



CITY OF WINNIPEG FIRE PARAMEDIC SERVICE

Checklist of Requirements – Primary Care Paramedic

Job Req. No. 125045

Name of Applicant: _____ Date: _____
Address: _____ Home Phone: _____
_____ Cell Phone: _____
_____ Email: _____

ALL COSTS ASSOCIATED WITH THE APPLICATION PROCESS AND COMPETITION WILL BE THE SOLE RESPONSIBILITY OF THE APPLICANT.

SECTION A – Due at time of application. Applications submitted without REQUIRED documentation listed in Section A will not be considered.

1.	Resume clearly indicating how they meet the qualifications of the position.	
2.	Primary Care Paramedic (PCP) Program Certificate (minimum) accredited by the Canadian Medical Association (CMA) (prior to February 2018) or Accreditation Canada (after February 2018) (photocopy of diploma and transcript of marks).	
3.	Must possess and maintain a valid College of Paramedics of Manitoba PCP Certificate of Practice (minimum) in good standing (photocopy). PLEASE NOTE: <ul style="list-style-type: none">Provincial equivalents will be accepted, however, out of province applicants must show proof of having transferred their license to Manitoba prior to their first day of employment.You must enroll in the College of Paramedics of Manitoba (CPMB) for continued maintenance and renewal of your license.For more information, please visit the College of Paramedics of Manitoba at https://collegeparamb.ca/. a) License Number: _____ d) Out of Province License Number (if applicable): _____ b) License Type: _____ e) License Type: _____ c) License Expiry Date: _____ (YYYY-MM-DD) f) Expiry Date: _____ (YYYY-MM-DD)	
4.	Proof of completion of Heart and Stroke CPR Certification – Basic Life Support Level (photocopy) a) Date Issued: _____ (YYYY-MM-DD) b) Expiry Date: _____ (YYYY-MM-DD)	
5.	Canadian Physical Fitness Evaluation Certificate from the University of Manitoba, satisfactory to the employer. PLEASE NOTE: <ul style="list-style-type: none">Documentation must be current and have been completed within the previous twenty-four (24) months prior to date of employment.This document will be required from the successful candidate, at their expense.Assessments will be scheduled by the Winnipeg Fire Paramedic Service with the University of Manitoba Physical Education Department.Applicants will only be scheduled for this assessment if they are successful through Step 1 of the recruitment process.For more information, please visit http://umanitoba.ca/faculties/kinrec/recreationservices/occupation_paramedic.html. a) Date of Testing: _____ (YYYY-MM-DD) b) Expiry Date: _____ (YYYY-MM-DD)	

SECTION B – Due at time of conditional offer of employment. Please DO NOT submit documentation listed in Section B until advised as they need to be as current as possible.

9.	Must possess and maintain a valid Manitoba Class 4 Full Driver's License (photocopy) (or provincial equivalent), satisfactory to the employer. PLEASE NOTE: <ul style="list-style-type: none">Documentation must not have any alcohol related charges/convictions.Provincial equivalents will be accepted, however, out of province applicants must show proof of having transferred their license to Manitoba prior to their first day of employment.Any infractions, offences or investigations occurring prior to or after application submission must be report to the WFPS.	
10.	Valid Driver Safety Rating (DSR) Scale Statement (original copy) from the Manitoba Public Insurance (MPI) (or provincial equivalent), satisfactory to the employer. PLEASE NOTE: <ul style="list-style-type: none">Documentation must be no more than minus four (- 4) on the Driver Safety Rating (DSR) scale.Documentation must be current and have been completed within the previous thirty (30) days prior to date of employment.This document will be required from the successful candidate, at their expense.Any infractions, offences or investigations occurring prior to or after application submission must be report to the WFPS.For more information, please visit https://www.mpi.mb.ca/en/DL/DL/DSR/pages/dsroverview.aspx. a) Date Issued: _____ (YYYY-MM-DD)	
11.	Valid Driver's Abstract (original copy) from the Manitoba Public Insurance (MPI) (or provincial equivalent), satisfactory to the employer. PLEASE NOTE: <ul style="list-style-type: none">Documentation must be current and have been completed within the previous thirty (30) days prior to date of employment.This document will be required from the successful candidate, at their expense.Any infractions, offences or investigations occurring prior to or after application submission must be report to the WFPS.For more information, please visit https://www.mpi.mb.ca/en/DL/DL/Records/Pages/drv-records.aspx. a) Date Issued: _____ (YYYY-MM-DD)	
12.	Valid Police Information Check and Police Vulnerable Sector Check (original copy) from the City of Winnipeg Police Service (RCMP or provincial equivalent), satisfactory to the employer. PLEASE NOTE: <ul style="list-style-type: none">Documentation must be current and have been completed within the previous thirty (30) days prior to date of employment.This document will be required from the successful candidate, at their expense.Any infractions, offences or investigations occurring prior to or after application submission must be report to the WFPS.For more information, please visit https://winnipeg.ca/police/pr/PIC.stm#online. a) Date Issued: _____ (YYYY-MM-DD)	

13.	<p>Valid Child Abuse Registry Check (original copy) from the Government of Manitoba Child Abuse Registry Unit (or provincial equivalent), satisfactory to the employer.</p> <p>PLEASE NOTE:</p> <ul style="list-style-type: none"> • Documentation must be current and have been completed within the previous thirty (30) days prior to date of employment. • This document will be required from the successful candidate, at their expense. • Any infractions, offences or investigations occurring prior to or after application submission must be report to the WFPS. • For more information, please visit http://www.gov.mb.ca/fs/childfam/child_abuse_registry.html. <p>a) Date Issued: _____ (YYYY-MM-DD)</p>
14.	<p>Valid Adult Abuse Registry Check (original copy) from the Government of Manitoba Adult Abuse Registry Unit (or provincial equivalent), satisfactory to the employer.</p> <p>PLEASE NOTE:</p> <ul style="list-style-type: none"> • Documentation must be current and have been completed within the previous thirty (30) days prior to date of employment. • This document will be required from the successful candidate, at their expense. • Any infractions, offences or investigations occurring prior to or after application submission must be report to the WFPS. • For more information, please visit http://www.gov.mb.ca/fs/pwd/adult_abuse_registry.html. <p>a) Date Issued: _____ (YYYY-MM-DD)</p>
15.	<p>Meet current Winnipeg Fire Paramedic Service Vision Standards.</p> <ul style="list-style-type: none"> • Must meet the Class 4 Driving Standard. Class 1-4 (Emergency) visual acuity is not less than 20/30 (6/9) with both eyes and examined together. • If applicant's vision has been corrected by Refractive Surgery within the past 24 months, please complete the Photorefractive Keratectomy (PRK) & Laser Assisted In-Situ Keratomileusis (LASIK) Questionnaire and Follow-Up Report. • Colour vision – Farnsworth D-15 required if Ishihara fail. • Horizontal Visual Field – standard for Class 4 License. May drive if person's horizontal visual field of vision not less than 150 degrees in both eyes tested together. <p>PLEASE NOTE:</p> <ul style="list-style-type: none"> • Documentation must be current and have been completed within the previous twelve (12) months prior to date of employment. • This document will be required from the successful candidate, at their expense. • Tests must be submitted on the City of Winnipeg Form and can be printed off on our website at www.winnipeg.ca/fps/careers/. • This form was updated October 30, 2023 and vision requirements have changed. We require the most up to date form to be submitted. <p>a) Date of Testing: _____ (YYYY-MM-DD)</p>
16.	<p>Meet current Winnipeg Fire Paramedic Service Hearing Standards.</p> <ul style="list-style-type: none"> • Normal unaided hearing thresholds no greater than 30 decibels in each ear at 500Hz, 1000 Hz and 2000 Hz and no significant loss in higher frequency. • Test results must include all of the following frequencies: 500, 1K, 2K, 3K, 4K, 6K and 8K Hz. <p>PLEASE NOTE:</p> <ul style="list-style-type: none"> • Documentation must be current and have been completed within the previous twelve (12) months prior to date of employment. • This document will be required from the successful candidate, at their expense. • There is no standard City of Winnipeg form required for hearing standards. <p>a) Date of Testing: _____ (YYYY-MM-DD)</p>
17.	<p>Meet current Winnipeg Fire Paramedic Service Record of Immunizations and Antibody Testing Standards.</p> <ul style="list-style-type: none"> • MMR Vaccine • Measles Virus Vaccine (Red, Rubeola) • Mumps • Rubella (German Measles) • Varicella (Chicken Pox) • Polio • Hepatitis B Vaccine • Tetanus (booster status must be current) • Tuberculosis (2 Step Mantoux testing only, vaccination not required) • Influenza Vaccine <p>PLEASE NOTE:</p> <ul style="list-style-type: none"> • Documentation must be current and have been completed within the previous twelve (12) months prior to date of employment. • This document will be required from the successful candidate, at their expense. • Tests must be submitted on the City of Winnipeg Form and can be printed off on our website at www.winnipeg.ca/fps/careers/. • Important changes as per the Canadian Immunization Guidelines affecting Health Care Workers regardless of year of birth. Paramedics, Firefighter Paramedics, and Firefighters are considered Health Care Workers. • This form was updated October 30, 2023 and vision requirements have changed. We require the most up to date form to be submitted. <p>a) Date of Testing: _____ (YYYY-MM-DD)</p>
18.	<p>Meet current Winnipeg Fire Paramedic Service Chest X-Ray Standards.</p> <p>PLEASE NOTE:</p> <ul style="list-style-type: none"> • Documentation must be current and have been completed within the previous five (5) years prior to date of employment. • This document will be required from the successful candidate, at their expense. • There is no standard City of Winnipeg form required for hearing standards. • The Chest X-Ray Report does not replace Mantoux Testing. <p>a) Date of Testing: _____ (YYYY-MM-DD)</p>