



TERMS OF REFERENCE

PARAMEDICS

The Contractor shall communicate with the Chief Executive Officer or any other party designated by that Officer in connection with the performance of the duties under this Agreement and shall fulfil any other duties reasonably requested by the Employer and agreed to by the Contractor.

During the period of this Agreement, the Contractor shall ensure that the services performed pursuant to the requirements hereof shall conform to all applicable laws and regulations promulgated by the legally constituted Authorities of the government of Trinidad and Tobago.

MINIMUM TRAINING AND EXPERIENCE

- Possession of certification as EMT-Basic from a recognized institution.
- At least two (2) years working experience.
- Possession of class 3 and 4 driver's license.
- Must be between the ages of 25-45.

SPECIFIC ACCOUNTABILITIES

- Utilize ambulances and equipment in accordance with established procedures for the delivery of effective emergency treatment.
- Responds to emergency calls from within the institution and deliver patient care in emergency situations.
- Determines the nature of and the extent of a patient's illness, injuries and other pre-existing conditions and administer appropriate procedures.
- Handles the patient to minimize discomfort and prevent further injury.
- Liaise with Senior Clinician or Nurse in charge in the performance of other duties.
- Stabilizes non-life-threatening situations, including managing wounds.
- Obtains appropriate assistance from the Fire Services, Police, and other public safety agencies where applicable.
- Provides receiving hospital or Health Centre staff with oral and written reports (PCR) of observations and patient care provided and assists as required.
- Ensures that personal protective gear is available and operational.
- Provides basic maintenance and upkeep of vehicles and liaise with Transport Assistant and Fleet Coordinator.
- Conducts cleaning and decontamination of vehicles' interior and exterior and their ancillary equipment in accordance with standard operating procedures.

- Operates communication equipment in accordance with the Authority's Communication procedures.
- Copes with related legal issues as the need arises.
- Performs related work as may be required by the appropriate Authority.

KEY KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of emergency vehicle inventory and maintenance procedures.
- Comprehensive knowledge and skills in Basic Life Support (BLS).
- Effective communications skills, both oral and written.
- Ability to cope with related legal issues as the need arises.
- Ability to think clearly under pressure and make appropriate decisions.
- Ability to move medical equipment and load lift and/or carry patient transport devices under all conditions.
- Ability to establish and maintain effective working relationships with staff members, volunteer providers and the general public.

COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Registrar Accident & Emergency Department
- Primary Care Physician II
- Nurse in Charge
- Fleet Coordinator
- Transport Assistant

External:

- Public
- Other Health Care Facilities
- Other Regional Health Authorities