



County of Haliburton
Department of Human Resources

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January 3, 2023

POSTING EXTENDED

**Haliburton County Paramedic Service
is accepting applications for the position of
PART-TIME PRIMARY CARE PARAMEDIC**

The hourly rate for this unionized CUPE Local 4435 position is \$42.07.

Please find the detailed job description below.

Candidates are requested to submit a resume, no later than
12:00pm on Friday January 20th, 2023, to the attention of:

Sarah Hume, Human Resources Manager

shume@haliburtoncounty.ca

We thank all who apply for this position; however only those selected for an interview will be contacted.

The County of Haliburton is an equal opportunity employer. Accommodation can be provided in all steps of the hiring process. For accommodation options and to ensure full and equal access during the recruitment and selection process, contact Human Resources.

In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, the information gathered will be used solely for the purpose of job selection.



Haliburton County Paramedic Service

Policy & Procedures

Approved By: Management	
Policy Number: A-1	Issued Date: 01 Nov 00
Section: General Administration	Revised Date: 15 Apr 07 27 Sep 12 16 Dec 14 30 Nov 17
Subject: Job Description – Primary Care Paramedic (PCP)	Reviewed Date: 30 Nov 17

Responsible To

- Chief/Director of EMS
- Deputy Chief, Operations
- Deputy Chief, Quality Assurance & Education

Position Summary

To provide transportation and emergency medical care to ill or injured persons to, from and between medical treatment facilities in specially equipped ambulance vehicles and/or aircraft and to assist medical staff at the receiving facility as required.

Primary 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.

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.

Responsibilities

1. Performs emergency medical care duties in accordance with Haliburton County Paramedic Service Policies & Procedures, Ministry of Health Basic Life Support Patient Care Standards. Training may include some skills and procedures that require medical control in accordance with program standards, guidelines, methods, procedures and techniques by:
 - a) attending at scene warranted by priority of assignment;
 - b) carrying out triage (establishing priority to treatment) in multiple patient situations and calling for additional assistance as required;
 - c) being responsible for directing all aspects of patient care while attending with another Primary Care Paramedic (PCP) and assisting in the provision of patient care as directed by an Advanced Care Paramedic (ACP) when working as a split crew as a result requested ALS back-up as directed in the current deployment plan.;
 - d) assessing, evaluating and interpreting primary and/or secondary survey findings to determine the clinical significance of patient’s signs and symptoms;

- e) collecting vital signs and a medical and/or incident history, and/or cardiac monitor readings from automatic and/or semi-automatic monitor/defibrillators;
 - f) administering cardiopulmonary resuscitation, oxygen, and manual ventilation using BVM's, suction devices, non-endotracheal airways, to restore, improve or maintain airway patency and heart and lung function;
 - g) performing intravenous fluid infusion therapy under well-defined circumstances and when certified to do so;
 - h) operating and checking manual defibrillator to deliver electrical charges and restore an effective heartbeat, where authorized;
 - i) immobilizing fractures and spinal injuries and bandaging and treating hemorrhages, wounds and environmental injuries;
 - j) performing other emergency medical care duties as required;
 - k) administering medications under well defined circumstances where approved;
 - l) monitoring and reassessing patients to detect condition variances and re-initiating patient care standards and Base Hospital policies and 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;
 - m) reporting by radio to a dispatch centre the destination, priority initial and transport CTAS and patient condition and particulars and attaining direct link to base hospital or receiving hospital as required;
 - n) completing all documentation including electronic ACR's and report using medical formats and pharmaceutical terminology to provide physicians with a complete clinical picture for pre-hospital working assessment and prescription of treatment or to substantiate initiation of standardized protocols of care;
 - o) ensuring effective communications by using established guidelines when consulting with medical staff by radio or telephone;
 - p) informing hospital staff and passengers of safety in and around aircraft/ambulance vehicles;
 - q) driving safely to and from scene as warranted by the priority of the assignment activating warning equipment as required;
2. Provides, as per policy, ongoing patient care duties upon arrival at the medical facility by:
- a) transferring patient(s) to and from vehicles, treatment centres, examining tables, stretchers and beds;
 - b) providing the appropriate medical authorities with details information concerning ill and/or injured patients;
 - c) reporting by telephone to dispatch centre all patient particulars and preparations required for return to base stations;
 - d) completing required forms and documentation and uploading the ACR to the server as soon as possible after the call has been completed;
 - e) cleaning stretchers and changing linen prior to departure from medical facilities in order to prepare equipment for service;
 - f) cleaning and restocking interior of vehicles and equipment and reporting to dispatch when available for next assignment;
 - g) optimizing the response time of his/her vehicle;
3. Performs as per policy administrative, maintenance and other related duties within the ambulance service by:
- a) performing daily vehicle preventative maintenance and inspections by inspecting ambulances and completing appropriate vehicle documentation daily;

- b) ensuring that the ambulance exterior, interior, equipment and supplies are always clean and serviceable;
 - c) remedying minor defects or minor maintenance requirements and reporting defects or maintenance requirements which cannot be readily remedied to management;
 - d) carrying out various shift details at the ambulance bases as posted by Management;
 - e) ensuring access areas to base are clean of debris and snow;
 - f) ensuring that all patient care equipment is present and in an operational state;
 - g) ensuring that appropriate medication count procedures are followed. Reporting any discrepancies or expired medications to management, and ensuring that any expired medications are disposed of according to current service policy and procedure,
 - h) checking all radios for effectiveness at the commencement of each shift;
 - i) participating in training or self directed learning to ensure necessary medical skills are maintained and updated;
 - j) performing preceptorship responsibilities as required, (e.g.: debriefing students after each call consistent with patient protocols; on training, liaising with the educational agencies completing reports, conduct overall evaluation/recommendations)
 - k) developing good working relationships with physicians, nurses, ambulance service teams and other allied agencies;
 - l) working extended shifts as required;
 - m) complete all I-medical procedures and check their personal county e-mail account at the beginning of every shift;
4. Attend and participate in the following;
- a) all continuing education courses required by the Ministry of Health, Ambulance Services Branch;
 - b) all educational programs, courses and sessions required by the service;
 - c) all components of the continuing medical education program established by the base hospital and/or medical director;
 - d) re-certification and/or skills upgrading programs required by the service, base hospital or medical director;
 - e) other programs as required.
5. Each employee is accountable:
- a) for following safe working practices;
 - b) for ensuring that at least eight (8) hours of rest is provided between shifts; Management will monitor compliance with this policy;
 - c) for carrying out duties in a way that embodies the mission and values of the Haliburton County Paramedic Service;
 - d) for working co-operatively with fellow employees and supervisors toward the achievement of the Service's overall goals and objectives;
 - e) while on duty, each Paramedic shall not refuse to provide ambulance service unless directed to do so by a CACC centre, and shall not refuse to follow the direction of the CACC centre in regards to the assignment of calls for ambulance service or emergency response;
 - f) while on duty, each paramedic shall keep the relevant CACC centre advised of the availability of their vehicle within that CACC centre area along with the status and location as required;
 - g) attend and meet the requirements of in-service and core training sessions when provided, as directed by the Director of EHS.

Minimum and Desirable Requirements

All paramedics hired will be required to have completed their college program. AEMCA certification is preferred although AEMCA pending candidates may be reviewed at the discretion of management. Successful completion of Base Hospital certification is also required. This position requires knowledge of a specific variety of methods, procedures and techniques to perform routine assessment, treatment and monitoring activities and may include some activities that may require medical control. Basic knowledge of pharmaceutical products, medical supplies, instruments and equipment to collect and record physiological signs and symptoms and to administer basic life support care which may include some care requiring medical control. Requires knowledge of advanced life support program standards, guidelines, methods, procedures and techniques. Knowledge of fundamental physiological and pathophysiological principals and basic anatomy and pharmacology to recognize, document and report the nature of a pharmaceutical terminology.

Formal Education: Grade 12 or equivalent, post-secondary education in Ambulance and Emergency Care and provincial examination to qualify as an Advanced Emergency Medical Care Attendant as specified in the Ambulance Act of Ontario.

Special Skills or Training

Valid Class "F" driver's license; restricted radio operators license; maintenance of certification as a Primary Care Paramedic (PCP) by the current Base Hospital Medical Director to ensure ability to perform required delegated medical acts; communication and negotiation skills to work under stress in routine and emergency situations; ability to lift and transport patients; availability to work extended shift work, 7 days/week, in a physically and mentally stressful environment.

The above statement reflects the general duties considered necessary to describe the principle functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.