

County of Peterborough Job Description

Position:	Paramedic 1	Bargaining Unit:	Local 4911
Department:	Peterborough County/City Paramedics	Salary Grade:	
Reports to:	Chief of Paramedics	Date:	January 2013

This job description is: New Existing Revised Rescinded

Job Summary:

Provides Basic 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 1 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 Life Support, Transportation & EMS 50%

- Provides Basic 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 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.).
- Ability to work under stressful situations and exercise sound judgement in an emergency environment.

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.

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C. Liaises with client, families and allied professional **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 a Primary 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.
- 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 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