

## Job Description Corporation of the County of Essex

**Job Title:** Primary Care Paramedic

**Department:** Emergency Medical Services

### Summary of Function

The position reports to a District Chief. Under limited supervision and in the interchangeable roles of a Primary Care Paramedic as a patient care provider and a driver, renders primary care to ill and injured persons and carries out sustaining patient care en-route to and from a medical facility.

| Task | Description   | Frequency |
|------|---|-----------|
| 1    | Ensures punctuality in reporting to work assignments (station/partner) and is in proper uniform and fit for duty.   | Daily     |
| 2    | Ensures safe transportation of all passengers and ongoing medical care for ill and/or injured patients to and from medical facilities.  | Daily     |
| 3    | Adheres to all policies, procedures and Legislative Acts and Regulations as related to the provision or delivery of Ambulance Services.   | Daily     |
| 4    | Provides basic life support patient care, in accordance with the Ministry of Health Regulations, Standards and Ontario Ambulance Act.   | Daily     |
| 5    | Provides basic life support patient care under the delegation of a Base Hospital Medical Director and provide advanced life supports patient care and controlled acts as approved and certified by a Base Hospital. | Daily     |
| 6    | Provides a detailed patient report to medical staff upon arrival at hospital and documents all patient care in a electronic patient care record.  | Daily     |
| 7    | Maintains contact with the Central Ambulance Communications Centre at all times regarding the status and movement of ambulance/emergency response vehicle.  | Daily     |
| 8    | Ensures the Communications Centre is notified whenever a vehicle is removed from service by the municipality or operator for repair or maintenance.   | Daily     |
| 9    | Complies with direction from the Central Ambulance Communications Centre, Base Hospital and/or District Chief regarding transportation of patients to medical facilities.   | Daily     |

| <b>Task</b> | <b>Description</b>   | <b>Frequency</b> |
|-------------|--|------------------|
| 10          | Performs primary patient care when required to function on a first response or emergency response vehicle.   | Daily            |
| 11          | Completes and submits incident reports, accident reports and other related documentation in a timely manner in accordance with corporate and service Policy. | Monthly          |
| 12          | Attends mandatory training programs, continuing medical education programs and divisional training programs.   | Occasionally     |
| 13          | Maintains daily Operational Activity Report.   | Daily            |
| 14          | Ensures that the vehicle, compartments, equipment and supplies are clean and operational for all patient contacts.   | Daily            |
| 15          | Ensures that patient care equipment/supplies are restocked as soon as possible after each call.  | Daily            |
| 16          | Ensures that all patient care equipment and supplies are maintained in a clean and functional state.   | Daily            |
| 17          | Completes vehicle check sheets ensuring ambulances and medical equipment are in order.   | Daily            |
| 18          | Works with and maintains a relationship with community partners and allied agencies.   | Daily            |
| 19          | Conducts station inventory of supplies and equipment.  | Monthly          |
| 20          | Conducts routine station housekeeping duties at work site.   | Daily            |
| 21          | Performs other duties as assigned and within the job function.   | Occasionally     |

## **Qualifications**

- Certification as a Primary Care Paramedic as defined by the Ambulance Act of Ontario, Regulation 257/00
- Diploma in Ambulance and Emergency care from a Community College.
- A-EMCA certified by the Ontario Ministry of Health
- Must be qualified to work as a Paramedic in Ontario as required by the Ambulance Act and Regulations
- Current certification in CPR
- Hold and maintain valid "F" class Ontario driver's license
- Hold and maintain valid documentation and suitability for allowable entry into the United States of America for cross border patient transfers

- Must be physically fit
- Provide a Police Vulnerable Sector Information Check
- Excellent communication, negotiation and interpersonal skills
- Ability to lift and transport patients
- Good knowledge and competency of ambulance system, BLS and ALS patient care standards, relevant policies and procedures, Acts and Regulations as they pertain to the day-to-day operations
- Ability to effectively communicate with team members and make decisions in an emergency situation
- Advanced driving skills combined with compliance to the Highway Traffic Act
- Good map reading abilities and initiatives toward enhancing local geographical knowledge
- Ability to work under stressful situations and exercise sound judgment in an emergency environment
- Ability to work closely with the entire healthcare team
- Ability to adapt to a changing work environment
- Ability to work in all climates
- Ability to work all shift hours and locations
- Knowledge of computer technology and programs

## **Experience**

- Less than 3 months

## **Organizational Relationships**

1. Chief
2. Deputy Chief
3. District Chief/Captains/Logistics Supervisor
4. Primary Care Paramedics, Advanced Care Paramedics, Clerk, Scheduler, Logistic technicians, Fleet Technician

## **Working Conditions**

- Inside and outside environment
- Work under stress in routine and emergency situations
- Work shift work, multiple locations, all weather conditions
- Work may include overnight travel or extended tours of duty
- Required to lift heavy objects on a regular basis

**Job Title:** Primary Care Paramedic

---

## **Pay Band**

- CUPE 2974.2, Band 12 (365-374 Points)

**Date Approved:**

---

**Supervisor's Signature:**

---