



## JOB DESCRIPTION

<b>Job Title:</b> Advanced Care Paramedic	<b>Department:</b> Emergency Services	<b>Division:</b> Paramedic Service	<b>Reports to:</b> District Manager
<b>Revision Date:</b> February 2010	<b>Salary Grid:</b>		

<b>Approval:</b>	Department Head	_____
	Supervisor	_____
	Employee	_____
	Staff Administration Committee	_____
		_____
		_____

### Position Summary:

Reporting to the District Manager, the Advanced Care Paramedic (ACP) carries out a range of advanced care paramedic duties in keeping with performance based system design principles including; providing quality care in a timely manner by assessing patients; performing sophisticated medical treatment to potentially avert life threatening emergencies and reduce morbidity; safely meeting or exceeding response time standards, assessing and appropriately treating patients, ensuring the respect and integrity of patients; transporting patients to and from health care facilities; preparing and submitting reports; safely operating Paramedic Service vehicles and ensuring the stocking and safeguarding of vehicles, equipment, supplies and medications; plus other related duties such as continuous medical education, mentoring new employees and public health safety education.

### Qualifications:

- Community College Diploma (2-year program) in Emergency Health Care/Paramedicine (EMCA). Successful completion of an approved (6 to 18 months) Advanced Paramedic Program.
- Eligible, within one month of hire, for certification as Advanced Care Paramedic in the Province of Ontario.
- Valid CPR, Restricted Radio Operator's licence and all qualifications that meet the requirements of the Ambulance Act and related Regulations including being free from communicable diseases and having a clear criminal record.
- Class F driver's license with less than 6 demerit points or prohibition from driving under the criminal code.
- Knowledge of Basic and Advanced Life Support medical care methods, procedures and techniques, performance based Paramedic operations, training and reporting, base hospital systems, policies and procedures employed in the Province of Ontario, Provincial Air Ambulance Services, Ambulance Act and related Regulations, Highway Traffic Act, Occupational Health and Safety Act, Ministry of Health policies, procedures, guidelines and specifications related to Ambulance service, Base Hospital, equipment supplies, use of medications, vehicles, base stations.



## JOB DESCRIPTION

<b>Job Title:</b> Advanced Care Paramedic	<b>Department:</b> Emergency Services	<b>Division:</b> Paramedic Service	<b>Reports to:</b> District Manager
<b>Revision Date:</b> February 2010	<b>Salary Grid:</b>		

- Ability to meet and maintain Health requirements as set by the Ambulance Act. Physical ability to provide patient care and transport. Ability to consistently maintain job attendance as scheduled.
- Quality paramedic work experience and knowledge of the local area are desired qualities.
- Computer literacy a preferred asset.

### Position Responsibilities:

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the Operational policies of the County of Renfrew and Emergency Services department.
2. Expediently and safely initiating and responding to calls in keeping with medical priority dispatch protocols and response time performance standards.
3. Conducts patient assessment, initiates treatment including administering medication, conducting external cardiac defibrillation in accordance with Basic and Advanced Life Support Patient Care Standards and Base Hospital protocols. Demonstrates leadership, as the Advanced Care Paramedic is the highest medical authority in the pre-hospital setting with few exceptions. Directs patient care as provided by co-worker and other emergency services workers. Collaborates with other emergency workers to ensure safety for all at the scene and to problem solve patient extrication and care issues.
4. Initiates and utilizes therapeutic techniques to manage life threatening conditions adhering to protocols approved by the Medical Director. Initiates contact with base hospital to provide data on patient status, treatment protocols, etc. and to obtain information/clearance for further on scene treatment/intervention.,
5. Maintains required documentation on drugs used during the shift; in accordance with legislation, branch and base hospital policies, procedures and protocols;
6. Completes reports and paperwork necessary to document and detail the particulars of the Paramedic call/shift. Conducts ongoing self and team assessments of activities, concerns, issues and problems that should be communicated to the District Manager and/or Paramedic Service management team.
7. Undertakes daily inventory responsibility, accountability and functioning of equipment, vehicle safety checks, supplies and medications.
8. Ensures operational contact with the Central Ambulance Communications Centre; follows dispatch direction to ensure appropriate system coverage and patient care; updates dispatch centre of all changes in status / availability and vehicle movement; using English language, in accordance with policy.
9. Ensures operational quality assurance and quality improvements; on an ongoing basis, participating in mandatory / continuing education, professional improvement activities, including but not limited to peer



## JOB DESCRIPTION

<b>Job Title:</b> Advanced Care Paramedic	<b>Department:</b> Emergency Services	<b>Division:</b> Paramedic Service	<b>Reports to:</b> District Manager
<b>Revision Date:</b> February 2010	<b>Salary Grid:</b>		

reviews, and field skill review, training and practice; participates in preceptorship program as required; identifies and makes recommendations to improve system performance; ensuring the respect and integrity of patients and families.

10. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.



## JOB DESCRIPTION

<b>Job Title:</b> Advanced Care Paramedic	<b>Department:</b> Emergency Services	<b>Division:</b> Paramedic Service	<b>Reports to:</b> District Manager
<b>Revision Date:</b> February 2010	<b>Salary Grid:</b>		

### LIMITS OF AUTHORITY

The employer has the following limits of authority for the position noted above.

1. Not to refuse the direction of the Central Ambulance Communications Centre (CACC).
2. Not to take a vehicle out of service without notifying CACC and service Duty Officer.
3. Not to authorize expenditures other than fuel without the direction of the Duty Officer.
4. Not provide media or public with any confidential information regarding patients or calls. Contact with the media should be channelled through Emergency Services management.