

# LINCOLN COUNTY EMERGENCY MEDICAL SERVICES



*“Committed to Improving the Health & Safety of our Community”*

STANDARD OPERATING GUIDELINE NUMBER 104-05

## ASSESSMENT CENTER

### INTERNAL APPLICANTS

(REVISED JANUARY 2016)

## 1) APPLICATION PACKET

ALL APPLICANTS MUST COMPLETE AND SIGN A **LINCOLN COUNTY APPLICATION FOR EMPLOYMENT**. THE FOLLOWING DOCUMENTS MUST BE COMPLETED, SIGNED AND NOTARIZED AS INDICATED AND INCLUDED WITH THE APPLICATION PACKET:

- **AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION**

- **DRIVING RECORD**

APPLICANTS ARE REQUIRED TO SIGN AND DATE A NORTH CAROLINA DEPARTMENT OF TRANSPORTATION **DRIVER'S DISCLOSURE FORM**.

- **CREDENTIALS/CERTIFICATIONS**

APPLICANTS ARE REQUIRED TO SUBMIT A COPY OF ALL CREDENTIALS AND CERTIFICATIONS (BCLS, ACLS, PALS, ITLS, PHTLS, EVD, STATE CERTIFICATION, AND NATIONAL REGISTRY CERTIFICATION) WITH THE APPLICATION. **ALL ORIGINAL DOCUMENTS MUST BE AVAILABLE FOR IMMEDIATE REVIEW ON THE DATE OF THE INTERVIEW PANELS.**

THE FOLLOWING DOCUMENTS MUST BE COMPLETED AND SIGNED AS INDICATED AND PRESENTED TO LINCOLN COUNTY EMERGENCY MEDICAL SERVICES ADMINISTRATION PRIOR TO THE SCHEDULED START TIME OF THE PHYSICAL AGILITY ASSESSMENT:

- **ACKNOWLEDGEMENT OF PHYSICAL AGILITY ASSESSMENT RISK AND RELEASE**

## 2) ELIGIBILITY VERIFICATION

AN ADMINISTRATIVE PANEL WILL REVIEW THE APPLICATION PACKET TO VERIFY COMPLETENESS AND THAT THE CANDIDATE IS ELIGIBLE FOR EMPLOYMENT WITH LINCOLN COUNTY. ONCE ELIGIBILITY HAS BEEN VERIFIED, THE CANDIDATE WILL BE SCHEDULED FOR THE NEXT AVAILABLE ASSESSMENT CENTER. CANDIDATES SCHEDULED FOR AN ASSESSMENT CENTER, WILL NEED TO CONTACT LCEMS ADMINISTRATION WITHIN FORTY-EIGHT HOURS OF THE SCHEDULED ASSESSMENT CENTER DATE, SHOULD THERE BE A NEED TO RESCHEDULE. **CANDIDATES WHO FAIL TO GIVE PROPER NOTICE OF ABSENCE WILL BE INELIGIBLE FOR THE ASSESSMENT CENTER FOR A PERIOD OF SIX MONTHS.**

NOTE: STEPS 3-6 ARE CONDUCTED IN THE MORNING OF THE DAY OF THE PROCESS. CANDIDATES WILL BE NOTIFIED BY THE END OF THE DAY BY AN ADMINISTRATOR WHETHER THEY WILL PROCEED IN THE ASSESSMENT PROCESS. CANDIDATES OFFERED TO PROCEED WILL BE NOTIFIED OF THE SCHEDULED DATE AND TIME TO APPEAR BEFORE THE INTERVIEW PANELS.

**ANYONE WHO APPEARS TO BE UNDER THE INFLUENCE OF DRUGS AND/OR ALCOHOL WILL BE DENIED THE OPPORTUNITY TO TEST.**

### **3) WRITTEN EXAM** (All examinations are commensurate with the level of the position of application)

(You **MAY** CALL (704) 736-9385 OR (704) 736-9386 TO SCHEDULE AN APPOINTMENT TO TAKE THE WRITTEN EXAMINATION PRIOR TO THE SCHEDULED ASSESSMENT CENTER DATE)

A 100-QUESTION WRITTEN EXAM CONSISTING OF MULTIPLE CHOICE, ESSAY, FILL-IN THE BLANK, AND/OR SCENARIO BASED QUESTIONS. QUESTIONS WILL BE TAKEN FROM NATIONALLY ACCEPTED TEXTBOOKS, NATIONAL STANDARDS (UNITED STATES DEPARTMENT OF TRANSPORTATION, ETC.), AND OTHER PROFESSIONAL STANDARDS (ACLS, BTLS, PHTLS, PALS, ETC.) **A MINIMUM SCORE OF 60% IS REQUIRED** TO CONTINUE IN THE ASSESSMENT PROCESS.

(CURRENTLY EMPLOYED WITH LCEMS - **INTERNAL APPLICANTS ONLY**)

A 100-QUESTION WRITTEN EXAM CONSISTING OF MULTIPLE CHOICE QUESTIONS TAKEN FROM CURRENT LCEMS SOGS, PROTOCOLS, POLICIES AND PROCEDURES. BONUS POINTS SHALL BE AWARDED AND APPLIED TO THE INDIVIDUAL TOTAL ASSESSMENT CENTER SCORE FOR **TEST SCORES EQUAL TO OR GREATER THAN 60%**. POINTS SHALL BE AWARDED AS FOLLOWS:

60 – 70	2 POINTS
70 – 80%	3 POINTS
80 – 90%	4 POINTS
90 – 100%	5 POINTS

### **4) ORGANIZATION BRIEFING**

APPLICANTS WILL RECEIVE A BRIEFING ABOUT LINCOLN COUNTY EMERGENCY MEDICAL SERVICES.

### **5) PRACTICAL CASE SCENARIOS** (All scenarios are commensurate with the level of the position of application)

CANDIDATES WILL PERFORM TWO (MEDICAL AND TRAUMA) PRACTICAL SCENARIOS. THE SCENARIOS WILL CONTAIN MODERATE SCENE COMPLICATIONS WELL WITHIN THE NORMAL SCOPE OF PRACTICE OF THE POSITION OF APPLICATION. **A MINIMUM SCORE OF 60% IS REQUIRED** TO CONTINUE IN THE ASSESSMENT PROCESS.

**NOTE: IN ADDITION, A MINIMUM OVERALL COMBINED AVERAGED SCORE ON THE WRITTEN AND PRACTICAL OF 70% IS REQUIRED (WRITTEN SCORE: 60% AND PRACTICAL SCORE: 80% = COMBINED SCORE: 70%).**

### **6) PHYSICAL AGILITY ASSESSMENT**

THE FOLLOWING INFORMATION IS DESIGNED TO DESCRIBE THE PHYSICAL TASKS YOU WILL BE REQUIRED TO PERFORM FOR LINCOLN COUNTY EMS. APPLICANTS WILL NEED TO WEAR COMFORTABLE CLOTHING AND RUNNING SHOES. THE COURSE WILL INCLUDE:

- THE APPLICANT WILL FOLLOW DIRECTIONS TO A PREDETERMINED LOCATION OF AN EMS APPARATUS. AFTER RECEIVING INSTRUCTIONS TO **START**, THE APPLICANT WILL:
- **ACCESS A REMOTE LOCATION WITH EQUIPMENT** – REMOVE FROM THE APPARATUS A MEDICAL BAG (25 LBS.) AND A LIFEPAK 10 MONITOR (20 LBS.) AND CARRY THE EQUIPMENT 110 FEET AND PLACE THE EQUIPMENT ON THE GROUND.
- **O2 REGULATOR CONNECTION** - THE APPLICANT WILL PROPERLY CONNECT AN OXYGEN REGULATOR TO AN OXYGEN (D CYLINDER) BOTTLE.
- **75-FOOT RESCUE DRAG** - THE APPLICANT WILL DRAG, ON A FLAT SURFACE, A 165 LB. HUMAN-FORM MANNEQUIN A TOTAL DISTANCE OF 75 FEET. GRASP THE MANNEQUIN (UNDER THE ARMS AND AROUND THE CHEST OR BY THE RESCUE HARNESS), LIFTING THE MANNEQUIN'S BUTTOCKS OFF THE GROUND, THEN DRAG THE MANNEQUIN 75 FEET), THEN PLACE THE MANNEQUIN ON THE GROUND.
- **CARDIOPULMONARY RESUSCITATION** - THE APPLICANT WILL PERFORM FIVE MINUTES OF ONE RESCUER, ADULT CPR ACCORDING TO CURRENT AMERICAN HEART ASSOCIATION GUIDELINES.

### **CRITERIA FOR PASSING THE PHYSICAL AGILITY ASSESSMENT**

- **APPLICANTS MAY SAFELY PLACE AN OBJECT ON THE GROUND TO REPOSITION THEIR TECHNIQUE OR GRIP; HOWEVER THEY CANNOT DROP ANY EQUIPMENT OR THE MANNEQUIN.**
- **APPLICANTS MUST COMPLETE ALL EVENTS IN 10 MINUTES OR LESS.**
- **APPLICANTS MUST COMPLETE ALL EVENTS IN THE PRESCRIBED SEQUENCE.**
- **APPLICANTS MUST COMPLETE THE FULL FIVE MINUTES OF CPR. CPR MUST BE EFFECTIVE AND IN ACCORDANCE WITH CURRENT AMERICAN HEART ASSOCIATION GUIDELINES**
- **UPON COMPLETION OF THE ASSESSMENT, APPLICANTS WILL BE TOLD THEIR TIME AND WILL BE INFORMED OF THEIR PASS/FAIL STATUS.**

### **7) OFFER TO CONTINUE THE ASSESSMENT**

APPLICANTS WHO SUCCESSFULLY PASS THE WRITTEN EXAM, PRACTICAL CASE SCENARIOS AND THE PHYSICAL AGILITY ASSESSMENT WILL RECEIVE AN OFFER TO ADVANCE TO THE NEXT PHASE OF THE ASSESSMENT. THIS OFFER IS CONTINGENT UPON:

- APPLICANT MUST REMAIN ELIGIBLE FOR EMPLOYMENT AND THAT NO INFORMATION PERTAINING TO THE APPLICANT COMES TO THE ATTENTION OF LINCOLN COUNTY

EMERGENCY MEDICAL SERVICES THAT WOULD CAUSE THE DEPARTMENT TO REVOKE ITS OFFER TO PROCEED.

- APPLICANTS MUST RECEIVE A FORMAL OFFER TO PROCEED WITH THE ASSESSMENT PROCESS FROM THE **DIRECTOR OF EMERGENCY MEDICAL SERVICES**.

## **8) PEER REVIEW PANEL**

THE INTERVIEW IS DESIGNED TO ASSESS THE CANDIDATE'S ABILITY TO FUNCTION SUCCESSFULLY AS A TEAM MEMBER. THE APPLICANT MAY BE ASKED QUESTIONS DESIGNED TO DEMONSTRATE CERTAIN KNOWLEDGE, SKILLS, AND ABILITIES CONSIDERED BASIC TO EFFECTIVE PERFORMANCE AT THE POSITION OF APPLICATION. THIS PANEL WILL CONSIST OF THREE TECHNICIANS OF A SIMILAR LEVEL AS THE POSITION OF APPLICATION.

## **9) ADMINISTRATIVE REVIEW PANEL**

THE INTERVIEW IS DESIGNED TO ASSESS THE CANDIDATE'S ABILITY TO FUNCTION SUCCESSFULLY AS A TEAM MEMBER OR INDIVIDUALLY. THE APPLICANT MAY BE ASKED QUESTIONS DESIGNED TO DEMONSTRATE CERTAIN KNOWLEDGE, SKILLS, AND ABILITIES CONSIDERED BASIC TO EFFECTIVE PERFORMANCE AT THE POSITION OF APPLICATION. THIS PANEL WILL CONSIST OF THREE MEMBERS FROM THE LINCOLN COUNTY EMS ADMINISTRATIVE STAFF.

## **10) CONDITIONAL OFFER OF EMPLOYMENT**

APPLICANTS WHO SUCCESSFULLY PASS THE WRITTEN EXAM AND PRACTICAL CASE SCENARIOS WITH A MINIMUM COMBINED AVERAGED SCORE OF 70% AND SUCCESSFULLY COMPLETE THE PHYSICAL AGILITY ASSESSMENT MAY RECEIVE A CONDITIONAL OFFER OF EMPLOYMENT. THIS OFFER IS CONTINGENT UPON:

- **DIRECTOR'S INTERVIEW**
- APPLICANT MUST RECEIVE A **RECOMMENDATION FOR HIRE** FROM THE PEER REVIEW PANEL
- APPLICANT MUST RECEIVE A **RECOMMENDATION FOR HIRE** FROM THE ADMINISTRATIVE REVIEW PANEL
- APPLICANT MUST BE MEDICALLY CERTIFIED TO MEET OSHA RESPIRATORY FITNESS STANDARD FOR RESPIRATORS.
- APPLICANT MUST COMPLETE A PRE-EMPLOYMENT DRUG SCREEN.
- APPLICANT MUST COMPLETE A PRE-EMPLOYMENT BACKGROUND CHECK.
- APPLICANT MUST REMAIN ELIGIBLE FOR EMPLOYMENT BETWEEN NOW AND THE NEXT AVAILABLE START DATE, AND THAT NO INFORMATION PERTAINING TO THE APPLICANT

COMES TO THE ATTENTION OF LINCOLN COUNTY EMERGENCY MEDICAL SERVICES THAT WOULD CAUSE THE DEPARTMENT TO REVOKE ITS CONDITIONAL OFFER.

- APPLICANTS MUST RECEIVE A FORMAL OFFER OF EMPLOYMENT FROM THE DIRECTOR OF EMERGENCY MEDICAL SERVICES.

FOR MORE INFORMATION, PLEASE CONTACT OUR ADMINISTRATIVE OFFICE AT [www.lincolncounty.org/ems](http://www.lincolncounty.org/ems) OR CALL 704-736-9385.