



**THE UNITED COUNTIES OF LEEDS AND GRENVILLE  
Paramedic Service**

**invites applications for:**

**PART- TIME PRIMARY CARE & ADVANCED CARE PARAMEDICS  
PS-23-094**

**Start Date: ASAP**

**Shift Rotations: 07:00 – 19:00 / 19:00 – 07:00 hours, 07:30 – 19:30 / 19:30 – 07:30 hours, 09:00 – 21:00, 11:0 – 23:00 hours, 08:00 – 20:00 hours**

**\*shifts includes weekends\***

**Please note: This position is part of the CUPE Local 4440 bargaining unit**

**The Primary Care Paramedic Job Description is provided below;**

**PRIMARY CARE PARAMEDIC**

**Position Summary:**

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.

**Qualifications:**

As per the Regulations of the *Ontario Ambulance Act* O. Reg. 257/00 PART III, as well as future amendments hereto.

**Position Responsibilities:**

**1. Patient Care**

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

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the job description may be subject to alteration to reflect these changing needs, so as to provide our patients with the best care possible.

The paramedic will perform emergency medical care duties in accordance with basic life support policies (current BLS Standards as a minimum), procedures and guidelines. Training will include skills and procedures that require medical control in accordance with program legislation, standards, guidelines, methods, procedures and techniques by:

- Attending to the scene as warranted by the priority of assignment;
- Assessing the scene for hazards;
- Carrying out triage (establishing priority to treatment) in multiple patient situations and calling for additional assistance as required;
- Being responsible for directing all aspects of patient care while attending with another Advanced/Primary Care Paramedic. Assisting in the provision of patient care as directed by Advanced/Primary Care Paramedic when on scene;
- Conducting a primary survey of the patient to establish airway, breathing and circulation as well as neurological status and disabilities, followed by necessary secondary assessments;
- Collecting vital signs, medical and/or incident history, and/or cardiac monitoring readings from monitors/defibrillators;
- Administering cardiopulmonary resuscitation (CPR), oxygen, and manual ventilation using a bag-valve-mask, and other techniques and equipment where approved. Such equipment may include pulse oximeters, supraglottic airways, and triggered resuscitators to restore, improve or maintain airway patency and heart and lung function;
- Monitoring intravenous fluid infusion therapy in accordance with current MOHLTC – EHS guidelines;
- Operating and checking the correct and regular functions of a semi-automatic defibrillator to deliver electrical charges;
- Immobilizing actual or suspected fractures and spinal injuries;
- Bandaging and treating hemorrhages, wounds and environmental injuries;
- Performing other emergency medical care duties as required;
- Administering medications as authorized; (i.e.; RPPEO SR Protocols);
- Monitoring and reassessing patients to detect condition variances and re-initiating basic care procedures. This may involve skills and procedures which require medical control to restore, improve or maintain vital functions and stabilize illnesses and injuries;
- Requesting directions and/or referring matters not covered by established standards, guidelines and protocols to other qualified personnel;

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- Reporting by radio to a dispatch centre the destination, priority and patient condition while attaining direct link to an RPPEO Physician as required;
- Preparing documentation using medical and pharmaceutical terminology to provide hospital staff with a complete clinical picture and pre-hospital working assessment of the patient;
- Ensure effective communications by using established guidelines when consulting with medical staff by radio or telephone;
- Informing hospital staff and passengers of safety in and around ambulance vehicles.

## **2. Transport and Transfer of Patient Responsibilities**

- Follows all direction provided by the Ambulance Communications Officer (ACO);
- Provides ongoing patient care during transport;
- Transferring patient(s) to and from vehicles, treatment centres, examining tables, stretchers and beds;
- Providing the medical authorities with detailed information concerning the patient;
- Reporting to the dispatch centre all patient particulars and preparations required for the returning to service;
- Completing all required forms and documentation before the end of the assigned shift and leaving with or forwarding appropriate copies to the medical facility;
- Preparing the ambulance for service after a call;
- Cleaning and restocking the interior of the ambulance and reporting to dispatch when available for the next assignment.

## **3. Vehicle Maintenance and Driving**

- Inspect service vehicle(s) for roadworthiness, 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 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 in compliance with the regulations of the Ontario Highway Traffic Act, MOHLTC Emergency Health Services Branch and the Leeds/Grenville Paramedic Services;

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- Utilizes emergency warning devices in compliance with the regulations of the Ontario Highway Traffic Act, MOHLTC Emergency Health Services Branch and Leeds Grenville Paramedic Services;
- Operates all vehicles in a safe and professional manner;
- Proceeds to a call using the most efficient and effective operations of an ambulance;
- 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 and passengers are safely transported and properly secured using 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**

- Provides and assists with education, experience and preceptorship for paramedic 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 RPPEO and/or medical director;
- Attends and successfully completes all mandatory training courses as directed by the service, base hospital or the MOHLTC;

#### **5. Documentation**

- Completing Ambulance Call Reports (as per the ACR Completion Manual);
- Completes vehicle check sheet(s) as determined by the leadership team;
- Completes and signs all required medication inventory lists;
- Providing incident reports, occurrence reports, collision reports and any other report(s) required by regulation and policy or which may be deemed necessary by the leadership team;
- Providing copies of personnel file documentation as required by the Ontario Ambulance Act, and will maintain up-to-date records;  
These documents may include but are not limited to:

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- 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
- Completion of Secondary School Education (Diploma) or Equivalency;
- Completes other documentation, as deemed necessary by the leadership team.

## **6. Communications**

- Maintains regular and appropriate communications with dispatch;
- Reports each movement of the ambulance or emergency response vehicle to the appropriate communications centre (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 centre (CACC) whenever a vehicle is removed from and/or returned to service for repair or maintenance.

## **7. Occupational Health and Safety**

- Performs all duties and tasks in a manner which ensures the health and safety of themselves 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 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;
- Attends all relevant in-services regarding Occupational Health and Safety;
- Reports any deficiencies in station premises, vehicles and equipment;
- Reports any and all unsafe conditions immediately;
- Ensures that the patient care compartment and any equipment used is properly cleaned after each ambulance call;
- Works in accordance with Occupational Health and Safety legislation, and Municipal Policies 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

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the 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.

### **ADVANCED CARE PARAMEDIC**

#### **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;
- Base Hospital Certification.

#### **Position Responsibilities:**

##### **1. Patient Care**

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 policies (current BLS Patient Care Standards as a minimum), advanced life support policies (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:

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- 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 calling for additional assistance as required;
- Assessing, evaluating and interpreting primary and/or secondary survey findings to determine the clinical significance of patients 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 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 patient 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;

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- Reporting by radio to a dispatch centre the destination, priority and patient condition and particulars and attaining direct link to a 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 equipment 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 dispatch centre all patient particulars and preparations required for return to service;
- 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, 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;

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- 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 devices 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 their 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 and passengers 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).

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## 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, collision 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.

## 6. **Communications**

- While on duty, keeps the appropriate communications centre (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 centre (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 centre (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 equipment is properly cleaned and/or decontaminated as required by current service policy;
- Ensures that patient care and accessory equipment is properly and safely restrained and/or stored in vehicle(s);

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- 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 (PHIPA)***, and the Ontario Ministry of Health and Long Term Care regulations.

**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.**

Applications should be marked "**Competition #PS-23-077 PCP/ACP**" and submitted online **by 4:00 p.m. on/before Sunday, May 14, 2023** to:

<https://careers.leedsgrenville.com>.

Applicant information is collected under the **Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)**, and will only be used for candidate selection.

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## **Accommodation at the United Counties of Leeds and Grenville**

The United Counties of Leeds and Grenville is committed to providing a recruitment and selection process that is both inclusive and free from barriers. Accommodations for job applicants with disabilities are available upon request, and will be provided in accordance with the **Ontario Human Rights Code** and the **Accessibility for Ontarians with Disabilities Act**.

Applicants are required, in advance, to make any accommodation request known to Human Resources by contacting the department at 1-800-770-2170 extension 2308 or The Bell Relay Service. Human Resources will strive to provide reasonable and appropriate accommodation for all applicants, during the recruitment and selection process, which will ensure the process is conducted in a fair and equitable manner.

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