

## POSITION DESCRIPTION

<b>Title:</b>	Operations Paramedic	<b>Location:</b>	Abu Dhabi
<b>Department:</b>	Operations	<b>Reports to:</b>	COO
<b>Salary:</b>	Salary package	<b>Band/Grade:</b>	3
<b>Prepared by:</b>	COO	<b>Date:</b>	April 2015

### Overall Purpose:

Responsible for operational and logistical planning and assessment of public and private events within the United Arab Emirates. As part of this planning and preparation be able to provide functional readiness for delivery of 24/7 emergency medical service.

Required to perform as not only a planner but also a paramedic, including use and management of specialist equipment, and the readying of patient carrying areas within pre hospital environment. Guidance and support of EMT's in the application of appropriate pre-hospital techniques as required. Other duties and training required to maintain accreditation and clinical status.

### Roles and Responsibilities

To perform all duties as set out in the Position Description of Paramedic and in addition:

- Liaise with dispatch and patients.
- Maintain and build relationship with all stakeholders
- Interact with clients to ascertain the required information and maintain customer services.
- Provide risk analysis and QHSE assessments for events.
- Plan and develop operational plans and deployment for events on a multitude of scales.
- Maintain CME and ensure clinical currency is maintained
- Ensure delivery of high level pre hospital emergent care to patients in an event setting
- Provide flexibility in rostering and availability including compliance with a roster covering evenings and weekends.
- Provide assistance to all areas of operations contracts and other essential duties as directed.
- Completion of event related paperwork and planning including use of electronic systems to track events.
- Providing statistical analysis of events and patients as required.

### QHSE:

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System Compliance and Improvement

### Essential

- Relevant paramedic qualification as defined by HAAD PQR
- Minimum of 2 years post registration As a Paramedic or authority to practice as a Paramedic in home country or UAE
- HAAD EMT-A License or pending issuance after due process.
- Excellent interpersonal skills with ability to work in a multi-cultural environment
- Self-motivated and able to work unsupervised with excellent time management skills
- Proven track record on ability to deliver on projects and tasks
- Understanding of the logistics and planning of multi sided events
- Demonstrable critical thinking and solution based decision making with an understanding of recording and disseminating information
- Good record keeping skills and ability to accurately and thoroughly document events
- Log/watch-keeping experience
- Ability to remain calm and controlled at all times
- Ability to communicate with all internal and external stakeholders in an appropriate manner
- Having a valid Driving License

### Desirable

- Experience of working in and leading a small team
- MIMMS (or equivalent qualification)
- Experience in event planning and or Emergency Preparedness
- Experience working in the Middle East
- Experience of working on projects or other time driven goals
- Arabic speaking
- Advanced computer/IT skills/telecommunications

Chief Administrative Officer

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### Change Brief

Version No.	Date	Changes
1.0	April 2015	New PD
2.0	July 2019	Due to review no changes
3.0	November 2019	Updated reporting Line Manager from Director Operation to COO
4.0	November 2020	Addition to the Professional and Academic Expertise – “Having a valid Driving License”

Review & Approval:

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(Enter final approver title here)