

## County of Peterborough Job Description

<b>Position:</b>	Paramedic 2	<b>Bargaining Unit:</b>	Local 4911
<b>Department:</b>	Peterborough County/City Paramedics	<b>Salary Grade:</b>	
<b>Reports to:</b>	Chief of Paramedics	<b>Date:</b>	January 2013

This job description is: New  Existing  Revised  Rescinded

### JOB SUMMARY:

Provides Basic and Advanced Life Support emergency medical services to ill or injured persons and transportation by ambulance to and from medical treatment facilities. Additional responsibilities include driving an ambulance; liaising with the dispatch centre, clients, families and allied professionals; and administrative and maintenance functions. A Paramedic 2 is required to participate in continuing education activities and maintain Ministry certification.

### DUTIES AND KEY RESPONSIBILITIES:

(Details on how the following duties are performed are contained in the Policies and Procedures Manual)

- A. Provides Basic & Advanced Life Support, Transportation & EMS 50%**
- Provides Basic and Advanced Life Support emergency medical treatment to ill or injured persons in pre-hospital setting.
  - Identifies patient treatment needs through adequate assessment and provides appropriate care in accordance with the **Basic and Advanced Life Support** Standards and Base Hospital Certification.
  - Prioritizes patients based on presenting medical condition.
  - Performs the medical Controlled Acts and interventions as required.
  - Administers appropriate medications in accordance with approved base hospital and Department's protocols.
  - Transfers patients in a safe and protected manner.
  - Provides patient report to appropriate staff (physician, nurse, etc.).
  - Certification as an Advance Care Paramedic in the Province of Ontario.
  - One (1) year experience as a Primary Care Paramedic.
  - Good knowledge and application of Basic Life Support/Advance Life Support, Base Hospital Policy and Procedures, related acts and regulations, policies and procedures.
  - Ability to work under stressful situations and exercise sound judgement in an emergency environment.
  - Ability to identify patient treatment needs through adequate assessment and provide appropriate care in accordance with the Advanced Life Support Standards and Base Hospital certification.
  - Perform Primary and Advanced emergency medical care and controlled acts under the direction of the Base Hospital Medical Director, and in accordance with the patient care standards and

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procedures set out by the Ministry of Health, legislation, regulations and Quality Assurance Program.

### **B. Drives Ambulance** **20%**

- Drives the ambulance in a safe and secure manner.
- Drives ambulance in all traffic, weather and road conditions.
- Utilizes emergency warning systems (emergency lights, a siren) in an appropriate manner.
- Ensures the ambulance anti-theft device is activated as appropriate.

### **C. Liaises with client, families and allied professionals** **15%**

- Liaises with ambulance dispatch centres families, base hospital staff, police, fire and other health professionals/agencies.
- Receives calls from ambulance dispatch and takes appropriate action.
- Discusses medical condition and history with involved stakeholders.

### **D. Completes administrative duties, maintenance tasks and other duties** **15%**

- Completes required patient and administrative documentation.
- Inspects vehicle and equipment for defects and cleanliness.
- Carries out housekeeping duties with the ambulance vehicles and stations.
- Participates in continuing education activities.
- Assists with orientation of new staff.
- Peer review of Ambulance Call Reports.
- Other related duties as required.

## **Supervisory Responsibilities:**

This position does not supervise the work of others.

## **Job Specifications:**

Certification as an Advanced Care Paramedic, including:

- Diploma in Ambulance and Emergency Care or Paramedic Program from a community college.
- A-EMCA certified by the Ontario Ministry of Health.
- Ability to be certified to work in an ambulance in Ontario as required by the Ambulance Act, Regulations and Base Hospital.
- Certification in Symptom Relief and Semi-automatic Defibrillation.
- Certification in CPR.

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- Valid “F” class Ontario Drivers Licence.
- Ability to work under stressful situations, exercise sound judgement in an emergency environment, and develop and maintain positive relationships within the department and with allied agencies.
- Availability to work all shift patterns and in all locations.

### **Key Performance Competencies:**

- Understands and applies: Provincial regulations, policy, procedures and guidelines pertaining to Emergency Health Services; Base Hospital policy, procedures and protocols; County departmental policy, procedures and protocols; EMS Department policy, procedures and protocols; Basic and Advanced Life Support Standards as issued by the Ministry of Health and Long Term Care.
- Demonstrated ability to interact with people in a positive, caring and compassionate manner.
- Demonstrated sensitivity to deal with people in difficult circumstances.
- Demonstrated ability to maintain patient and service confidentiality.

### **Working Conditions:**

Works inside and outside in all weather conditions. May be exposed to extreme weather and environmental conditions on occasion when responding to emergency or non-emergency situations. Works on a rotating shift basis - 24 hours a day, 7 days a week. Ability to exert heavy physical effort to treat and move patients, deliver medical equipment or sort inventory at station and in ambulance.

I have read this Job Description and understand the job requirements of this position and the expected standards of performance

\_\_\_\_\_  
Signature of Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Head/Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chief Administrative Officer

\_\_\_\_\_  
Date