



JOB DESCRIPTION

JOB TITLE	Primary Care Paramedic (PCP)
DEPARTMENT / PROGRAM AREA	Paramedic Services
REPORTING TO	Paramedic Superintendent
EFFECTIVE DATE	
SALARY	

JOB SUMMARY

Under the general supervision of the on-duty Paramedic Superintendent, Primary Care Paramedics (PCP) with the District of Nipissing Social Services Administration Board (DNSSAB) are responsible to provide primary and advanced medical care, within the established scope of practice, and within the limitations set out by Health Science North Centre for Prehospital Care (HSNCP), and to provide safe and timely transportation of ill or injured patients to, from or between health care facilities. Additionally, PCP personnel are required to engage in patient-centric advocacy to ensure a system that focuses on clients, family members and residents of the district. PCP personnel will adhere to all applicable legislation, and organizational policies/directives.

JOB DUTIES AND RESPONSIBILITIES

- Perform primary emergency medical care in accordance with all applicable legislation, including but not limited to the Basic Life Support Patient Care Standards (BLSPCS), Advance Life Support Patient Care Standards (ALSPCS).
- Perform controlled medical acts under the delegation/direction of the base Hospital Medical Director, or designate.
- Operate in a first response capacity within the established scope of practice and as set out in this document.
- Manage care in a manner that achieves effective outcomes to the diverse patient needs.
- Operate DNSSAB vehicles in all weather conditions, in a safe and secure manner, in accordance with the Highway Traffic and all other applicable policies and regulations.
- Perform service response ensuring the safe utilization of approved emergency vehicles and ensuring the most expedient routing is applied.
- Maintain contact and comply with direction from the Central Ambulance Communications Centre (CACC) at all times regarding vehicle movements, operational status, call assignments, the transportation phases of all calls and of transfer of care (ToC) including any delays.
- Manage complex challenges through effective cognition and problem solving, including the appropriate need for additional resource allocation.

- Manage incidents, utilizing Paramedic skills in event oversight to determine outcomes and system needs.
- Manage treatment modalities, based upon assessment of presentation and established practice.
- Effectively manage medication delivery that effectively meets the patient's requirements and is in line with established medical directives.
- Ensure competence in a variety of measures, with the ability to convert as necessary.
- Maintain focus and professionalism in stressful and time sensitive circumstances.

Documentation Compliance

- Complete all mandatory checklists within timelines set out by the employer to ensure response readiness, equipment sanitation, and quality assurance.
- Document in a manner deemed appropriate by the employer all deficiencies found during the course of workplace activities, including any assessment of an education assistance required. Follow all established and accepted processes of self-reporting omissions/variances.
- Obtain, document, and disseminate all legislatively requisite/relevant patient information related to paramedic services activities.
- Complete and submit, in a timely manner, all required patient reports and administrative documentation (IRs) as specified in legislation and both organizational and HSNCPD policies and directives.
- Ensure safekeeping of patient records.
- Accurately and fully complete/submit all payroll and human resources documents.
- Confirm receipt of, review and adhere to the all provincially, or employer issued documents in a manner deemed appropriate by the employer.

Care and Control of all DNSSAB Assets

- Utilize equipment only as directed by policy and/or regulation
- Secure all assets as directed by policy.
- Assess and ensure availability of material resources, and document/communicate any variance to established inventory.
- Regularly and appropriately, sanitize medical equipment and vehicles.
- Ensure response readiness through appropriate and directed restocking of emergency response vehicles to meet both regulation and organization expectations/policies.
- Engage in all daily preventative maintenance/cleaning program expectations for vehicles and equipment.
- Perform authorized repairs as directed.

Effective Interaction with Internal/External Stakeholders

- Interact with Central Ambulance Communications Centre ACO staff in a professional manner.
- Engage with all DNSSAB and HSNCPD personnel in a collaborative and supportive manner.
- Submit through established process any concepts related to the evolution of one's specific position, job responsibilities, or policies/procedures with the on-duty supervisory personnel.
- Provide positive supportive to colleagues, the public and to patients and family members.
- Liaise with CACC, families, base hospital staff, police, fire and other health professionals/agencies to ensure relevant patient information is collected.
- Share patient information in compliance with regulation and polices.
- Provide a detailed patient report to appropriate medical staff (e.g. physician, nurse, etc.) at the receiving facility.

Utilization of Technology

- Utilize computer-aided dispatch (CAD) systems, including mapping systems to assist in improved service delivery.

- Utilize all main/portable radio systems and issued cellular telephones, and pagers as defined by the Province of Ontario and the employer.
- Utilize established software solutions for the purpose of workplace and patient care documentation as designed and expected by both the Province of Ontario and the employer.
- Use issued software only in the manner for which it was intended.

Education

- Participate in mandatory training programs, continuing medical education programs, quality assurance programs and in departmental training programs, as required.
- Maintain certification to the level of the employed position, including meeting all expectations set out by the employer and HSNCP, including all applicable timelines.
- Receive, review, and comply with expectations pertaining to evolving job skills and implementation of new equipment.
- Review and comprehend academic, operational and professional literature pertaining to emerging practices.
- Fully understand all aspects of pharmacological and medical terminology pertaining to evolving modalities.
- Appropriately use established learning management systems (LMS) as directed by the employer.
- Assist with and provide preceptor activities.
- Develop and maintain a thorough working knowledge of the DNSSAB and paramedic services Safety Manual and all applicable Legislation.

Other Duties

- Perform other related duties as may be required.

As a DNSSAB employee, the position is responsible for creating, maintaining and actively participating in a respectful workplace that is free of all forms of harassment, discrimination and violence.

QUALIFICATIONS

- Graduate from an approved paramedic program as defined in Legislation by the province of Ontario;
- Registered Advanced Emergency Medical Care Assistant in the province of Ontario;
- Qualified to be employed as a Primary Care Paramedic as per DNSSAB policy and as per all current legislation;
- Hold valid certification authorized by the Medical Director from Health Sciences North Centre for Prehospital Care (HSNCPC) at the minimum level of a Primary Care Paramedic within the Province of Ontario;
- Physically and psychologically able to successfully perform the full range of duties required of a Primary Care Paramedic, in urban, rural and remote geographic settings likely to be encountered in the PCP role;
- Highly motivated, empathetic, able to accept responsibility for essential workplace activities;
- Appropriate advocate for patients, exceptional active listening skills, professionalism;
- Capacity/resiliency to effectively manage occupational stressor likely to be encountered in the role of a paramedic;
- Effective communication skills for public and interagency speaking.