

Karnes County Emergency Medical Services

Hiring Process Document



Our Core Values:

- Integrity
- Compassion
- Selflessness
- Professionalism

Please review the following document regarding the hiring process for Karnes County EMS. Following the review of all the listed materials, please complete the attached application for employment located at the end of this document. After you have completed the application, please submit the completed document(s) along with a current copy of your resume to:

Assistant EMS Chief - Derek Lappe
derek.lappe@co.karnes.tx.us

-AND-

Human Resources Director - Lacy Pruski
lacy.pruski@co.karnes.tx.us

This document will serve as an explanation of the required objectives needed to obtain employment at Karnes County EMS. Outlined below are the individual steps that are needed for the candidate to successfully complete in order to move forward with each step of the hiring process.

This document should not be considered or interpreted as a contract or guarantee of employment.

Each candidate will be required to successfully complete the following phases; Application Phase, Interview Phase, Clinical Phase. Each of the phases will be defined below.

Karnes County EMS provides Equal Employment Opportunities (EEO) to all employees and applicants for employment without regard to sex, race, color, religion, national origin or age. In addition to federal law requirements, Karnes County EMS complies with applicable state and local laws governing nondiscrimination. This policy applies to all terms and conditions of employment, including recruiting, hiring, promotion and termination.

Note: At any time should a candidate not meet the requirements established in this document, the candidate may become ineligible for employment. The EMS Chief, Assistant EMS Chief and/or Medical Director have ultimate authority regarding the employment decision(s) of the candidate.

Application Phase

Any candidate wishing to gain employment with Karnes Co. EMS will have the opportunity to submit a completed application for employment to the business office of the agency or the County of Karnes. The Karnes Co. EMS business office is located at: 707 W Main St , Kenedy TX , 78119 and can be contacted Monday - Friday 0800hrs-1700hrs at (830)-583-9237.

Please see attached job description for full explanation of expectations and duties.

The following items are required for the Application Phase:

- Complete and return an accurate application for employment
- Accurate resume containing prior employment history (for a minimum of the last five calendar years), professional references, strengths, awards/recognition, etc
- High School Diploma or GED equivalent
- Current certification/licensure from Texas Department of State Health Services at the level of candidate application i.e (EMT-B, AEMT, EMT-P, LP) without any prior history of disciplinary action by the department
- Current AHA BLS CPR certification
- Current AHA ACLS and PALS certification - *Paramedic Candidates Only*
- PHTLS / ITLS preferred but not required
- Valid Texas Drivers License (driving history will be verified)
- Ability to pass a pre-employment criminal history check and drug screen

Any application that is received will be reviewed by a hiring committee to include (but not limited to): EMS Chief, Assistant EMS Chief, EMS Captain(s), Field Training Officer(s) and/or Human Resource Director. At that time, the hiring committee will review the candidate's application and select/decline the candidate for the next step in the hiring process.

Items that will be taken into consideration and will assist with the decision of the hiring committee for successful/unsuccessful completion of the application phase are (but not limited to):

- Prior experience of the candidate as a certified/licensed EMS professional
- Prior employment history (to include background questionnaires)
- Professional references phone interviews
- Additional certifications i.e. (Instructor, Critical Care, etc)

Once the decision is made, the candidate will be contacted and informed of their successful/unsuccessful completion of the application phase. If successful, the candidate will receive further instruction regarding the next step in hiring process; the interview phase.

Interview Phase

Following successful completion of the application phase listed above, the candidate will proceed to the interview phase outlined below.

The candidate will be scheduled for an initial interview with the hiring committee. On the date that is scheduled, prior to the interview, the candidate will be required to complete a written competency exam. The exam will be utilized to score the individuals overall knowledge on EMS operations and patient care (within the scope of their respective level of training/certification). The minimum passing score of the written exam is seventy-five (75).

During the initial interview, the candidate will be asked a pre-determined series of questions regarding personal attributes, strengths and weakness. The candidate will also be asked questions related to their knowledge of patient care at their certified level of training. The candidate should be prepared to answer scenario based questions directly related to safe and effective patient care at random.

Following completion of the initial interview the hiring committee will evaluate the responses given to questions asked during the interview process along with the score of the written exam. Based on the candidate's performance, the hiring committee will select the best qualified individual(s) to proceed onto the final interview.

The final interview will be scheduled with the candidate and will be conducted by the EMS Chief(s). During the final interview, the candidate can be expected to have similar questions and scenarios that were asked and/or discussed during his/her initial interview.

At the completion of the final interview, the EMS Chief(s) will evaluate responses and feedback from the hiring committee resulting from the initial interview as well as the candidate's performance during his/her final interview.

The EMS Chief(s) will then make a determination to either extend a conditional offer for employment with the agency or withhold.

Items that will be taken into account for the decision of the hiring committee and EMS Chief(s) for the candidate's successful/unsuccessful completion of the interview phase are (but not limited to):

- Ability to work as a member of a team
- Ability to work well with other healthcare professionals
- Possess the knowledge of a competent EMS clinician and evidence based practice
- Answers scenario based questions related to patient care in an appropriate manner

If offered tentative employment with the agency, the candidate will then be provided instructions and scheduled for the upcoming onboarding phase. The candidate will be allowed a 14 calendar day notice to current employer.

Tentative is defined as contingent upon successful completion of a criminal history check, driving history check and drug screen.

Onboarding Phase

Administrative Orientation - The candidate will be scheduled for an administrative orientation (approximately 3-4 hours) immediately following the acceptance of a conditional employment offer. Objectives to be completed during administrative orientation are as follows:

- Provide and complete all human resources documentation
- Complete pre-employment drug screen
- Provide syllabus/schedule for Karnes Co EMS New Hire Academy
- Capture photo for employee identification badge
- Sizing for Karnes Co EMS uniforms

At the completion of the administrative orientation, the candidate will fulfill/honor any notice of resignation with his/her previous employer. During that period of time, Karnes Co EMS command staff will begin to acquire credentials for the candidate in order to access all electronic platforms used by the agency in their normal scope of business.

New Hire Academy - Prior to initiating the field internship period, the candidate will be required to attend a four (4) day new hire academy. The candidate will be provided all of the needed documents and/or resources prior to or during the new hire academy.

Below is a sample syllabus for the Karnes Co EMS new hire academy:

Day 1 Objectives:

- Statement(s) by EMS Chief
- History of Karnes Co EMS
- Karnes Co EMS mission statement & core values
- Expectations of personnel
- Introduction to Karnes Co EMS communication platforms
- Introduction & orientation to TimeClockPlus
- Karnes County Employee Handbook
- Karnes Co EMS Policy & Procedure Manual
- Karnes Co EMS Clinical Operating Guidelines

Day 2 Objectives:

- Introduction & orientation to RescueNet Tablet PCR
- Electronic patient care documentation requirements
- Quality assurance/improvement processes and workflow
- Operative IQ inventory management (i.e. supply rooms)
- Operative IQ electronic checksheet
- Pulsara

Day 3 Objectives:

- EMS apparatus orientation and operations (static)
- EMS apparatus driving operations (dynamic)
- Local area orientation and navigation
- Medical equipment orientation

Day 4 Objectives:

- Medical equipment orientation (continued)
- Medical and trauma scenarios (static)
- Medical and trauma scenarios (dynamic)
- Discuss and review field internship policy
- Assign field training officer (FTO) for field internship period
- Assign schedule assignment for field internship period

During the New Hire Academy, the candidate will be expected to attend and complete all of the required objectives as well as maintaining professional behavior and exemplary work ethic. Should the candidate not complete the stated objectives or he/she displays interactions/behavior deemed to be inappropriate, he/she will be dismissed from the new hire academy and the conditional employment offer shall be terminated.

Once successfully completed, the candidate will proceed into the final portion of the clinical phase; The field internship period.

Field Internship Period - During this period, the candidate will be scheduled to a duty shift (48/96 hr rotation) and assigned to a field training officer (FTO). The candidate will practice under the direct supervision of his/her FTO during the course of patient care and EMS operations. The candidate and FTO(s) will also review and complete all of the required objectives, equipment competencies and performance evaluations as listed in the Karnes Co EMS *New Hire Field Training Program*.

During the field internship period the candidate is expected to show improvement and progression within their performance evaluations that will be completed by and discussed with their assigned FTO. If, during the field internship period the field training officer (FTO) encounter a need for remediation of the candidate, he/she shall have a conference with the candidate on the needed areas of improvement and/or remediation. Should there be a significant operational, clinical or behavioral concern identified by the FTO, he/she shall schedule a conference with the candidate, EMS Captain and/or Assistant EMS Chief. Following the remediation conference with the candidate, should the concern(s) previously identified continue or repeat, the candidate may be released from the field internship period and conditional employment shall be terminated.

At the completion of the thirty (30) day field internship period, the candidate will be scheduled for his/her provider credentialing. As stated in the *New Hire Field Training Program*, the credentialing process will include the following:

- Clinical Operating Guidelines Exam: (Minimum passing score of 70%)
- Oral Scenario (General Medical): Pass/Fail
- Oral Scenario (Special Populations): Pass/Fail
- Dynamic Cardiac Arrest Scenario: Pass/Fail
- Dynamic Rapid Sequence Intubation Scenario: Pass/Fail *Paramedic ONLY*

Once the candidate has successfully completed the provider credentialing objectives, a final conference will take place with the candidate to review all of the performance evaluations and documentation that was completed by his/her field training officer during the field internship period. The candidate will then be provided an *Authority to Practice* issued by the Karnes Co EMS Medical Director and released from the Clinical Phase of the hiring process.

Once released, the candidate will then be scheduled to an assigned duty shift as a credentialed crew member by the EMS Chief(s).

Thank you for your interest as a potential employee of Karnes County EMS! We take the utmost pride in our employees and the patient care they provide to the citizens and visitors of Karnes County. We hope the information listed above and attached below have described the hiring process established by our department. Should you have any further questions please contact our business office at (830)-583-9237.

Sincerely,



Casey Ebrom EMT-P, FP-C
EMS Chief
Karnes County EMS
Office: 830-583-9237
Cell: 830-623-1667
Fax: 830-583-0684
casey.ebrom@co.karnes.tx.us



KARNES COUNTY EMS
 707 W. Main Street
 Kenedy, Texas 78119
 (830) 583-9237



APPLICATION FOR EMPLOYMENT

Thank you for your interest in employment with Karnes County EMS!
 Please type or print, and fill out this application completely.
 Falsification of information provided is cause for disqualification of employment.

Name: _____
Last First Middle

Date of Application: _____ Position Applied For: _____

Address: _____
Street or PO Box City State Zip

Telephone: _____ Cell: _____

Email: _____

Are you lawfully permitted to work in the United States of America? Yes No
 (Proof of citizenship or immigration status will be required if employed.)

On what date would you be available to begin work? _____

Are you available to work: Full Time Part Time

Are you currently on "lay-off" status and subject to recall? Yes No

Do you have any family members currently employed by Karnes County? Yes No

Have you ever been convicted of a felony? Yes No
 (Conviction does not necessarily disqualify applicant from employment.)

If yes, please explain: _____

Are you a Veteran of U.S. Military Service? Yes No If yes, what Branch? _____

List any related professional, trade, business, or civic activities and offices held. (You may omit those which indicate or disclose race, color, religion, sex, age, national origin, or handicap.)

Karnes County EMS – Application for Employment (continued)

EDUCATION

Elementary School	High School	College/University	Graduate/Professional
Name:	Name:	Name:	Name:
Years Attended:	Years Attended:	Years Attended:	Years Attended:
Location:	Location:	Location:	Location:
		Degree/Diploma:	Degree/Diploma:

EMS TRAINING

EMT-Basic	EMT-Advanced	Paramedic
Academy Name:	Academy Name:	Academy Name:
Location:	Location:	Location:
Year Graduated:	Year Graduated:	Year Graduated:

EMS CERTIFICATIONS

TX DSHS Cert	NREMT Cert	BLS/CPR	ACLS	PALS
Number:	Number:	Agency:	Agency:	Agency:
Level:	Level:	Exp. Date:	Exp. Date:	Exp. Date:
Exp. Date:	Exp. Date:		N/A	N/A

OTHER EMS CERTIFICATIONS

List any other relevant certifications, awards, or honors:

Karnes County EMS – Application for Employment (continued)

EMPLOYMENT HISTORY

Please list your previous employers, starting with the current/most recent.

Employer:		
Position Held / Work Performed:		
Supervisor Name:		Telephone:
Employed from:	Employed to:	Wage:
Reason for leaving:		

Employer:		
Position Held / Work Performed:		
Supervisor Name:		Telephone:
Employed from:	Employed to:	Wage:
Reason for leaving:		

Employer:		
Position Held / Work Performed:		
Supervisor Name:		Telephone:
Employed from:	Employed to:	Wage:
Reason for leaving:		

Employer:		
Position Held / Work Performed:		
Supervisor Name:		Telephone:
Employed from:	Employed to:	Wage:
Reason for leaving:		

Karnes County EMS – Application for Employment (continued)

Employer:		
Position Held / Work Performed:		
Supervisor Name:		Telephone:
Employed from:	Employed to:	Wage:
Reason for leaving:		

Employer:		
Position Held / Work Performed:		
Supervisor Name:		Telephone:
Employed from:	Employed to:	Wage:
Reason for leaving:		

Employer:		
Position Held / Work Performed:		
Supervisor Name:		Telephone:
Employed from:	Employed to:	Wage:
Reason for leaving:		

Employer:		
Position Held / Work Performed:		
Supervisor Name:		Telephone:
Employed from:	Employed to:	Wage:
Reason for leaving:		

Karnes County EMS – Application for Employment (continued)

SPECIAL SKILLS AND QUALIFICATIONS

Summarize your special skills and qualifications from employment or other experience:

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PROFESSIONAL REFERENCES

List three professional references (can be from previous employers):

Name:	Phone:	Years Known:
Email:		Agency:

Name:	Phone:	Years Known:
Email:		Agency:

Name:	Phone:	Years Known:
Email:		Agency:

PERSONAL REFERENCES

List three personal/character references not related to you who are not previous supervisors:

Name:	Phone:	Years Known:
Email:		Relation:

Name:	Phone:	Years Known:
Email:		Relation:

Name:	Phone:	Years Known:
Email:		Relation:

PLEASE READ CAREFULLY BEFORE SIGNING

The following policy statements apply to an applicant IF HIRED:

1. Employment with Karnes County is for no definite period of time. Karnes County may change wages, benefits, and conditions at any time.
2. County may terminate employment at any time without liability for wages or salary except as such may have been earned at the date of termination. If requested by the management at any time, employee must submit to a search of person, desk, locker, etc. assigned to him/her, and must waive all claims for damages on account of such examination.
3. This application for employment is not, and is not intended to be, a contract of employment, and no employment contract is being offered.

APPLICANT’S CERTIFICATION AND AGREEMENT

I have read, understand, and agree to the above statements, if hired.

I certify that answers given herein are true and correct to the best of my knowledge and understand that any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal to hire, or, if hired, termination from employment. I authorize investigation of all statements contained in this application and other included documents as may be necessary in arriving at an employment decision. I hereby release from liability any person(s) or organization(s) giving such information.

Signature

Printed Name

Date