

Recommended Reading and Resource List  
For the American College of Paramedic Executives (ACPE)

**Managing Paramedic Officer**

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 a Managing Paramedic Officer).

**Highly Recommended Readings**

Dominquez, O., Jr. (National EMS Management Association, 2016). *EMS supervisor: Principles and practice*. Burlington, MA: Jones & Bartlett Learning. ISBN 978-0-7637-7643-5.

Edwards, S. T. (2010). *Fire service personnel management. Third Edition*. Boston, MA: Pearson Education. ISBN 978-0-13-512677-6.

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

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

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

Evans, B. E & Lindsey, J. T. (2014). *EMS Quality Management and Research*. Boston, MA: Pearson. ISBN 978-0-13-815281-9.

Foster, D. T., III, Goertzen, B. J., Nollette, C., & Nollette, F. P. (2013). *Emergency services leadership: A contemporary approach*. Burlington, MA: Jones & Bartlett. ISBN 978-0-7637-8150-7.

Ward, M. J. (2015). *Fire officer: Principles and practice. Enhanced Third Edition*. Burlington, MA: Jones & Bartlett Learning. ISBN 978-1-284-06836-8. Fire Officer II for Managers, 1-15,19.

Senge, The 5<sup>th</sup> Discipline (You may consider one of the books below or an appropriate training program)

Senge, P. M., Kleiner, A., Roberts, C., Ross, R. B., & Smith, B. J. (1994). *The fifth discipline fieldbook: Strategies and tools for building a learning organization*. New York, NY: Currency – Doubleday. ISBN 0-385-47256-0

Senge, P. M. (2006). *The fifth discipline: The art and practice of the learning organization*. New York, NY: Currency – Doubleday. ISBN 978-0-385-51725-6