

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

National EMS Management Association, Kirkwood, S. (Ed.). (2015). *Management of ambulance services*. Boston, MA: Pearson Education. ISBN 978-0-13-502829-2. All chapters except 1 and 6.

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

- Brophy, J. R. (2010). *Leadership essentials for emergency medical services*. Sudbury, MA: Jones and Bartlett. ISBN 978-0-7637-5875-2.
- 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.
- Heifetz, R., Grashow, A., & Linsky, M. (2009). *The practice of adaptive leadership: Tools and tactics for changing your organization and the world*. Boston, MA: Harvard Business School Publishing. ISBN 978-1-4221-0576-4.
- Sargent, Chase. (2006). *From Body to Boss: Effective Fire Service Leadership*. Tulsa, Oklahoma: PennWell Corporation. ISBN 978-1-59370-075-1.
- Waite, M. R. (2009). *The EMS leadership challenge: A call to action*. Booklocker.com. ISBN 978-1-60910-024-7.
- 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 I for Supervisor 1-15,19.