

New

Ministry

Health

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Paramedic Practice Specialist

Requested Class

Medical and Health 4

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Health

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Acute Care/Emergency Health Services

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Director

Supervisor's Current Class

Senior Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director, Paramedic Practice and System Performance, EHS, the Paramedic Practice Specialist provides advice, expertise, applies strategic thinking and results-based methods to ensure that the business plan goals and objectives are achieved with a focus on collaboratively developing, implementing, and monitoring standards within, and collaboratively developing, a provincial emergency health services performance framework.

A key focus of the team will be the effective delivery of paramedicine services throughout the patient's journey in emergency health system. Additionally, the paramedic practice specialists work closely with a team of senior policy advisors and their manager and is also accountable for the effective and timely response to address public and patient questions, interests, and concerns.

The paramedic specialists also provide subject matter expertise to a wide variety of internal and external stakeholders.

Responsibilities

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

1. Ensure public safety by helping to develop policy to support setting minimum legislated standards and ensure they are met.

2. Provide knowledge and technical advice to the Minister, Premier, Cabinet, MLAs, AHS, Covenant Health, professional colleges, unions, emergency department staff, physicians, and leadership, municipalities, boards, Ministerial appointed boards/committees, other Federal/Provincial departments/agencies.

3. Business contract management/maintenance

Activities/scope:

- Conduct literature reviews and jurisdictional scans and provide recommendations/observations via written reports, and audio/visual presentations.
- Consult on proposed and existing legislation, policies and standards.
- Provide interpretation and explanation of current legislation to stakeholders.
 - The diversity of the position is such that the paramedic practice specialist must be able to answer or take action on multiple questions based on several different pieces of legislation.
- Identify, evaluate and support innovative acute care strategies, programs and initiatives.
- Meet/consult with internal and external stakeholders to assist in program development from a ministry perspective.
- Meet tight timelines in varied and changing workflow environment.
- Provide representation and input to special projects in various ministries, divisions, branches and units as required.
- Draft briefing notes, letters, memos and other forms of communication that require the subject matter expertise of a paramedic practice specialist.
- Remain competent in professional practice.
- Review, update, and develop administrative forms and supporting manuals.
- Identify performance measures and indicators

Problem Solving

Typical problems solved:

- Recommendations about how paramedic services are provided
- Safety sensitive considerations
- Politically sensitive considerations
- Stakeholder issue management
- Business/operational administration and process related challenges

Types of guidance available for problem solving:

EHS paramedic practice specialists are encouraged to work 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:

EHS paramedics practice specialists are encouraged to work with colleagues within the branch and division to problem solve where possible, and/or ask the director or executive director for guidance.

Key Relationships

Major stakeholders and purpose of interactions:

Provides consultative services to AH, contracted provider or Alberta Health Services staff to identify, assist and support other related access projects that contribute to a quality, stable, accountable and sustainable health system.

Ensures that internal and external stakeholders are engaged in policy/program development to incorporate

strategic policy, infrastructure, health human resources and operational perspectives.

Collaborates and liaises with external paramedic staff, health professionals, colleagues and decision makers to align emergency health services policy activities, use common, evidence-based methodologies, and avoid duplication of effort.

Key stakeholders:

- Site leadership for EMS operated by Alberta Health Services and other contracted EMS providers (ground and air)
- Acute Care Provincial Health Authority
- Emergency department staff and physicians
- Health Quality Council of Alberta
- First Nation, Metis and Inuit Communities
- General Public

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other	Other	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 and policy related to health systems and emergency health services
- Strong working knowledge of EMS.

Abilities:

- Able to work independently in an unsupervised (remote) environment
- Able to work effectively as a team member
- Ability to lead projects and provide clear, concise updates to leadership
- Establish positive working relationships with varied 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 training is 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"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes 	<ul style="list-style-type: none"> - The work and priorities of the EHS unit are dynamic and subject to frequent change. - The EHS unit is a small team with provincial obligations requiring paramedic practice

		<ul style="list-style-type: none"> • 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 	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 	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.
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 	EHS is complex and serves all Albertans in metro, rural and remote areas. The EHS unit is required to routinely re-evaluate its approach to complex problems and potential solutions.
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 goals:</p> <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 	The paramedic practice specialist works closely with EHS policy analysts 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.