

JOB DESCRIPTION

POSITION TITLE: Deputy Chief – Professional Standards / Special Operations
REPORTS TO: Chief

SUMMARY:

The deputy chief of professional standards and special operations is responsible for developing, managing, and coordinating clinical and community programs, developing and coordinating clinical and community activities, developing coordinating and providing continuing education programs, ensuring quality patient care, compliance with current standards, introducing new patient care guidelines. Additionally the deputy chief is responsible for overseeing human resources, administration, and special operations programs including patient transfers and the rapid response unit.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Developing, managing and controlling quality assurance and improvement efforts.
- Monitoring patient care, incident reports, and patient care equipment.
- Assisting in the development, implementation and review of policies and procedures and patient care standards.
- Oversight of special operations units and divisions.
- Coordinating and monitoring training activities including CMEs for staff.
- Supporting other officers with employee disciplinary action and human resources as required.
- Oversight of emergency planning activities as required.
- Assists management team as required in the recruitment of staff.
- Assists with supervising, evaluating, and mentoring staff on shifts.
- Overseeing human resources and administration services.
- Other duties as assigned.

QUALIFICATIONS/REQUIREMENTS:

- Community College Diploma (Degree Preferred) in Emergency Health Care/Paramedicine
- Valid CPR Level C for HCP
- ACLS Preferred
- Class G drivers license with less than 7 demerit points or prohibition from driving under the criminal code (Class F Preferred)
- Knowledge of Basic life support medical care methods, procedures and techniques, performance based Paramedic operations, training and reporting, Highway Traffic Act, Occupational Health and Safety Act, Ministry of Health policies, procedures, equipment



EMS OPERATIONS DIVISION

www.superiorems.ca

info@superiorems.ca

705.253.3301

supplies, use of medications, vehicles, base stations.

- Quality paramedic work experience and knowledge of the local area are desired qualities.
- Computer literacy a preferred asset.
- Meets all of the hiring policies as outlined in the operational guidelines of Superior EMS.

Date of Approval: March 6, 2017

Date to be Reviewed: March 7, 2019

Authority: Chief



EMS OPERATIONS DIVISION

www.superiorems.ca

info@superiorems.ca

705.253.3301