



JOB DESCRIPTION

Job Title: Primary Care Paramedic	Department: Emergency Services	Division: Paramedic Service	Reports to: District Manager
Revision Date: July 2004	Salary Grid:		

Approval:	Department Head	_____
	Supervisor	_____
	Employee	_____
	Staff Administration Committee	_____

Position Summary:

The Primary Care Paramedic carries out a range of basic 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; transporting patients to and from health care facilities; preparing and submitting reports; safely operating EMS vehicles; 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 (AEMCA).
- Eligible, within one month of hire, for certification as Primary 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 7 demerit points or prohibition from driving under the criminal code.
- Knowledge of Basic 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.
- 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.



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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 Life Support Patient Care Standards and Base Hospital protocols. 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. Completes reports and paperwork necessary to document and detail the particulars of the Paramedic call/shift.
5. Undertakes daily inventory responsibility, accountability and functioning of equipment, vehicle safety checks, supplies and medications.
6. Ensures operational contact with the Central Ambulance Communications Centre.
7. Ensures operational quality assurance and quality improvements.
8. Promotes positive working environment through Professional conduct with clients, client family members, public and other emergency services.
9. 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.



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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.