

New

Ministry

Health

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager, Paramedic Practice and System Performance, EHS, the Paramedic Practice Specialist provides senior advisory expertise, strategic thinking, and results-based analysis to support the Government of Alberta's statutory oversight responsibilities under the Emergency Health Services Act and Ground Ambulance Regulation.

The role focuses on the development, interpretation, and monitoring of system-level paramedic practice and clinical governance expectations, including medical control protocols (MCPs) and province-wide accountability frameworks.

A key focus of the team is system-level paramedic practice and clinical governance across the emergency health services continuum, including how clinical standards, medical oversight, and legislated obligations are defined and applied at the provincial level. The Paramedic Practice Specialist works closely with senior policy advisors and leadership and is accountable for timely and effective responses to public, patient, stakeholder, and government inquiries related to paramedic practice, clinical governance, and statutory responsibilities.

The Paramedic Practice Specialist provides subject matter expertise to a wide variety of internal and external stakeholders on paramedic practice from a system-level, governance, and oversight perspective.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Support public safety by contributing to the development and interpretation of legislation, policy, and standards related to paramedic practice, medical control, and clinical governance, and by supporting mechanisms to monitor compliance at a system level.
2. Provide knowledge and technical advice to the Minister, Premier, Cabinet, MLAs, the EHS Provincial Health Corporation, professional colleges, unions, emergency department staff, physicians, municipalities, boards, Ministerial-appointed boards or committees, and other federal or provincial departments or agencies on matters related to paramedic practice, MCPs, and legislated EHS responsibilities.
3. Provide subject matter expertise to inform contract oversight and performance expectations related to paramedic practice, clinical governance, and statutory compliance (this role does not hold contract authority). Ensure public safety by helping to develop policy to support setting minimum legislated standards and ensure they are met.

Activities/scope:

Conduct literature reviews and jurisdictional scans and provide recommendations through written reports and presentations related to paramedic practice, clinical governance, and emergency health system accountability.

Consult on proposed and existing legislation, policies, and standards as they relate to paramedic practice, MCPs, and clinical governance within EHS.

Interpret and explain legislation, regulation, and policy requirements related to paramedic practice and clinical governance to internal and external stakeholders.

Identify, evaluate, and support initiatives that strengthen system-level paramedic practice oversight, patient safety, and accountability.

Consult with internal and external stakeholders to support policy and program development from a ministry perspective related to paramedic practice and statutory oversight.

Meet tight timelines in a varied and changing work environment.

Provide representation and input to special projects across ministries, divisions, branches, and units as required.

Draft briefing notes, letters, memos, and other communications requiring subject matter expertise in paramedic practice, MCPs, and clinical governance.

Maintain professional competence and credibility relevant to paramedic practice, clinical governance, and medical oversight.

Review, update, and develop administrative tools, templates, and guidance materials supporting paramedic practice oversight and clinical governance processes.

Identify and support the development of system-level performance measures and indicators (this role does not conduct individual practitioner performance monitoring or discipline).

Problem Solving

Typical problems solved:

System-level recommendations regarding paramedic practice governance and medical oversight.

Safety-sensitive considerations affecting patient outcomes and system reliability.

Politically sensitive and high-profile stakeholder issues.

Interpretation and application of statutory EHS obligations.

Business and operational process challenges with implications for clinical care governance as per legislation.

Types of guidance available for problem solving:

The role exercises independent professional judgment and consult with colleagues within the branch and division to problem solve where possible, and/or ask the director or executive director for guidance.

Direct or indirect impacts of decisions:

Advice and recommendations provided by this role inform senior leadership decision-making and may influence provincial policy direction, legislative interpretation, stakeholder confidence, and system-level patient outcomes.

Key Relationships

Major stakeholders and purpose of interactions:

The Paramedic Practice Specialist provides consultative services to Alberta Health, the EHS Provincial Health Corporation, and contracted emergency health service providers to support paramedic practice, clinical governance, and statutory compliance objectives that contribute to a quality, stable, accountable, and sustainable emergency health services system.

The role ensures internal and external stakeholders are engaged in policy and program development to incorporate paramedic practice, workforce, infrastructure, and operational perspectives.

The role collaborates with paramedics, health professionals, policy colleagues, and decision-makers to align EHS activities, apply evidence-based approaches, and avoid duplication of effort.

Key stakeholders:

- Leadership within the EHS Provincial Health Corporation
- Contracted emergency health service providers (ground and air)
- Emergency department staff and physicians
- Health Quality Alberta
- First Nations, Métis and Inuit communities
- General public

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Other

2nd Major/Minor if applicable

Other

Designation

Other

If other, specify:

Paramedic, Nursing, Medical, Reg. Health Provider Equivalent education and experience may be considered

Job-specific experience, technical competencies, certification and/or training:

Knowledge:

- In-depth understanding of paramedicine practices and services locally, nationally and internationally
- Diverse clinical experience as a regulated healthcare provider
- Strong working knowledge of computers and information technology systems
- A strong working knowledge of Alberta's integrated healthcare system
- Working knowledge of the Emergency Health Services Act, the Ground Ambulance Regulation and policy related to health systems and emergency health services
- Strong working knowledge of paramedic practice frameworks, MCPs, and medical oversight.

Abilities:

- Able to work independently in an unsupervised environment
- Able to work effectively as a team member
- Ability to lead projects and provide clear, concise updates to leadership
- Ability to establish and maintain effective working relationships with diverse stakeholders.

Additional:

- Registered healthcare provider, plus 3-5 years of progressively more complex management and leadership responsibilities.
- Minimum of Bachelor's degree is required.

- Masters level education preferred
- Equivalent education and experience may be considered.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	<p>The work and priorities of the EHS unit are dynamic and subject to frequent change.</p> <ul style="list-style-type: none"> - The PPSP unit is a small team with statutory obligations requiring paramedic practice specialists to be flexible and adaptable.
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	<p>Emergency Health Service is often the entry-point into acute care for patients and place. As such, the EHS is required to routinely re-evaluate its approach to complex problems and potential solutions.</p>
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	<p>EHS is complex and serves all Albertans in metro, rural and remote areas. The EHS Branch is required to routinely re-evaluate its approach to complex problems and potential solutions.</p>
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain</p>	<p>The paramedic practice specialist works closely with EHS policy analysts</p>

		goals: <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	and acute care division on the policy, standards and reporting in the unit. Systems thinking is a critical competency that allows translation of specialists licensing and compliance, frontline experience and stakeholder engagement efforts to be applied to a broader policy framework.
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Benchmarks

List 1-2 potential comparable Government of Alberta:

Regulatory and Compliance Mental Health
Health Compliance Officers Continuing care
Health Compliance Officers Homecare
Acute Care Standards - Clinical Specialist Role
EHS Specialist - EHS Branch