

Job Description Corporation of the County of Essex

Job Title: Advanced Care Paramedic [DRAFT]

Department: Emergency Medical Services

Summary of Function

The position reports to a District Chief. Under limited supervision and in the interchangeable roles of an Advanced Care Paramedic as a patient care provider and a driver, renders primary and advanced 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 and advanced life support patient care, in accordance with the Ministry of Health Regulations, Standards and Ontario Ambulance Act.	Daily
5	Provides basic and advanced life support patient care under the delegation of a Base Hospital Medical Director and provide advanced life support patient care and controlled acts as approved and certified by a Base Hospital.	Daily
6	Provides a detailed patient report to medical staff during transport and upon arrival at hospital and documents all patient care in an 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

Task	Description	Frequency
10	Performs primary and advanced 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	Works with and maintains a relationship with community partners and allied agencies.	Daily
18	Completes vehicle check sheets after ensuring ambulances and medical equipment are in order.	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 an Advanced Care Paramedic as defined by the Ambulance Act of Ontario, Regulation 257/00
- Diploma in Ambulance and Emergency care from a Community College or equivalent
- Diploma in Advanced Life Support Paramedic from a Community College or equivalent
- 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

Job Title: Advanced Care Paramedic

- 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
- Provide a Police Vulnerable Sector Information Check
- Must be physically fit
- 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

- 6 months to one year

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

- Work in inside and outside environments
- 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: Advanced Care Paramedic

Pay Band

- CUPE 2974.2, Band 16 (405-414 Points)

Date Approved:

Supervisor's Signature:
