

Hiring Procedure into Membership

Hiring New Members Process:

1. Any person wishing to become a member of River Falls Ambulance shall first complete and return an application for employment.
2. The director shall review the application to ensure all appropriate information is included and/or completed. The date received will also be stamped on the upper right corner of the application.
3. Upon an opening for membership, the hiring committee shall review all applications on file and set up interviews with the applicants selected.
4. The interview will consist of an overview of the service, membership requirements, a series of standard questions asked by the hiring committee, and answers to any questions the applicant may have regarding employment or the service.
5. New members will be selected based on results of the interview and recommendations of the hiring committee.
6. The candidate(s) selected, or not selected, will be notified by the chair of the hiring committee or his/her designee.
7. The hiring committee reserves the right to terminate employment based on the results of the competency based orientation manual or failure to meet the service's requirements.

Orientation Manual:

Once a candidate has been hired and holds a current National Registry card, payroll paperwork will be completed and the person will be issued an Orientation Manual. The orientation manual consists of an introduction and orientation process to the service, documentation, skills checklists, ambulance checks and miscellaneous references.

The skills checklist portion shall be completed with the assistance of a preceptor(s) (existing active members) that the new member will be assigned to or be working with. Written quizzes on operational guidelines and protocols shall be given periodically.

Once the 6-month probationary period is complete, the member shall return the completed Orientation Manual to the officers of the service. The manual shall be reviewed by the officers and, upon successful completion of the manual, be upgraded to active status.

The signed portions of the manual and competency sheets shall be kept in the member's personnel file indefinitely.