 <p>MONTGOMERY COUNTY EMS EMERGENCY MEDICAL SERVICE</p>	<p><i>Montgomery County Emergency Medical Services</i> Jimmie Edwards, RN, EMT-P - Chief 1608 Haynes Street Clarksville, TN 37043 Office: 931-920-1800 Fax: 931-645-5702 www.mcgtn.org/ems</p>
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Purpose: To establish clear criteria for the selection of Montgomery County Emergency Medical Service recruits. Montgomery County Emergency Medical Services will conduct recruit testing a minimum of two (2) times each year, these and any additional testing dates shall be communicated via written notification sent via email as well as posted on the departmental web-site.


Policy: Montgomery County EMS requires all recruits to meet appropriate standards for the respective position in which they applied for.

Procedure:

I. Requirements.

- a. Applicants shall be a citizen of the United States or be legally authorized to work in the United States.
- b. Applicants shall meet all of the minimum requirements of the job description of the position they are applying for.
- c. Applicants shall have a High School Diploma or GED.
- d. Applicants shall be currently licensed in the state of Tennessee and in good standing or have made application for reciprocity for a medical license in the state of Tennessee for the respective position in which they are applying for.
- e. Applicants shall possess a valid driver's license with an "F" endorsement or equivalent endorsement.
- f. Applicants shall possess all of the required certifications for the position applied for as listed on the respective job description.
- g. Applicants with prior military employment must have an Honorable Discharge or have been discharged under honorable conditions from the Armed Forces.
- h. Applicants must be able to pass pre-employment background screening.
- i. Applicants shall complete a pre-employment written examination.
- j. Applicants must pass a pre-employment medical physical, physical ability examination and drug screening.
- k. Applicants must successfully pass a pre-employment psychomotor skills competency verification (appropriate to licensure level), and oral review board prior to becoming eligible for employment.
- l. Applicants must be of good moral character. If at any time during the selection or employment process it is found that the applicant has been untruthful or purposely withheld information, the applicant will no longer be considered for employment, will not be allowed to reapply with the department and shall be grounds for immediate termination.

II. Application Process.

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Applications may be completed online at the Montgomery County Human Resources website (www.mcgtn.org/human-resources). Applications **MUST** be complete or they will not be eligible to continue in the employment process. Copies of the applicants Driver’s License, Social Security Card, EMT/Paramedic License, Military Discharge Paperwork (if applicable) and any other certifications you hold **shall** be scanned and attached prior to the submission of your application or the application will not be eligible to continue in the employment process. If you need assistance with this process please contact Montgomery County EMS and speak to a member of Human Resources prior to submitting your application.

III. Written Examination

All applicants shall complete a standardized written examination based on the applicant’s medical licensure level (if applicable). Applicants will be ranked according to score and placed on a list for further evaluation. Applicants will be required to produce a state issued photo ID prior to taking the written examination that is administered. If the applicant is not able to produce a state issued photo ID, they will not be permitted to participate in the written examination.

IV. Psychomotor Skills Competency


All applicants complete and pass a psychomotor skills competency appropriate to their licensure level (if applicable). The physical ability test consists of the following:

- Medical skills practical examinations (appropriate to applicant’s medical licensure level) meeting the National Registry of EMT’s guidelines
- ❖ *If an applicant feels they may be unfamiliar with any piece of equipment, it is their responsibility to express this PRIOR to the start of the testing process. After the testing process begins the applicant forfeits any further instruction on equipment use.*

V. Physical Ability Test

All applicants must pass a physical ability examination from our physical therapy vendor. Practical skill evaluation will also be completed during this section of the evaluation. The test consist of, but not limited to the following:

- Removal of cot from securing bracket in back of ambulance, placing it in a lowered position using a two man lift move the weighted mannequin onto the stretcher, lift the stretcher to a fully upright position and then re-load the stretcher securely in the medic unit within the specified time.
- Physical ability as well as psycho-motor skills will be evaluated.

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- ❖ *If an applicant feels they may be unfamiliar with any piece of equipment, it is their responsibility to express this PRIOR to the start of the testing process. After the testing process begins the applicant forfeits any further instruction on equipment use.*

VI. Oral Review Board

All applicants selected through the written evaluation process and the Psychomotor Skills Competency will be eligible for and appear before an oral review board. The board will consist of a minimum of (4) members made up of: one (1) Ranking Officers, one (1) Field Training Officer, one (1) EMT and one (1) Paramedic. These may be substituted at the discretion of the moderator due to staffing availability. Each applicant will be asked a series of prepared questions, each board member will have the opportunity to ask the applicant additional questions. Each board member shall rate the candidate from 1 to 5. The top score an applicant may receive from the oral board is 30. The applicant will receive a letter from Montgomery County Emergency Medical Services advising them of their score. If three (3) or more members of the board give the applicant a score of “0”, the applicant fails the board. An applicant who fails the oral board can re-apply by submitting a new application for the next available testing process.


Applicants who fail to attend scheduled testing and/or review boards: Applicants who fail to appear at appointed times and places for EMS applicant testing or interviews, without giving reasonable prior notice (i.e.: twelve (12) hours), will be disqualified from moving forward in the hiring process for a period of one (1) year from the termination of the applicants employment application.

VII. Security of Testing Process and Materials

- A. Any written selection materials are documented to being job related specific to the applicant’s medical licensure level.
- B. All elements of the selection process are administered, scored, evaluated, and interpreted in a uniform manner.
- C. All selection materials will be stored in a secure area and if later disposed of, this action is performed in a manner that prevents disclosure of the information therein.
- D. No cell phones, camera phones, calculators or any other device that may assist the applicant throughout any of the selection processes may be admitted into the testing area.

VIII. Background Investigation

Applicants will be selected for background investigations based on an accumulative score on their physical ability test, written test and their oral review board; taking the highest score first

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and lowest score last. Only enough applicants should be selected for this process to fill any current openings. Pre-employment background investigations will be conducted on applicants prior to moving forward in the hiring process. If an applicant is not selected for a background investigation within one (1) year from the date of their oral review board, their application will be purged from the system and they will be required to reapply and start the testing process over. The applicants must comply with the rules and policies of Montgomery County Emergency Medical Services as well as Montgomery County Government. Applicants will not be rejected because of minor omissions or deficiencies that can be rectified prior to date of hiring.

The background investigator will ensure that the items listed below are covered, plus any other required items.

A. Employment History


- I. Grounds for rejection – Discharge from previous employment or disciplinary action taken from reasons that do not coincide with the aims and ideas of Montgomery County Emergency Medical Services or Montgomery County Government
 - a. Specific reasons or circumstances for discharge or disciplinary actions, including County policy violated, should be documented.
 - b. Applicant shall be given an opportunity to explain the reason(s) and facts surrounding the discharge or disciplinary action.
- II. Material necessary for general screening evaluation
 - a. General employment history with emphasis on any employment disciplinary action.
- III. Material specifically to be excluded
 - a. General statements not supported by specific details or documents.

B. Education

- I. Grounds for absolute rejection
 - a. No high school diploma or equivalent.
 - b. No successful completion of an accredited EMT or EMT-P program.

C. Military Service

- I. All applicants shall present a form DD214 to verify their service in the Armed Forces.
- II. All applicants who served in the Armed Forces shall have an honorable discharge or have been discharged under honorable conditions.

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- III. Grounds for absolute rejection
 - a. Dishonorable discharge.
 - b. Military bad conduct discharge.
 - c. Discharge under honorable conditions where the reason from the discharge was for the use of drugs, excessive use of alcohol, or any other disciplinary action.

D. Criminal History

- I. Each applicant offered employment shall be subject to a search of local, state and national records to disclose and criminal record.
- II. An applicant cannot have been convicted of Driving under the Influence.
- III. An applicant shall not have confessed to or been convicted of a felony offense. This shall result in permanent disqualification of employment.
- IV. Any applicant who has been convicted of a misdemeanor offense in the United States or convicted of one offense in a foreign country that would constitute a crime under the laws of the state of Tennessee may be considered on a case by case basis.
- V. The following offenses shall be automatic permanent disqualification admissions or convictions:
 - a. Patronizing prostitution of a child
 - b. Bribery
 - c. Destruction of or tampering with government records
 - d. Criminal impersonation
 - e. Misuse of official information; or
 - f. Theft of a public servant of government or private property over which he/she exercised control in his/her official capacity
 - g. Domestic or physical assault

E. Narcotics and Alcohol Usage

- I. **Alcohol Use**
 - a. Conviction for a criminal offense that involved the use of alcohol will be reviewed by the department in consultation with Montgomery County Human Resources.
- II. **Narcotic or Illegal Drug Use**
 - a. The applicant may be disqualified for prior use of illegal drugs. The decision shall be based on the timeframe of last use and frequency of prior use and the severity of the drug in question. See Controlled Substances Section T.C.A. 39-17-402 through 39-17-417 when

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applicable. Illegal use of prescription drugs may disqualify an applicant and will be evaluated on a case by case basis.

i. Schedule I


1. Any applicant who has illegally used a schedule I controlled substance shall be permanently disqualified.

ii. Schedule II

1. Any applicant who has one isolated experience (illegal) with any schedule II controlled substance shall be considered for further investigation. However this one time experience shall not have been within five (5) years immediately preceding his/her application. If such use has occurred within this five (5) year period the applicant shall be disqualified for a length of time which shall establish a five (5) year period between the one time experience and the date of reconsideration. Such applicant should then submit a new application as well as restart the hiring process.
2. Any applicant who has illegally used a schedule II controlled substance two (2) or more times shall be permanently disqualified.

iii. Schedule III, IV, and V

1. Any applicant who has illegally used any one or any combination of controlled substances within these penalty groups no more than ten (10) times shall be considered for further investigation. An applicant's prior illegal use of any one of these substances shall not exceed ten. The most recent incident of use shall not have been within three (3) years preceding his/her application. If such illegal use has taken place during this period, the applicant shall be disqualified for the length of time that shall establish a three (3) year period between the most recent incident of use and the date of reconsideration. Such applicant should then submit a new application as well as restart the hiring process.

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2. Any applicant who exceeds the limit of ten (10) prior illegal uses of any one of any combination of controlled substances within these schedules shall be permanently disqualified.

iv. Schedule VI and VII

1. An applicant who has illegally used a schedule VI or schedule VII controlled substance within a two (2) year period immediately preceding his/her application, the applicant shall be disqualified for the length of time that shall establish a two (2) year period between the most recent incident of use and the date of reconsideration. Such applicant should then submit a new application as well as restart the hiring process.
2. If the applicant illegally uses and schedule VI or schedule VII drug during the two (2) year disqualifying period, it shall result in the applicant being permanently disqualified.

IX. Chief's Interview

When the department chooses to fill its vacancies, the Chief of EMS will direct applicants who have passed all of the sections of this policy to be scheduled for an interview with the Chief (or designee). The Chief of EMS (or designee) will make the final selection as to offers of employment for Montgomery County Emergency Medical Service. Applicants that are selected by the Chief (or designee) for employment will initially be given a conditional offer of employment pending successful completion of a pre-employment physical, lift test and drug screen. Applicants who are not selected by the Chief (or designee) after their initial Chief's interview will be allowed to participate in the next two selection processes, starting at the Chief's interview. If an applicant is not selected for employment with the department after their third Chief's interview, the applicant can reapply by submitting a new application. All applicants who are not selected are informed in writing.