

## Recommended Reading and Resource List

For the American College of Paramedic Executives (ACPE)

### **Executive Paramedic Officer (Fellow of the College of Paramedic Executives)**

11/21/2017

(Note: This is not intended to be a mandatory list. The purpose is to serve as a resource for the candidate in preparing for the exam. No question will be based upon an exact knowledge of a particular book or article. Some questions may ask about particular theories, for example emotional intelligence or the habits of successful people, but they will not require the reading of any specific source. First, we have listed Highly Recommended Readings; which are books that the ACPE Committee would recommend the candidate be familiar with or read before the exam. Next, we have listed supplemental resources, which correspond to areas of skill or knowledge that the ACPE Committee also believed to be critical in demonstrating competency as an Executive Paramedic Officer).

#### **Highly Recommended Readings**

National EMS Management Association, Kirkwood, S. (Ed.). (2015). *Management of ambulance services*. Boston, MA: Pearson Education. ISBN 978-0-13-502829-2.

Evans, B. E., & Dyar, J. T. (2010). *Management of EMS*. Boston, MA: Pearson Education. ISBN 978-0-13-232432-8.

Varone, J. C. (2014). *Legal considerations for fire & emergency services, 3rd Edition*. Tulsa, OK: Pennwell. ISBN 978-1-59370-347-9.

Covey, S. R. (2013). *The 7 habits of highly effective people: 25<sup>th</sup> Anniversary Edition*. New York, NY: Simon & Schuster. ISBN 978-1-4516-3961-2.

Stein, S., & Book, H. E. (2011). *The EQ edge: Emotional intelligence and your success, third edition*. Mississauga, Ont: John Wiley & Sons Canada. ISBN-13: 978-0470838365

#### **Supplemental Readings**

Cosgrove, T. (2014). *The Cleveland Clinic way: Lessons in excellence from one of the world's leading health care organizations*. New York, NY: McGraw Hill Education. ISBN 978-0-07-182724-9.

Marinucci, R. A. (Ed.). (2015). *The fire chief's handbook*. Tulsa, OK: Pennwell. ISBN 978-1-59370-262-5. Chapters 1, 2, 3, 4, 5, 6, 10, 11, 18, 19, 20, 21, 22, 23, 24, & 29.

## Unique – Additional

- Lindsey, J. T. (2014). *EMS communications and information technology*. Boston, MA: Pearson. ISBN 978-0132607018.
- Lindsey, J. (2014). *EMS safety and risk management*. Boston, MA: Pearson. ISBN 978-0135024720.
- Lindsey, J., & Monosky, K. (2014). *EMS community risk reduction*. Boston, MA: Pearson. ISBN 978-0135024737.
- Mitterer, D. (2014). *EMS finance*. Boston, MA: Pearson. ISBN 978-0135074824.
- Mund, E. (2014). *Foundations of EMS systems*. Boston, MA: Pearson. ISBN 978-0136100034.
- Mund, E., & Lindsey, J. (2014). *EMS public information and community relations*. Boston, MA: Pearson. ISBN 978-0135074633.
- Smeby Jr., C. (2013). *Fire and emergency services administration: Management and leadership practices, 2nd Edition*. Burlington, MA: Jones & Bartlett Learning. ISBN 978-1449605834.
- Stroup, C. (2016). *Fundamentals of emergency medical services system evaluation and quality improvement: A resource manual for EMS quality managers*. CreateSpace Independent Publishing Platform. ISBN-13: 978-1523834679.
- Thiel, A. K., & Jennings, C. R. (Eds.) (2012) *Managing fire and emergency services, 4th edition*, ICMA. ISBN-13: 978-0873267632.
- Langley, G. J. Moen, R. D., Nolan, K. M., & Nolan, T. W., Norman, C. L., & Provost, L. P. (2009). *The improvement guide: A practical approach to enhancing organizational performance*. 2nd edition. San Francisco, CA: Jossey-Bass. ISBN 978-0470192412.
- Provost, L. P., & Murray, S. (2011). *The health care data guide: learning from data for improvement*. Jossey-Bass. ISBN 978-0470902585.
- Kenney, C. (2010). *The best practice: How the new quality movement is transforming medicine*. New York, NY: PublicAffairs. ISBN 978-1586487973.
- Berwick, D. M. (2003). *Escape fire: Designs for the future of health care*. San Francisco, CA: John Wiley & Sons. ISBN 978-0787972172.
- Berwick, D. M. (2013). *Promising care: How we can rescue health care by improving it*. San Francisco, CA: John Wiley & Sons. ISBN 978-1118795880.

Drucker, P. F. (2006). *The effective executive: The definitive guide to getting the right things done*. New York, NY: HarperBusiness. ISBN 978-0060833459.

Balestracci, D. (2015). *Data sanity: A quantum leap to unprecedented results*. Englewood, CO: Medical Group Management Association. ISBN 978-1568294384.

Dranove, D., & Marciano, S. (2005). *Kellogg on strategy: Concepts, tools, and frameworks for practitioners*. Hoboken, NJ: Wiley. ISBN 978-0471478553.