

**JOB TITLE:** Paramedic

**SUPERVISION RECEIVED:** Reports to EMS Director

**SUPERVISION EXERCISED:** Other EMS Team Members as Assigned

**FLSA STATUS:** Non-exempt

**EXPOSURE CLASSIFICATION:** Category A

**GENERAL SUMMARY OF DUTIES:**

Emergency medical technicians (EMTs) and paramedics care for the sick or injured in emergency medical settings. People's lives often depend on the quick reaction and competent care provided by these workers. EMTs and paramedics respond with due regard to emergency calls, performing medical services and transporting patients in a safe manner to and from medical facilities.

**ESSENTIAL FUNCTIONS:**

1. Provide competent and complete care for patients who are injured or sick appropriate to their level of licensure and within their scope of practice.
2. Work closely and effectively with public, police, fire, hospital and other facility staff.
3. Demonstrate physical ability to perform all job duties in a safe manner for team and patient safety (see Performance Standards).
4. Follow ALL agency, city, state or MCA protocols, policies/procedures and/or mandates for the operation of the agency.
5. Follow ALL agency, city, state or MCA protocols, policies/procedures and/or mandates for the care provided.
6. Follow ALL agency, city or state policies/procedures and/or mandates for compliance with regards to safety-related and OSHA activities.
7. Maintains good standing with MCA without sanctions or limitations.
8. Maintain complete, accurate and thorough documentation of all duties performed in whatever form (i.e. paper, electronic, online).
9. Leave preliminary field notes at hospital with any interventions for any patient delivered to them before leaving the facility. In the case of simultaneous emergencies, preliminary field notes must be provided to the facility within twelve hours.
10. Submit care-related electronic documentation of field care within seventy-two hours of the encounter. At no time will an ePCR submission be allowed to age beyond seven days of the encounter unless extenuating circumstances apply.
11. Possess knowledge of the operational structure of the agency, geographical configuration, and characteristics of the response area to include emergency operations, incident management systems and incident safety.
12. Functions within the Incident Command System (ICS) at appropriate levels during initial scene activities. Possesses sufficient knowledge of ICS and can fulfill the various functions that may be required during large scale events.

13. Manages smaller scope incidents and manages initial aspects of any size incident following ICS principles.
14. Educate patients and their families as appropriately or as you are able.
15. Maintain all required or mandated certifications/licenses.
16. Have good working knowledge of HIPAA and adhere to all related privacy mandates (PHI, ePHI, etc.).
17. Confidentiality
18. OSHA
19. Timely completion of any assigned educational activities.
20. Daily checks of the vehicles are completed to assure readiness to respond. Ensures that all equipment is in good working order and reports any missing or broken equipment promptly.
21. Washing the vehicle used after completion of a call or response, to include exterior, cab and patient compartment if so equipped.
22. Resupplying the vehicle after completion of a call or response as needed.
23. Refueling your vehicle after a call or response as needed. Fuel level must be maintained at least three-quarters full; full level is always preferred.
24. Be familiar with methods available and disinfect your vehicle after a call or response as needed or directed (UV and/or chemical methods).
25. Performs general housekeeping and maintenance tasks at the station as needed.
26. Demonstrate good interactions or exchanges with other agency, patients, patient's family, hospital, public and other agency staff.
27. Maintain and safeguard all city equipment assigned or entrusted to you.
28. If an accident occurs, complete an accident form and notify the Director or designee.
29. If safety concern is identified, complete incident form and notify the Director or designee.
30. If complaint is brought to your attention, complete an incident report and notify the Director or designee.
31. Immediately notify the Director or designee AND City Manager of any Sentinel Event involving the agency, staff or a patient (on or off-duty death of employee, on-duty injury of employee with hospitalization, fire, major catastrophe, major accident involving agency vehicle, major incident involving agency, etc.).
32. Assists with various community functions as a representative of the agency as required to lead and coordinate the care team on the scene or event.
33. Maintain a clean driving record. If adverse activity experienced or anticipated provide immediate notification to Director or designee.
34. Must not be excluded from working for a provider that furnishes services that are billed Medicare or Medicaid (OIG).

The job holder must demonstrate current competencies applicable to job position.

**MARGINAL/NON-ESSENTIAL FUNCTIONS:**

1. Perform other duties as assigned.

**EDUCATION:** Graduate of an accredited Paramedic Program

**CERTIFICATION/LICENSURE:** <must be current and valid in State of Michigan>

High School Diploma or GED equivalent

Paramedic Licensure in the state of MI

CPR Professional Rescuer Certification Required (AHA or equivalent)

ACLS Provider Certification (AHA)

PALS Provider Certification (AHA)

PHTLS or ITLS Certification

EVOC Emergency Vehicle Driving Certificate (or equivalent)

Non-restricted Driver's License issued by State of Michigan

Maintenance of National Registry is encouraged but not required

**EXPERIENCE:** Minimum of one year of experience working as a Paramedic preferred.

**KNOWLEDGE:**

1. Professional EMT theory, regulations and practices, including scope of practice.
2. Agency or city policies and procedures, mandates.
3. MCA Protocols or mandates (Northern Michigan MCA).
4. State of Michigan EMS protocols or mandates.
5. Safety procedures (OSHA, BBP, etc.).
6. HIPAA and related privacy laws.
7. Proper charting of field care.
8. Documentation charting software

**SKILLS:**

1. Skill in organizing job functions to be able to effectively complete assignments within established time frames.
2. Skill in accurately initiating care through consistent application of MCA protocols.
3. Able to recognize the need to seek online direction for care options for unusual or unique situations that may not be available through MCA protocols.
4. Skill in using ePCR software to consistently and thoroughly document the care provided to a patient.
5. Operation of a motor vehicle.
6. Basic computer skills

**ABILITIES:**

1. Ability to establish and maintain effective working relationships with public, patients, patient's families, hospital, other agency staff and other contacts.
2. Ability to understand oral and written instructions and follow protocols.
3. Ability to use math calculate figures related to medication dosages, age, weight, etc.
4. Consistently demonstrate ability to take the initiative to make sound decisions or choices without direct supervision, while maintaining compliance with agency or city policies and procedures and/or MCA directives or expectations.
5. Ability to document care delivered in ePCR software.

#### **PRODUCTIVITY/EFFICIENCY:**

1. Consistently demonstrate ability to respond to changing situation in a flexible manner to meet current needs, such as reprioritizing work activities as necessary
2. Minimize non-productive time and fill slow periods with activities that will enable you to prepare to meet the future needs of the agency (organizing, housekeeping, assisting co-workers or Director, training others)
3. Organize job functions and work area to be able to effectively complete varied assignments within established time frames

#### **PATIENT SATISFACTION:**

1. Assist patients, family members or other members of the public with concern and empathy.
2. Respect those you engage with a focus on their confidentiality and privacy.
3. Communicate with those you encounter in a courteous and respectful manner.
4. Identify yourself in a pleasant and respectful manner.
5. Take responsibility for helping the patient.

#### **TEAMWORK:**

1. Assist in the orientation/training of new employees.
2. Consistently work in a positive and cooperative manner with fellow team members.
3. Praise fellow team members often and in public.
4. Provide constructive feedback as needed with fellow team members in private.
5. Seek out opportunities to help rather than waiting to be asked.
6. Consider the impact of your actions (or inaction) on others throughout the agency.
7. Recognize the need for variations in staffing and volunteer to fill open shifts
8. Take direction and initiate actions (cross/additional training) that will allow the assumption of other duties to ensure seamless patient care and optimal operational efficiency.
9. Demonstrate flexibility to perform other duties needed to assure readiness of agency to perform its mission.

#### **PERFORMANCE STANDARDS:**

1. To be determined

**ENVIRONMENTAL/WORKING CONDITIONS:**

The setting of care may include a building or house, by the side of the road, in a factory or in a remote area. It may be sunny, raining or snowing. It may be night or day. Temperatures may be hot or cold and may be extreme. Lighting may be good to poor or non-existent. Space available to care for a patient may be cramped or adequate. The air quality may be well ventilated or stagnant. You may be exposed to other potential hazards, communicable diseases and/or possible blood borne pathogens. This is a general listing of expected environmental or working conditions – other settings or conditions should be anticipated.

**PHYSICAL/MENTAL DEMANDS:**

1. Lifting of average weight 25-75 pounds for a distance of up to 4 feet approximately 1-5 time(s) per shift. Occasionally up to 250 pounds as needed for patient transfer with assistance of other team members or resources (FD, hospital, etc.) to prevent potential injury to employee or patient.
2. Carrying of average weight 1-25 pounds for a distance of up to 75 feet approximately 1-10 time(s) per shift.
3. Pushing/pulling average weight 50-250 pounds for a distance of 75-100 feet on any surface as necessary for operating stretchers or other devices.
4. Standing in place up to 1-5 times per shift for a duration of 15-30 minutes at any variety of surfaces (cement, dirt, etc).
5. Walking approximately 1-2 hours per shift for a distance of 50-100 feet at a time on any variety of surfaces (cement, dirt, etc.).
6. Reaching overhead to a height of approximately 10 feet as needed 1-5 times per shift.
7. Bending at the waist to floor 1-5 times per shift.
8. Work pace is unsteady and unpredictable.
9. Requires normal visual acuity, peripheral and depth vision, depth perception, ability to focus and normal color perception; acuity must be correctable to 20/20.
10. Sensory discrimination of smell, taste and touch are necessary.
11. Hearing is necessary (normal range with or without appliances)
12. Full range of body motion including manual and finger dexterity and eye-hand coordination.
13. Occasional stress from workload, volume or situations you may encounter.
14. Performs highly complex and varied tasks requiring independent knowledge.
15. Applies independent knowledge to a variety of situations.
16. Exercises good independent judgment consistently.

**ADHERENCE TO POLICIES/PRACTICES:**

1. OSHA Safety Policies, including BBP and xxx
2. HIPAA Policies and Procedures
3. City and/or EMS Department Policies and Procedures
4. MCA Protocols, Policies and Procedures or other mandates
5. State Policies and Procedures or other mandates

**OTHER ACCOUNTABILITIES:**

1. To be determined

*Special Note: This document is intended to describe the general nature and level of work performed by people assigned this job. They are not exhaustive lists of all duties, responsibilities, knowledge, skills, abilities and working conditions associated with it.*

**REVIEWED AND APPROVED:**

---

Prepared by

Date

---

Approved by

Date

SUBSEQUENT REVIEW:

---

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

---

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

---

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

---

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

