

Washington County Emergency Medical Services Hiring Process Information and Instructions

Thank you for inquiring about employment with the Washington County Emergency Medical Services Department. Applications are currently being accepted for the position of Field Paramedic and Field EMT. We currently do not have dates made for our next hiring process. Please complete the following information as accurately as possible and we will contact you about dates and times of the next process.

OUR SYSTEM

Washington County EMS was established in 1979 as a separate and distinct County department. Created as fully accredited and licensed Mobile Intensive Care Unit Service over 25 years ago the department is still fully MICU licensed. WCEMS is currently operating five (1 as a reserve) Ford F-350 type III MICU ambulances. The EMS Department has evolved over the past 25 years to a comprehensive emergency medical system that covers over 700 square miles of response area including Lake Somerville which brings nearly 1 million visitors a year to our county. Comprehensive, meaning all encompassing, we provide all aspects of care for the citizens and visitors of our response area. In addition to the emergency and non emergency needs of our response area WCEMS also provides a special operations division that trains in open water, hazardous materials (WMD), confined space, technical rescue situations, and provides a full support to the local SWAT team through an accredited TEMS (tactical EMS) program. WCEMS is dedicated to ensuring our Paramedics are properly trained for any situation that could arise. The special operations team also provides an advanced life support bike team that supports local events and dense population gatherings.

EMS Training & Clearance to Practice Process

Applicants selected for employment will attend an extensive Field Training Process lasting a minimum of 6 weeks for newly hired Field Paramedics. The process begins with a 48 hour New Employee Orientation Program (NEOP) where the probationary paramedic will ride as a third attendant and undergo extensive lecturing by an assigned FTO, the Clinical Improvement & Compliance Captain, and the Director of EMS. The process continues through three different phases where the probationary paramedic is assigned to a specific field training officer (FTO). Each phase (**Instructional, Observational, and Evaluation**) will focus on unique aspects of our system and allow for a gradual buildup of independence. Examples of curriculum during the FTO process are:

- WCEMS Policies & Procedures
- Proper Communications
- System Specific Airway Management
- Cardiology – 12 LEAD Interpretation
- System Specific Invasive Procedures
- Emergency Vehicle Operations
- Incident Command Procedures

The Position

Paramedics and EMT's with the WCEMS must be very independent and also able to work under immediate supervision. They also must be able to perform complicated medical procedures under both favorable and adverse conditions as well as implement policies and direction of EMS Administration. Our full time paramedics work a 24hr on / 48hr off shift rotation schedule. We do however hire part time paramedics from time to time to work a "peak time" unit. These shifts are 12 hr shift rotations.

Job Title: Paramedic
Pay Grade: 6
Salary: \$11.50/hr (\$38,410/yr)
Schedule: 24/48
Supervisor: Lieutenant

- The Salary listed above is the **base salary only**.
- Every hour over 40 hrs/wk is paid time and half.
- Overtime and Holiday Pay varies depending upon shift assignment
- Benefits package includes
 - 100% paid employee health insurance
 - Life Insurance
 - Paid Sick Leave
 - Paid Vacation Leave
 - Excellent Retirement Plan (TCDRS)
 - Paid Training (ACLS, PALS, PHTLS, CE, etc...)
 - Longevity Pay
 - Paid Military Leave
 - Paid Jury Duty

Examples of Duties:

- Carry medical and/or rescue equipment and care for patients in a variety of unique and **physically challenging situations**
- Work in a variety of situations, including hazardous environments (i.e. roadways, damaged vehicles, etc...)
- Perform medical rescue in a variety of environment conditions such as, high temperatures and humidity, and other weather conditions
- Work in protective clothing such as bunker gear, traffic safety vest and other PPE
- Work 24 hr on and 48 hr off schedules or alternative shift schedules as needed to meet the system needs
- **Work additional overtime shifts as required.**

Qualifications

To be eligible for employment:

1. You must have graduated from High School (or an equivalent).
2. You must hold a valid state or National Registry Paramedic Certification and be able to obtain a paramedic certification with the state of Texas Department of State Health Services no later than one week prior to the starting date of employment.
3. You must be physically capable of performing the job responsibilities

Preferred:

1. Hold a current certification in ACLS.
2. Hold a current certification in PHTLS or BTLS.
3. Hold a current certification in PALS.

Application Instructions

The application is used to obtain detailed information concerning your eligibility for employment with the Washington County Emergency Medical Service Department. It is important that you answer all questions completely and honestly. Any false statement or omission of information regarding any subject in this application may result in the rejection of your application. If you do not understand any of the information or you have questions, contact us at (979)277-6267 to ask for clarification.

The application and all additional information can be faxed, mailed, or returned in person to WCEMS. Normal hours of operations are Monday through Friday, 8:00am to 5:00pm (excluding County holidays). The fax number is (979)277-6270. If you fax your application please bring the original the first day of the hiring process. If you are mailing your application, address it as follows:

Washington County EMS
Attn: Loretta Olsen – Administrative Secretary
1100 E. Blue Bell Rd.
Brenham TX 77833

Once the application and information has been received it will be reviewed by the EMS Administration to determine eligibility for continuing the hiring process. Only the top candidates will be selected to continue the testing phase of the hiring process. Please wear comfortable (athletic) clothing to the hiring process **testing day**. This date, time, and location will be made available to you during phone call notifications.

Application Check List

The following list is intended to aid you in completing the application and assuring you will not be excluded from the testing process due to improper paperwork.

- A completed and signed original Washington County application
- A completed application questionnaire
- At least 6 professional references and signed reference authorization form
- A copy of your current paramedic certification/license
- A copy of your current driver's license
- A copy of your original and not laminated social security card
- A copy of any additional certification (i.e. ACLS, BTLs, PALS, etc...)

Testing Process

The hiring process which will include 4 phases: Written Application & Questionnaire Form (see above description), Written Test, Physical Exam (Ability Testing), and an Oral Interview.

1. The Application Form Process:

This has already been explained in detail (see above)

2. The Written Test:

WCEMS believes it is important to place an emphasis on the knowledge base of the EMT, Intermediate or Paramedic prior to employment with Washington County EMS. The test will be generated from a **National Curriculum** found in EMT-B as well as Paramedic textbooks and websites. This will not be a service specific exam. There will be 50 multiple choice questions and the applicant must score 75% or higher to advance to the next phase of the application process.

3. The Physical Exam Process (Ability Test):

WCEMS feels there is certain amount of importance that should be placed on health in our own system as well as in our application process. We would like to see future, as well as current employees, take better care of their own health in order to provide healthcare services to the residents and visitors of Washington County. It is crucial for administration and the safety of fellow co-workers to see potential future employees perform the essential everyday task of the unique field and austere environment of EMS. The applicant must sign and have notarized the assumption of risk waiver prior to performing the physical ability test.

The Ability Exam will involve 3 phases separated by 2 minutes of CPR on a mannequin.

Phase 1: Run or Walk 1.5 miles. There is no minimum time limit but the candidate must complete without stopping.

Purpose: The purpose of this event is to serve as a proper warm up for the other agility test and to simulate accessing a patient who is not accessible by vehicle. We have several areas in our response area that are not accessible by vehicles. The applicant will then perform 3 minutes of CPR at the conclusion of the walk/run. The event will assess the applicant's ability to use proper body mechanics and cardiovascular/muscular endurance during normal EMS situations.

Failures:

- Inability to complete tasks
- Improper form during medical procedures

TIME BEGINS (20 minutes or less)

Phase 2: Walk up a full set of bleachers and back down a total of two times carrying either the airway bag, trauma bag or drug box (only choose 1 item to carry) then perform 3 minutes of CPR on a mannequin.

Purpose: The purpose of this event is to simulate applicant's ability of climbing stairs while carrying approximately 30-50lbs of medical rescue equipment and then perform CPR adequately. The event challenges the applicant's aerobic capacity, upper body strength, and endurance, lower body strength and endurance, grip endurance and balance.

Failures:

- Dropping equipment
- Inability to complete task

Phase 3: With a partner (preferably a committee member) adequately maintain C Spine and secure a 150 lbs Patient to a back board. Then (with a

partner) carry the Patient secured to the back board 50 yards to the waiting stretcher and secure the Patient to the stretcher. Finally lift the Patient with your partner to fully extend the stretcher and maneuver the stretcher approximately 200' to the parked ambulance. The applicant will then perform 3 minutes of CPR. At this point the Ability Course is complete.

Purpose: The purpose of this event is to simulate applicant's ability to safely lift and maneuver a patient onto a backboard (properly immobilizing), lift the patient onto a stretcher and maneuver the stretcher to an awaiting ambulance for transportation to the hospital. The event will assess the applicant's ability to maintain proper lifting techniques and challenge aerobic/anaerobic and muscular endurance since it closely follows the other events (phase 1 & 2).

Failures: ___ Improper immobilization of patient
___ Dropping patient
___ inability to load patient into ambulance

Phase 4:

The applicant will carry an airway bag (40lbs) approximately 200 feet to a park vehicle with an occupant in the front seat. The applicant will open the rear doors of the car and maneuver himself/herself all the way through the vehicles and exit the other side. At this point drop your bag outside the vehicle and rapidly extricate the mannequin from the vehicle and drag the mannequin approximately 30 ft away from the vehicle.

Purpose: The purpose of this test is to simulate the employee approaching a vehicle with an unconscious but breathing patient. At the time of assessing you notice an unsafe environment and must remove the victim in a rapid fashion.

Failures: ___ unable to climb (with bag) through the vehicle
___ unable to get patient out of vehicle and to a safe area

4. The Oral Interview Process:

Once the Applicant has successfully completed the Application Form Process, Questionnaire, written exam and the Physical Ability Process there will be an oral interview set up with an 4 person committee. There will be a total of 3 oral interview committee members and the EMS Director involved in each oral interview process. This committee will have 1 Captain, 1 FTO, 1 Paramedic Field Staff and 1 EMT Field Staff. Depending on the Applicant, whether EMT, Intermediate or Paramedic, this will determine which Field Staff Oral Interview Committee Member will sit in on the Oral Interview Process. Each Oral Interview Committee Member will ask a total of 3 questions during the oral interview. This will lead to a total of 12 Interview Questions. The applicant will be scored on a points based system of 1-5 (one being low and 5 being high). All scores will be tallied for a total score. Maximum score possible 240 points (4 Interviewers, 12 Questions, Top Score 5 Points). The applicant must score a minimum of 75% to be considered for employment with Washington County EMS. This would make the **minimum score allowed to be 180 points** (75% of 240 maximum points available). The Oral Interview Questions should always be consistent and will be made utilizing National Standards within the normal scope of EMT or Paramedic care.

5. Drug Screen and Medical Physical:

Once the applicant has successfully completed the above listed (1-4) components of the WCEMS hiring process and has received a recommendation to hire from the hiring committee the applicant must submit to a drug screen and medical physical prior to receiving an employment offer.



Washington County Emergency Medical Service

Applicant Information Release

I hereby authorize any person, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold Washington County EMS, any former employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information incident to the employment process.

Signed: _____

Date: _____



REFERENCES

Please provide us with at least six professional references that are not current applicants. If you do not have previous work experience please list your preceptors and professors: (If you need additional space to write please attach to this paper)

Supervisor Name: _____
Hm Phone: _____
Wk Phone: _____
Cell Phone: _____
Email: _____
Company where you worked together: _____
Length of time worked together: _____

Supervisor Name: _____
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Wk Phone: _____
Cell Phone: _____
Email: _____
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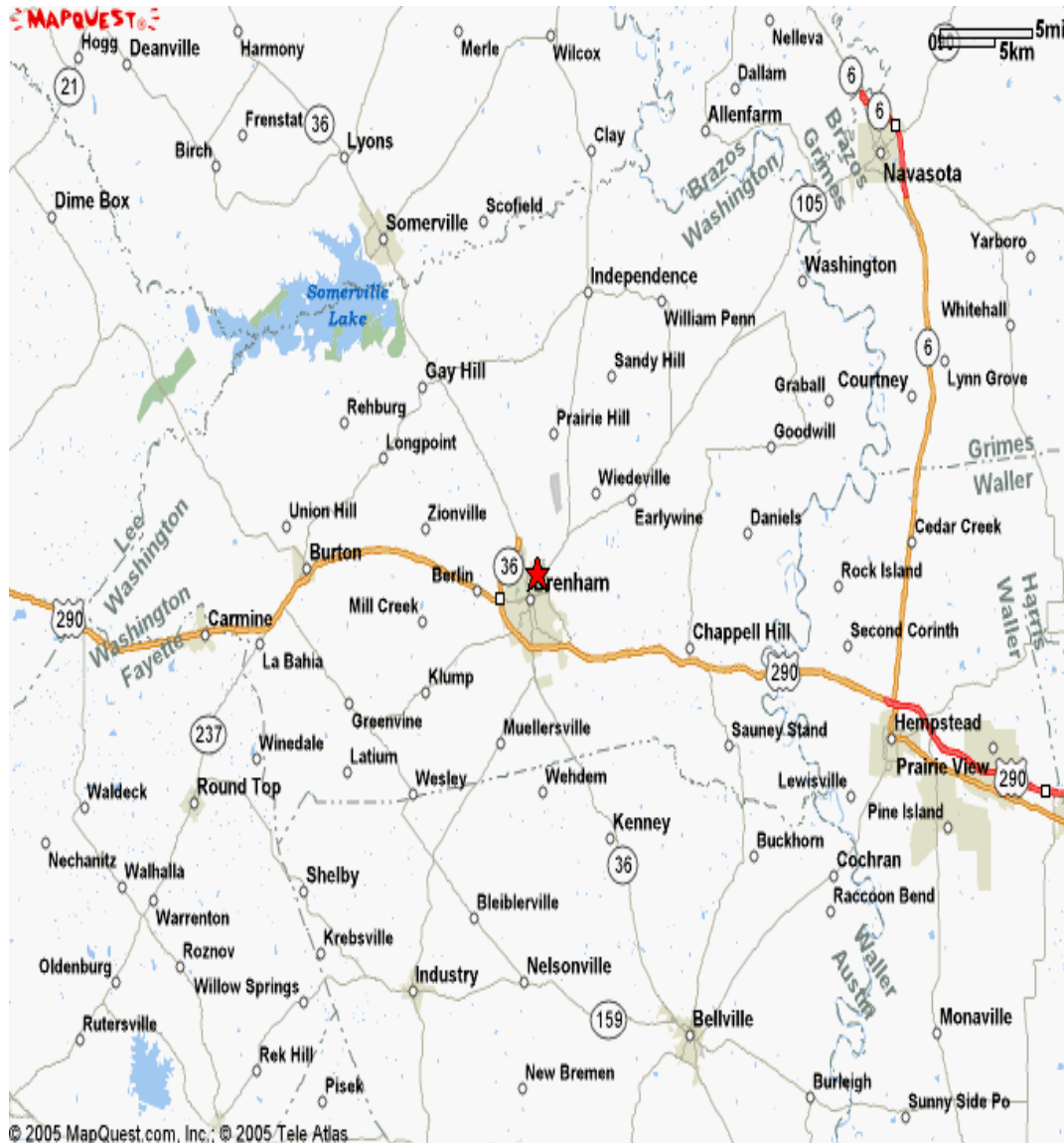
Washington County Emergency Medical Service

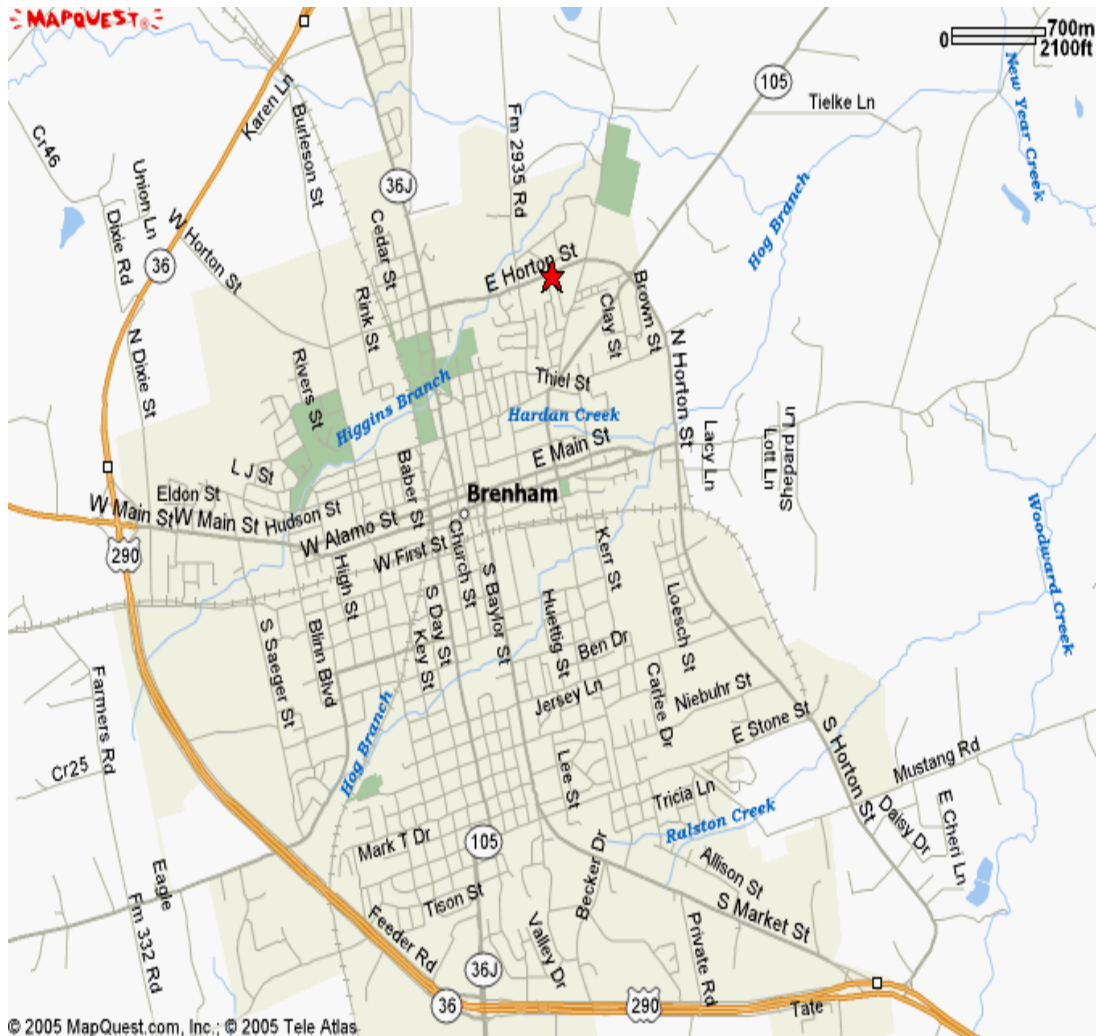
Directions to WCEMS Location:

1100 East Blue Bell Road

Brenham, Texas 77833

(979)277-6267





From Hwy 36 South (Bellville area): Head West on Hwy 290 West. Do not take the 290 West loop to Austin instead drive straight onto Hwy 36 North towards Waco. At Blue Bell Road (FM 577) take a right. Washington County EMS, 1100 East Blue Bell Road, will be on your right.

From Hwy 36 North (Somerville area): Head South on Business Hwy 36. Take a left on Blue Bell Road (FM 577). Washington County EMS, 1100 East Blue Bell Road, will be on your right.

From 290 West (Austin): Head East on Hwy 290 W and exit Hwy 36 North towards Waco. At Blue Bell Road (FM 577) take a right. Washington County EMS, 1100 East Blue Bell Road, will be on your right.

From 290 East (Houston): Head West on Hwy 290 E and exit Blue Bell Road (FM 577) to the right. Washington County EMS, 1100 East Blue Bell Road, will be on your left.

From Hwy 105 (Navasota): Head West on Hwy 105 and take a right on Blue Bell Road (FM 577). Washington County EMS, 1100 East Blue Bell Road, will be on your left.

From Hwy 50 (Bryan / College Station): Head South on Hwy 50 and take a right on Hwy 105. Head West on Hwy 105 and take a right on Blue Bell Road (FM 577). Washington County EMS, 1100 East Blue Bell Road, will be on your left.



Washington County Emergency Medical Services

The Hiring Process also includes a **DPS Criminal Background Check** prior to being hired that is required by the applicant. The process is fairly easy and involves a few steps:

1. **COMPLETED FINGERPRINT CARD**

You will need to go by your local Sheriff's Dept and get a completed fingerprint card, which needs to include the following information:

- Printed last name, first name, middle name of individual, including all alias names
- Sex, race, and date of birth
- Social Security Number
- Complete, legal set of ten rolled fingerprints and simultaneous impressions

2. **WRITTEN REQUEST FROM THE INDIVIDUAL**

A letter requesting your records will need to be sent with the following information:

- Individual's printed name, phone number and mailing address for response **OR** If you would like your records to be sent directly to us just include

Washington County EMS

Attn: Loretta Olsen, Adm. Secretary

1100 East Blue Bell Rd.

Brenham, Texas 77833

Phone 979-277-6267

3. **PAYMENT**

Just simply mail in the fingerprint card along with the written request and payment to the following address below with a check or money order made out to the Texas Department of Public Safety for \$15.00:

Texas Department of Public Safety

Crime Records Service

P.O. Box 15999

Austin, Texas 78761-5199

****If you have questions concerning this process feel free to contact our office @ 979-277-6267 and speak with Loretta Olsen~Adm. Secretary or Bryan Ruemke~Captain**

****If you have had a DPS Criminal Background Check within the last year, please turn it in when you turn in your application and disregard this part of the paperwork.**