

## Key Largo EMS Paramedic Hiring Policy – Revised March 2011

Posting for an open Paramedic position shall be advertised in the local newspaper and website indicating that Key Largo EMS is accepting applications for an Paramedic position for 14 days after posting of the notice. Applications for a Paramedic position will be held for 180 days from date of application.

### Minimum Qualifications:

Poses a Florida State Paramedic License, current ACLS certification, current CPR certification, EVOC certification, and a valid Florida Driver's License. Must pass a background checks for Driver's License, FDLE, Federal background check, Drug Free Workplace Screening, and previous employment check.

### Point Scoring System Utilized for Placement Consideration:

1. Membership with Key Largo EMS (max. 10%):
  - a. One point for each year of service completed volunteering with Key Largo EMS with a maximum of ten points. (12 months = 1 point, 24 months = 2 points, 36 months = 3 points, etc.)
2. EMS Experience (max. 10%):
  - a. One point for each complete year (12 month periods) of service with a 911 ALS service with a maximum of ten points.
  - b. One-half point for each complete year (12 month periods) of service with a non-911 service (i.e. interfacility transport service or BLS transport service) with a maximum of five points.
3. Written Exam (max. 30%)
  - a. Must pass a written exam with a minimum score of 80%, and points will be awarded based on the number of questions not to exceed 30 points. Questions will be based on the industry standards related to ALS care.
4. Practical Exam (max. 30%)
  - a. Must pass a practical ALS level exam consisting of three scenarios. One scenario will be medical related, one trauma related, and one will be a cardiac arrest. Critical errors will be incorporated into the events and points will be awarded on recognizing the areas identified as being essential. A maximum of ten points per

scenario will be awarded. The practical exam is a critical part of the testing process, and a person that does not demonstrate an ability to function appropriately will be disqualified.

5. Oral Interview (max. 20%)

- a. An oral interview panel will evaluate the candidate based on the questions asked and a point score will be assigned. Each candidate will be asked several questions generated by the interview panel and a score assigned on their response. All candidates will be asked questions of similar quality, if not the exact same question.

This scoring criterion will yield a maximum total of 100 points (or 100%) and a candidate will be assigned a numerical score. Selection will be based on the score a person achieved, starting with the highest numerical value, working downward from the highest score. A "list" will be established for future openings; and future paramedic openings will be filled for 180 days using this "list" rather than going thru another candidate evaluation process. Newly hired candidates are subject to employment termination without cause during their first six months of employment with Key Largo EMS.