

UNITED COUNTIES OF LEEDS & GRENVILLE

PERFORMANCE MANAGEMENT

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| United Counties of Leeds & Grenville Job Description | Job Title: ADVANCED CARE PARAMEDIC | Page # 1 of 6 |
| Location: 25 Central Avenue and Various PS Stations Department: Paramedic Service | Reports To: Superintendent /Duty Officer | Revision Date: August 2021 Salary Grid: TBD |
| Approval: <ul style="list-style-type: none"> { } Department Head { } Superintendent { } Employee(s) { } Staff Administration Committee | | |

Position Summary:

Advanced Care Paramedics have the interchangeable role of driver and attendant, who provide effective assessment, treatment and transportation of patients to medical and/or any other facility. This is accomplished with respect for the patient's needs and confidentiality.

Qualifications:

- As per the Regulations of the *Ontario Ambulance Act* O. Reg. 257/00 PART III, as well as future amendments hereto,
- Minimum of 1-2 years' experience as an ACP (preferred)
- Ministry of Health and Long-Term Care Advanced Care Paramedic certificate
- Advanced Care Paramedic College Diploma
- Regional Base Hospital Certification

Position Responsibilities:

1. Patient Care

NOTE: It should be understood that the pre-hospital care field is a dynamic environment with constantly changing treatments, policies and procedures established through evidence-based best practice, current research and ongoing medical studies. Therefore, the patient care component of the job description may be subject to alteration to reflect these changing needs, so as to provide our patients with the best care possible.

Performs emergency medical care duties in accordance with basic life support standards (current BLS Patient Care Standards as a minimum), advanced life support standards (current ALS Patient Care Standard) procedures and guidelines; training may include advanced skills and procedures that require medical control in accordance with program standards, guidelines, methods, procedures and techniques by:

- Attending at scene as warranted by priority of assignment;
- Assessing scene for hazards;
- Carrying out triage (establishing priority to treatment) in multiple patient situations and requesting additional assistance as required;
- Assessing, evaluating and interpreting primary and/or secondary survey findings to determine the clinical significance of patient's signs and symptoms;
- Being responsible for directing all aspects of patient care while attending with another Advance Care Paramedic and when working with a Primary Care Paramedic;
- May be required to apply a variety of medical treatments and interpretations such as inserting and/or monitoring or maintaining intravenous or intraosseous fluid infusions;
- Administering a wide range of drugs by various routes as authorized;
- Using advanced patient care and monitoring techniques including performing endotracheal intubation procedures using a laryngoscope, Magill forceps, mechanical ventilation devices and other advanced techniques and equipment to restore or replace airway patency and respiration;
- Performing suctioning procedures and/or needle thoracostomy as required;
- Operating a cardiac monitor, manual and/or semi-automatic defibrillator, to monitor cardiac rhythms and deliver electrical charges and restore an effective heartbeat when indicated;
- Monitoring and responding to complications and/or critical variances in the patient's condition;
- Initiating alternative basic and/or advanced procedures to restore or replace vital functions and manage and control illness and injuries;
- Conducting a primary survey of the patient to establish airway, breathing, circulatory and neurological status and disabilities;
- Collecting vital signs, medical and/or incident history, and/or cardiac monitoring readings from monitor/defibrillators;
- Immobilizing actual or suspected fractures and spinal injuries and bandaging and treating hemorrhages, wounds and environmental injuries;

- Performing other emergency medical care duties as required;
- Monitoring and reassessing patients to detect condition variances and re-initiating basic and/or advanced care procedures; this may involve skills and procedures which require medical control to restore, improve or maintain vital functions and stabilize illness and injuries; requesting directions and/or referring matters not covered by established standards and guidelines and protocols to other qualified personnel and recording of such guidelines and direction, including the name of the person giving it;
- Reporting by radio to a central ambulance communication center(CACC)the destination, priority and patient condition of a the patient and attaining direct link to base hospital as required; ensuring effective communications by established guidelines when consulting with medical staff by radio or telephone;
- Preparing documentation and reporting using medical formats and pharmaceutical terminology to provide hospital staff with a complete clinical picture of pre-hospital/inter-hospital working assessment and prescription of treatment or to substantiate initiation of standardized protocols of care;
- Driving safely to and from scene as warranted by the priority of assignment; activating warning systems as required; following service specific policies with regard to this;
- Informing hospital staff and passengers of safety in and around ambulance vehicles.

2. Transport and Transfer of Patient Responsibilities

- Transports a patient to a facility as directed by the CACC communications officer directing the movements of the ambulance;
- Provides ongoing patient care during transport;
- Transferring patient(s) to and from vehicles, treatment centres, examining tables, stretchers and beds;
- Providing the appropriate medical authorities with detailed information concerning ill and/or injured patients;
- Reporting to CACC all patient particulars and preparations required for return to base stations;
- Completing all required forms and documentation before the end of the assigned shift and leaving with or forwarding appropriate copies to the medical facility;
- Cleaning stretchers and changing linens prior to departure from medical facilities in order to prepare equipment for service;
- Cleaning and restocking interior of vehicles and equipment and reporting to dispatch when available for next assignment.

3. Vehicle Maintenance and Driving

- Inspect service vehicle(s) for roadworthiness, ALS/BLS inventory (according to established standards) and serviceability;
- Restocks each ambulance and/or emergency response vehicle with patient care and accessory equipment after, or as soon as practical after each ambulance call;
- Maintains service vehicle(s) in a clean and sanitary condition;
- Utilizes the ambulance vehicles and emergency response vehicles only for the purpose of providing ambulance service unless otherwise directed by CACC and/or the senior leadership team;
- Accounts for the purchase of fuel as required by the service;
- Responds to emergency and non-emergency calls as per the rules and regulations of the Ontario Highway Traffic Act, MOHLTC Emergency Health Services and the leadership team;
- Utilizes emergency warning systems as per the rules and regulations of the Ontario Highway Traffic Act, MOHLTC Emergency Health Services and Leeds/Grenville Paramedic Services;
- Operates all vehicles in a safe and professional manner;
- Optimizes the response time of the vehicle;
- Wears seatbelts at all times when vehicle is in motion. It is understood that when providing patient care in the rear compartment of an ambulance that the wearing of a seatbelt may not always be possible;
- Ensures that patients, passengers and all equipment are safely transported, properly secured and/or wear seatbelts at all times;
- Ensures the safety and security of all vehicles and equipment when left unattended, in or out of the base.

4. Education

Students – provide education, experience and preceptorship for paramedic (PCP & ACP) students involved in field placements.

Staff Development – participates in training programs, practice sessions and any other staff education if applicable.

- Participates in orientation for less experienced staff;
- Participates in educational programs and/or studies as determined by the Deputy Chief or Commander.
- Completes required service training programs involving new or replacement patient care and communications equipment;
- Maintains qualifications in symptom relief and semi – automatic defibrillation, as determined by the Base Hospital and/or medical director;
- Maintains qualifications and certification to perform controlled acts required to practice as an ACP provider, as determined by the Base Hospital and/or medical director;

- Attends and participates in all components of the continuing medical education program established by the Base Hospital and/or medical director;
- Attends and successfully completes all mandatory training courses as established and required by the MOHLTC; (CME's).

5. Documentation

- Completing Ambulance Call Report (as per ACR Manual);
- Completes vehicle check sheet(s) as determined by the leadership team;
- Completes and signs all required controlled substances documentation as required;
- Providing incident reports, occurrence reports, accident reports and any other report(s) required by regulation, policy or which may be deemed necessary by the leadership team;
- Providing copies of personnel file documentation as required by the Ontario Ambulance Act; These documents may include:
 - Photocopy of Driver's License (when renewed / changed)
 - CPR recertification certificate as mandated
 - Photocopy of Ministry of Health Ambulance Identification badge (when renewed, reported lost, or number has changed)
 - Proof of immunization

Completes other documentation, as deemed necessary by the leadership team.

Note: Employees must immediately notify Superintendent/Duty Officer in the event that your Ministry of Health Identification card is lost or stolen.

6. Communications

- While on duty, keeps the appropriate communications center (CACC) advised of the availability of their vehicle within the ambulance service;
- Reports immediately each movement of an ambulance or emergency response vehicle to the appropriate communications center (CACC);
- Is familiar with the operations of vehicle communications equipment (main and portable radios), cellular phones and/or satellite phones;
- Immediately notifies the appropriate communications center (CACC) whenever a vehicle is removed from and/or returned to service for repair or maintenance;
- Contacts the Base Hospital physician as required for direct on-line medical control.

7. Occupational Health and Safety

- Performs all duties and tasks in a manner which ensures the safety of self and others;
- Ensures ambulance and station premises are safe and clean;
- Ensures that all equipment is maintained in a clean and sanitary condition;

- Ensures that all ACP equipment is properly cleaned and/or sterilized as required by current service policy;
- Ensures that patient care and accessory equipment is properly and safely restrained and/or stored in vehicle(s);
- Ensures that patient care and accessory equipment is maintained in proper working order;
- Reports any deficiencies in station premises, vehicles and equipment;
- Ensures that the patient care compartment and any equipment used is properly cleaned after each ambulance call;
- Work in accordance with Occupational Health and Safety legislation, and municipal Policy and Procedures.

8. Team Functions

- Effectively communicates and works with other team members in a constructive and professional manner (i.e. service staff, police, fire, dispatchers and other allied health professionals),
- This teamwork will ensure the provision of quality care to our patient(s).

9. Other Related Responsibilities

- Performs housekeeping duties at stations and on grounds;
- Any other duties as deemed necessary and assigned by the leadership team.

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

Maintaining a high level of confidentiality for the organization, as per the ***Freedom of Information and Protection and Privacy Act (FIPPA)***, ***the Ambulance Act***, ***the Personal Health Information Privacy Act***, and the Ontario Ministry of Health, Emergency Health Services Branch regulations.

Other related duties may be assigned, as requested and required.

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.