



Emergency Medical Services

402 Stadium Drive
Durham, NC 27704
(919) 560-8285

Skip Kirkwood, M.S., J.D., NREMT-P, EFO, CEMSO
Director • Chief Paramedic

Dear Candidate,

On behalf of the Durham County Emergency Medical Services System, we would like to thank you for considering our service for employment. Durham County EMS strives to maintain the highest level of pre-hospital providers through detailed evaluation of potential new hire candidates, initial and continuing education and recurring clinical performance reviews. Our assessment centers are a competitive process and have been found to be challenging. Our goal is to assess and hire candidates who have the best chances of being successful and who will go on to have long and prosperous careers here at Durham EMS.

To assist you with your upcoming assessment center we would like to offer you the following information and recommendations:

- **Prepare for the assessment center as early in advance as possible.** Our assessment center will evaluate you in multiple areas and is designed to give us the broadest snapshot possible of your overall level of performance. Candidates who have spent little time preparing typically do not perform as well as those who have.
- **Study!** -We have found that those who have not been out of school for long or those who have been out for an extended amount of time may not perform as well as others. We strongly suggest reviewing the most current EMT and Paramedic textbooks prior to arrival including 12 lead EKG interpretation for paramedics.
- **Written Test.** On the day you attend the assessment center, you will first be required to sit for a written general knowledge examination (all levels). Paramedics will complete a 12 lead interpretation examination- minimum score of 80% required. Through a detailed analysis and validation process we have designated minimum scores which must be obtained for the candidate to move forward with the selection process. The minimum scores are as follows: EMTs - 80% or better and Paramedics 80% or better.
- **Practice hands-on skills!** We utilize simulations to evaluate candidates. The simulations are based on generally accepted, national standards, not local or North Carolina protocols. We are looking for an ability to manage a scenario, not to test particular treatment approaches.
- **Prepare for and practice panel interviews!** There are a multitude of resources available online which will assist you in performing well during a standard panel interview. We also recommend practicing these types of interviews with a group of your peers. Have them provide you feedback and ways in which you can improve. You may provide interviewers with a resume' along with copies of certifications during the interview.
- **Arrive and conduct yourself in a professional manner throughout the day!** We do not specify a dress code, but please remember you are applying to a respected EMS organization. Your appearance, manner of conduct and overall affect are being taken note of from the moment you arrive. You may wear work out type clothing for the agility test. Restrooms are available to change into other attire if you desire.

Sincerely,

Katherine J. Mellown, BS, NRP
Manager-EMS HR and Public Information Officer