

County of Peterborough **Job Description**

POSITION:	Paramedic 1
Department:	Emergency Medical Services
Reports to:	Director of Emergency Medical Services
This job description is:	Revised

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 and Emergency Medical Services** **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.
- 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

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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.

WORK 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.