



## Primary Care Paramedic Cross Certified JOB DESCRIPTION

The County of Simcoe Paramedic Services invites applications for:

### Cross certified part time Primary Care Paramedics ONLY

The Fall 2023 Recruitment opens August 14th and closes August 31st, 2023.

See <https://www.simcoe.ca/dpt/ps/careers> for further details

Apply at <https://www.simcoe.ca/dpt/hr/career-opportunities>

Please see below for the job descriptions for Primary Care Paramedic position.

<b>JOB TITLE: Primary Care Paramedic (PCP)</b>		
<b>DIVISION:</b> Health & Emergency Services	<b>EFFECTIVE DATE:</b>	
<b>DEPARTMENT:</b> Paramedic Services	<b>LAST REVISION:</b> July 2023	
<b>REPORTS TO (Title):</b> Platoon Supervisor		
<b>POSITIONS SUPERVISED:</b> Direct: 0 Indirect: 0		
<b>PAY BAND / GRADE :</b> PCP	<b>UNION AFFILIATION:</b> OPSEU 303	<b>HOURS OF WORK:</b> up to 42 hrs per week

### PART 1 – DESCRIPTION OF POSITION

#### POSITION SUMMARY

Reporting to the Platoon Supervisor, the Primary Care Paramedic (PCP) carries out a range of paramedic duties, is responsible for providing ambulance services, 24-hour pre-hospital emergency and non-emergency care, and transportation for patients experiencing injury or illness, in compliance with the current Ambulance Act, Ministry of Health (MOH) Basic Life Support Patient Care Standards (BLS PCS), Advanced Life Support Patient Care Standards (ALS PCS), Regional Base Hospital Program Medical Directives and policies, the Highway Traffic Act, and other applicable legislation.

In keeping with performance based system design principles, the PCP will: meet or exceed response time requirements as outlined by County of Simcoe Paramedic Services (CSPS) policies and procedures, maintain commitment to ongoing education of self and others in the pursuit of high quality patient care, ensure the respect and dignity of patients during treatment and transport, prepare and submit reports, safely operate Paramedic Service vehicles, and ensure the stocking and safeguarding of vehicles, equipment, supplies and medications.

## **DUTIES AND RESPONSIBILITIES (not listed in order of priority)**

1. Respond to Paramedic Service calls adhering to CSPS policies and procedures and Paramedic practice documents including Basic and Advanced Life Support Patient Care Standards and Regional Base Hospital Medical Directives to level of certification, while ensuring the safe, efficient care/handling of patient(s) at the scene and during transport. Gather information (including medical history) directly from the patient, family, friends, bystanders, first response personnel, etc. to make appropriate treatment and transport decisions.
2. Apply medical interventions as deemed essential in alignment with the Ministry, Regional Base Hospital Program and the County, using critical decision making to manage life threatening conditions affecting patients, including those that may require invasive and/or pharmacological interventions, with a goal of meeting or exceeding performance expectations of Paramedic Service delivery.
3. Undertake triage assessment, medical prioritization, appropriate treatment and transport according to the Ontario Ambulance Act, MOH BLS and ALS PCS Standards, MOH Patient Care and Transportation Standards, MOH Documentation Standards, and other relevant standards and Acts, as applicable. Demonstrate leadership as the Primary Care Paramedic with the highest medical authority in the Prehospital setting, with few exceptions Initiate contact with the Regional Base Hospital to obtain information/clearance for further on scene treatment/intervention, as deemed practical and necessary by established Medical Directives.
4. Conduct ongoing self and team assessments of patient care, concerns, and treatment issues. Escalate questions or concerns to the Platoon Supervisors and/or Paramedic Services Management, where required.
5. Complete reports and documentation as required; detail the particulars of the call/shift in keeping with MOH Documentations Standards as well as CSPS Policy and Procedures, and submit all documentation within the prescribed timeframe.
6. Maintain operational contact with the Central Ambulance Communications Centre (CACC) in accordance with CSPS Policies and Procedures and report immediately each movement of an ambulance or Rapid Response Unit (RRU) to the communication service, including when vehicles are removed from service for maintenance or repair.
7. Respond in heavy traffic and in all weather conditions to emergency and non-emergency calls as per the rules and regulations of the Ontario Highway Traffic Act, MOH Emergency Health Services Branch, and the CSPS.
8. Operate an ambulance vehicle or emergency response vehicle in a safe and professional manner at all times. Utilize emergency warning devices as per procedures adopted by MOH Emergency Health Services and the CSPS.
9. Efficiently inspect Paramedic Services vehicles and equipment for roadworthiness, defects, serviceability, and inventory (according to the MOH Provincial Equipment Standards for Ontario Ambulance Services). Ensure Paramedic Services vehicles are clean and ready for transport and that adequate and appropriate equipment and supplies are accounted for, appropriately used, and securely stored.

10. Perform housekeeping duties and general maintenance to stations and grounds, ensuring the areas are maintained in a secure, clean, and sanitary condition.
11. Embrace corporate values and CSPS dedication to quality improvement initiatives by demonstrating excellence in customer service, participating in mandatory continuing education activities, including but not limited to, field skill reviews, training and practice, performing and/or participating in chart review (ACRs), and other clinical investigation/patient care improvements. Identify and make recommendations to improve system performance, where appropriate.
12. As a Preceptor, demonstrate leadership skills and dedication to adult education principles to engage Paramedic students involved in field placements and other medical observers in support of Basic Life Support (Primary Care Paramedic level).
13. Maintain confidentiality and privacy of information as per The Municipal Freedom of Information Protection and Privacy Act (MFIPPA), The Personal Health Information Protection Act (PHIPA), Personal Information and Electronic Documents Act (PIPEDA) and in accordance with County of Simcoe Policies and Procedures.
14. Perform all duties and tasks in a manner which ensures the safety of self and others. Work in accordance to the highest standards of professional and ethical behavior and in compliance with Provincial Occupational Health and Safety legislation and CSPS Policies and Procedures.
15. Perform other duties as assigned and as deemed necessary by the CSPS.

## **PART II – POSITION REQUIREMENTS**

### **CORPORATE COMPETENCIES**

Has knowledge of and demonstrated ability in our corporate competencies:

- Acts with the Customer in Mind
- Ensures Accountability
- Continuously Seeks to Improve Work Processes
- Collaborates
- Communicates with Impact
- Is Resilient

### **EDUCATION, TECHNICAL SKILLS AND CERTIFICATION**

- Community College Diploma in Primary Care Paramedicine or equivalent.
- Must hold current AEMCA credential to work in Ontario or registered to write an upcoming AEMCA exam.
- Currently certified by an Ontario Base Hospital to practice as a Primary Care Paramedic in the province of Ontario.

- Meet all qualifications set out by the County of Simcoe, Ministry of Health and the Ambulance Act.
- Meet the following driving record requirements:
  - Hold a valid Ontario unrestricted “F” class driver’s license (or provincial equivalent) with no more than six (6) demerit points accumulated during the year immediately prior to the date of commencement of employment.
  - Must have maintained, during the two (2) years immediately prior to the date of commencement of employment, and continued to maintain during employment, a valid driver’s license under the Highway Traffic Act.
  - Must not have been prohibited under the Criminal Code of Canada from driving a motor vehicle in Canada at any time during the three (3) years immediately prior to the date of commencement of employment and during employment.
- Must hold current BLS certification (previously known as Healthcare Provider level CPR).
- Must hold current Standard First Aid certification.
- Able to read, write, and speak the English language fluently.
- Must hold a valid certificate signed by a healthcare practitioner that states they are immunized against diseases listed in Table 1 of the Ambulance Service Communicable Disease Standards.
- Must prove they are free from all communicable diseases listed in Table 1 of the Ambulance Service Communicable Disease Standards.
- Fluent knowledge of Basic and applicable Advanced Life Support Patient Care Standards, the Ambulance Act, related Regulations and Standards, Regional Base Hospital Program, Medical Directives, and techniques.
- Must be independent and able to work effectively with minimal supervision.
- Exceptional communication and interpersonal skills.
- Possess strong resiliency and coping skills.
- Proven ability to work as part of a team in emergency care environments.
- Maintain qualifications in symptom relief and semi – automatic defibrillation, and any other delegated medical act(s) authorized by the Regional Base Hospital Program and required / approved by the CSPS.
- Clear Criminal Records Check with Vulnerable Sector Screening that is within one month of hire.
- Must have access to a reliable vehicle to provide own transportation to and from various base locations, where assigned.

## EXPERIENCE

- Experience required.

## **EFFORT**

- Be in excellent physical health and able to lift heavy weights, as prescribed by patient care situations.
- Be able to work under pressure and make rapid appropriate decisions.
- Visual attentiveness required when driving.
- Physical effort is required when responding to calls and lifting/moving patients.
- Attention to detail required during patient care and when completing reports.
- Requires dexterity when performing invasive procedures and mental acuity in undertaking medical decision making and treatment.

## **WORKING CONDITIONS**

- Exposure to inclement weather and road conditions.
- Exposure to various conditions of noxious odours and bodily fluids.
- Will be required to enter into patients' home environments.
- Frequent exposure to highly stressful, unpleasant/emotional situations when dealing with patients in crisis.
- May be exposed to verbal abuse situations when treating patients.
- May be required to wear uncomfortable protective equipment.
- Exposure to weather extremes and risks associated with emergency services.