



County of Haliburton
Department of Human Resources

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www.haliburtoncounty.ca



June 1, 2023

EXTERNAL POSTING

**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 visit <https://www.haliburtoncounty.ca/en/county-office/careers.aspx> for a detailed job description.

Candidates are requested to submit a resume, no later than
12:00pm on June 30, 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.



JOB DESCRIPTION

PRIMARY CARE PARAMEDIC

POSITION SYNOPSIS AND PURPOSE

Reporting to the Chief/Director of EMS, Deputy Chief – Operations, and Deputy Chief – Quality Assurance & Education, this position is responsible for providing 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

MAJOR RESPONSIBILITIES

Description	Approx. Time Spent (%)
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: <ul style="list-style-type: none"> 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; 	55%

<ul style="list-style-type: none"> 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; 	
<p>2. Provides, as per policy, ongoing patient care duties upon arrival at the medical facility by:</p> <ul style="list-style-type: none"> 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; 	20%
<p>3. Performs as per policy administrative, maintenance and other related duties within the ambulance service by:</p> <ul style="list-style-type: none"> a) performing daily vehicle preventative maintenance and inspections by inspecting ambulances and completing appropriate vehicle documentation daily; 	15%

<ul style="list-style-type: none"> 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; 	
<p>4. Attend and participate in the following;</p> <ul style="list-style-type: none"> 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. 	10%
<p>5. Each employee is accountable:</p> <ul style="list-style-type: none"> a) for following safe working practices; b) for ensuring that at least eight (8) hours of rest is obtained 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. 	

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

DECISION MAKING AND INDEPENDENCE

- a) 3 examples of the types of decisions that are made or issues/situations that are dealt with on a regular basis and how judgement is used to resolve them:**
1. Directing all aspects of patient care while attending with another PCP.
 2. Collecting vital signs and administering care as per training and the Ambulance Act.
 3. Responding to calls and completing all required documentation.
- b) 3 examples of situation or problems that are referred to the supervisor for direction or resolution:**
1. Instances where the vehicle has become disabled.
 2. Instances where the treatment path for a patient is unclear.
 3. Instances where additional resources may be necessary in order to safely respond.

REQUIRED TRAINING

- Orientation which includes:
 - All Corporate Policies/Procedures
 - WHMIS GHS Training
 - Respect in the Workplace
 - MOL Worker H & S Training
 - AODA
- Additional training required:
 - Base Hospital Certification
 - CME trainings

MINIMUM QUALIFICATIONS

a) Education

- Post-secondary education in Ambulance and Emergency Care
- Provincial examination to qualify as an Emergency Medical Care Attendant as specified in the Ambulance Act of Ontario (AEMCA certification)
- Valid F class driver's licence
- Restricted radio operator's licence

b) Experience

- Prior related experience an asset.

c) Knowledge/Skill/Ability

- Ability to obtain Defibrillator/System Relief certification as per Base Hospital.
- Ability to maintain certification as a Primary Care Paramedic by the current Base Hospital Medical Director to ensure ability to perform required delegated medical acts.
- Ability to lift and transport patients in accordance with OPPAT testing. Successful pass is 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.
- Communication and negotiation skills necessary to work under stress in routine and emergency situations.
- Ability to work extended shift work, 7 days/week, in a physically and mentally stressful environment.

NOTE:

The above statement reflects the general duties considered necessary to describe principal 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.

WORK SETTING

CONTACTS

Frequency Legend
Constant – every day for most of day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

Contact	Frequency	Nature of Interaction
Chief	Occasional	To receive communications and/or training.
Deputy Chief - Operations	Regular	To share information and receive direction.
Deputy Chief – Quality Assurance & Education	Regular	To share information and receive direction.
CACC	Constant	To receive direction to routine and emergency calls
Hospital Staff	Constant	To share and receive information related to patient care
Members of the Public	Constant	To provide care and transportation as required.

WORK CONDITIONS/PHYSICAL/MENTAL EFFORT

Please check off all that apply

Frequency Legend
Constant – every day for most of day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

1. Hours of Work

Normal: 12-hour shifts (e.g. 0800 – 2000, 2000 – 0800), day and night shifts	<input checked="" type="checkbox"/>
Evenings/Weekends: as required	<input checked="" type="checkbox"/>
On-Call: as available for part-time staff	<input checked="" type="checkbox"/>
Over-time: as required to complete shift responsibilities	<input checked="" type="checkbox"/>

Examples: We operate a 24-7 service, 12-hour shifts scheduled days or nights, weekdays and weekends. Overtime may be required to complete shift responsibilities. Opportunity for additional overtime shifts.

2. Work Environment

	Constant	Frequent	Regular	Occasional	Percentage
Indoors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	50 %
Outdoors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	50 %
					=100%
Attend internal/external meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	%
Time spend travelling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	%
Frequency of interruptions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Interaction with irate/aggressive clients/customers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-

Examples: Primary responsibility is to respond to calls as directed, work occurs indoors and outdoors, occasional need to travel to meetings for training and certification purposes.

3. Hazards

	Constant	Frequent	Regular	Occasional
Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dirt, Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disagreeable weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Examples: Reported to calls in unknown environments with unknown hazards. Hazardous chemicals include cleaning and disinfecting substances.

4. Physical Requirements

	Constant	Frequent	Regular	Occasional
Operating and/or maintaining vehicles and equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Lifting and transporting patients	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requirement to lift objects (up to 50 lbs)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing and/or pulling objects to complete tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE worn on a regular basis (list type):				
• Gloves	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Face masks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Gowns	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Safety Footwear	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

• Uniform	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Types of tools used (list type):				
• Ambulance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Snowmobile/ATV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Boat/Watercraft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Examples: Ability to lift and transport patients required, physically demanding work. Ability to successfully pass the OPPAT test must be maintained.

5. Mental Requirements

	Constant	Frequent	Regular	Occasional
Requires awareness of surroundings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual effort required on a concentrated basis	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requirement to listen attentively	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examples: Mentally stressful environment, frequent visual and auditory effort required while transporting and caring for patients.

POSITION CLASSIFICATION

Position Title: Primary Care Paramedic

Department: EMS

Work Location: Minden Base, Haliburton Base, Tory Hill Base, Stanhope Base

Reports to (Direct): Chief/Director of EMS, Deputy Chief – Operations, Deputy Chief – Quality Assurance & Education

Position(s) Supervised Directly: N/A

Position(s) Supervised Indirectly: N/A

Effective Date: November 2000

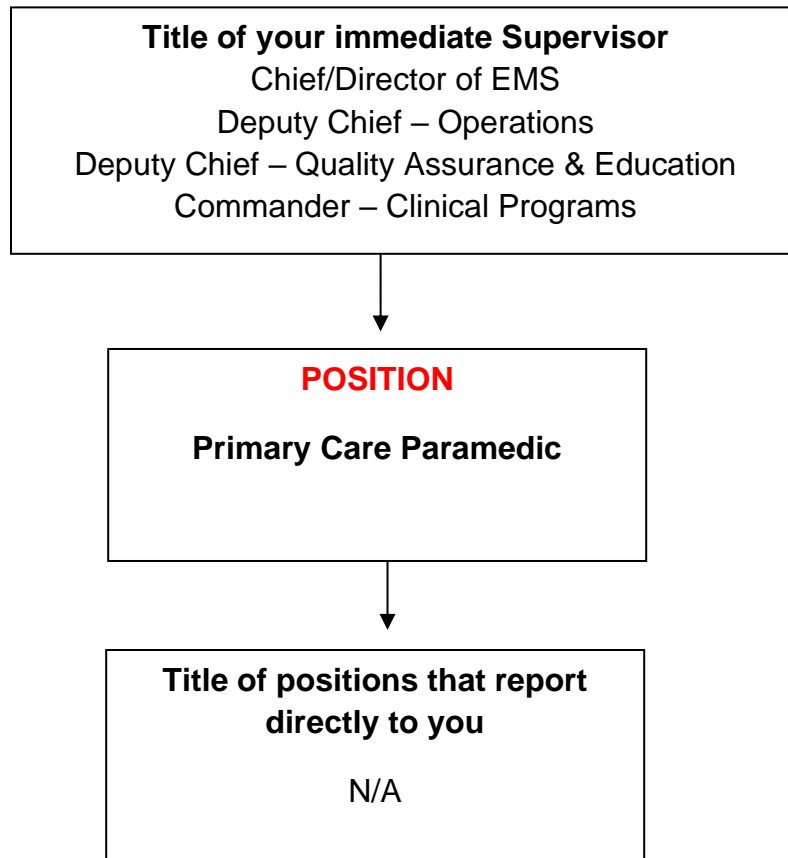
Revision Date: May 2023

Salary Range: As per collective agreement

Hours Biweekly: Full-time staff: 80 hours biweekly, Part-time staff: hours as assigned, minimum availability must be maintained.

ORGANIZATIONAL CHART

List the reporting relationship of this position to others within the immediate department.



Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete inclusive description.