download the vision form, laser eye post op form, and the record of immunization form from our website at www.winnipeg.ca/fps/careers/. There is no official form for the hearing and chest x-ray.

Question: *I have started my vaccination process for Hep A and B but have one more vaccine outstanding, can I still apply.*

Yes, as long as you provide verification that you have started the process.

Question: *How do I know if I have all the required documentation?*

Each job bulletin will come with an attached checklist with all of the required documentation for all positions. Make sure that you have completed the checklist and have attached all required documentation before you send in your application.

FREQUENTLY ASKED QUESTIONS – SELECTION PROCESS:

Question: *How long is the selection process?*

Unfortunately, there isn't a set time frame to follow as the hiring needs of our department fluctuates and are dependent on outside factors such as retirements, funding, city growth, legislation, etc. It may be necessary for us to "speed up" or "slow down" our process in order to meet operational needs. You may be asked to participate in one or more tests in a short period of time or you may need to wait a period of time until sufficient resources are available.

Question: *How often should I expect to hear from the recruitment personnel?*

We attempt to keep you informed and current with information as it is relevant to the status of your file. It is your responsibility to keep us informed if you have a change in contact information or if you will be unavailable for a period of time (i.e. on vacation, out of the country, etc).

Question: *Do you accept out-of town applicants?*

Yes. However, be aware you will be required to travel to Manitoba to participate in the different tests, sometimes with little advance notice. Any costs associated with travel and/or relocation expenses are your own responsibility.

Question: *I have completed additional professional certifications. Do I have an advantage?*

Not necessarily. We accept applications from people from all walks of life and assess their files based on individual skills, experiences, attributes, values, etc. Applicants are measured on their ability to meet / exceed our standards rather than how they compare to other candidates.

Question: *Can you recommend courses to take to better my chances of being selected?*

Due to the competitive nature of the assessment process, we do not counsel or provide recommendations to potential applicants on how to increase their competitiveness. For a list of Primary Care Paramedic training institutions which are accredited by the Canadian Medical Association (CMA) please visit www.cma.ca. For a list of Fire training institutions which are accredited by IFSAC and/or PROBOARD please visit www.ifsac.org or www.theproboard.org.

Question: *Why do candidates pay fees to participate in the hiring process?*

As a municipal organization, our department must be fiscally responsible for managing funds we receive through taxes. To ensure there are enough resources to provide emergency response services, applicants testing procedures must run on a cost-recovery basis. All fees assigned to a specific step in our process are non-refundable and will be required before you can participate in that step.

Question: *Will I be notified if I am determined to be ineligible for the next step in the process?*

Yes. We will notify all applicants of their standing in the process in writing. Although we will attempt to notify all candidates as soon as they are disqualified you may not receive a letter until the recruitment process is complete.

Question: *Why wouldn't you accept another application if you've closed an applicant's file permanently?*

Our recruitment process is highly competitive and designed so that all applicants can prove their abilities. The department's objective is to select individuals we believe are the best suited to provide emergency services in Winnipeg, now and for the future. Decisions are based on the qualifications and suitability of each applicant. Organizational and job fit are vital to success in these professions. When it is determined an applicant cannot, did not and is unlikely to meet our standards in the future, the applicant will be considered unsuitable for the position. As such, each applicant will be given five (5) attempts in the opportunity to compete in our recruitment process. It is felt that continuing to assess an unsuitable individual is neither cost-effective nor respectful to that person, recognizing that there is a cost to apply to any recruitment. If an applicant is unsuccessful after the five attempts, they will be given a lifetime deferral letter advising that any future applications for employment will not be considered with our Service.

FREQUENTLY ASKED QUESTIONS – APPLICATION / PRE-SCREEN:

Question: *I applied within the current year, during your last recruitment, but failed the testing, can I apply again?*

Anyone may apply at any time to a posted bulletin. However, the WFPS reserves the right to disqualify you from the process if your current resume does not indicate that you have participated in additional training/education/experience to improve your skills (and the probability that you can pass on a re-test) since your last application. The additional training/education/experience must be clearly outlined in your cover letter and identified in your resume. Since past performance is a good indicator of future performance; without any information on upgrading activities the WFPS will assume that you would be unlikely to meet our standards upon a re-test and would not be considered for the current recruitment. Each applicant will be given five (5) attempts in the opportunity to compete in our recruitment process.

Question: *If I had applied to the Winnipeg Fire Paramedic Service previously and was unsuccessful, how do I re-apply?*

You can re-apply following the current application protocols outlined in this manual and on the Winnipeg Fire Paramedic Service's website at www.winnipeg.ca/fps/careers.

Important Re-Application Notes:

- ⌘ You must meet the minimum qualifications at the time of your re-application.
- ⌘ You will be required to follow the hiring process protocols (including fees) that are in place at the time of your re-application.
- ⌘ You will need to indicate in your application any initiatives you have engaged in to improve your skills.
- ⌘ You will be required to complete and submit a new application package using current document versions that are posted on the Winnipeg Fire Paramedic Service's website at the time of your re-application.

Question: *What happens after you've received my application?*

Your application package will be assessed for compliance and completeness. A review of your file will be conducted to determine your eligibility. You will be advised if you are advancing to the next stage or if not, of your eligibility to re-apply.

Question: *It has been some time since I submitted my application. If I haven't heard anything does this mean I am not being considered?*

You will be notified as to our decision regarding your application. Our typical method of notification is by mail.

- ⌘ There are many steps involved in our pre-screening process. This course of action can take some time to complete and your patience is appreciated.
- ⌘ If you haven't heard anything for a while, it may be that your package was incomplete or there is important information missing or requiring clarification. If this is the case, it will result in a delay in the processing of your application and our response back to you.
- ⌘ You may wish to pro-actively think back to the information and documents that you submitted to try and identify what is missing and if possible, produce new items to rectify any deficiencies.
- ⌘ In compliance with provincial and municipal legislation, we will only provide a status update to the applicant. In the interest of protecting the privacy of the individual, we cannot release this information to family, friends or associations to the candidate.

FREQUENTLY ASKED QUESTIONS – WRITTEN / PRACTICAL TESTS:

Question: *If I am chosen to go in for testing, how long should I expect to be at the test site?*

It will take between three to four hours to complete the test session. You are expected to be on-site and prepared to write at your scheduled time. Once the test begins, no late arrivals will be allowed. There will be a ten minute rest period during the test; you may wish to bring a snack, beverage etc. for this break period.

Question: *What should I bring with me to the test?*

All the material you require for the test will be provided. The only item you need to bring is photo identification; preferably your driver's license.

FREQUENTLY ASKED QUESTIONS – PANEL INTERVIEW:

Question: *If I qualify for an interview; what should I bring?*

When your interview has been booked, we will send you an email outlining the items you are expected to bring to your appointment.

The items required are as follows:

- ⌘ Your driver's license for identification purposes.
- ⌘ Your Social Insurance Card.
- ⌘ A current copy of your resume if you wish (optional).
- ⌘ A reference list containing the names and current contact information for a minimum of three employment references; these references need to be able to offer a professional perspective of you and your work ethic.

Question: *What if I cannot come up with an answer to an interview question?*

You can ask to gather your thoughts or to bypass the question and return to it later. If you cannot recall a specific experience to share, try to reflect back on any volunteer experiences or situations that you have dealt with involving your family or friends.

Question: *How can I prepare for my interview?*

Don't wait until the last minute to prepare! Practice and preparation ahead of time are essential to your success. Our hiring needs may dictate a rapid turnaround between your written and practical test and your interview. If you are from out of town / province, be prepared to travel to and/or stay in Winnipeg on short notice or to stay over several nights or throughout the weekend.

FREQUENTLY ASKED QUESTIONS – UNIVERSITY OF MANITOBA TESTING:

Question: *Where can I take the Candidate Physical Fitness Evaluation?*

Testing will be scheduled by the Winnipeg Fire Paramedic Service with the University of Manitoba Physical Education Department. Applicants will only be scheduled for this testing if they are successful through Steps 1 and 2 of the recruitment process. Testing must be current and have been completed within the previous six (6) months. For more information please visit <http://umanitoba.ca/faculties/kinrec/bsal/programs/occupation/fire/> for the Firefighter Paramedic assessment and <http://umanitoba.ca/faculties/kinrec/bsal/programs/occupation/paramedic/> for the Paramedic assessment.

Question: *Do you accept the Candidate Physical Ability Test (CPAT)?*

As of April 27, 2007, the Winnipeg Fire Paramedic Service adopted a new job related physical fitness standard for all recruits – the Candidate Physical Fitness Evaluation. The Winnipeg Fire Paramedic Service will no longer be accepting CPAT as an alternative physical test. All applicants will have to successfully complete the testing administered by the University of Manitoba.

TRAINING PROGRAMS:

For a list of Primary Care Paramedic training institutions which are accredited by the Canadian Medical Association (CMA) please visit www.cma.ca.

For a list of Fire training institutions which are accredited by IFSAC and/or PROBOARD please visit www.ifsac.org or www.theproboard.org.

City of Winnipeg Fire Paramedic Service



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