

BOROUGH OF EMMAUS, PENNSYLVANIA

8-27-07 Job Description: Paramedic

Position: Paramedic
Classification: Non-exempt
Reports to: Chief and Medical Director
Department: Ambulance
Last updated: August 27, 2007

The Paramedic is a full-time or an hourly position. The individual in this position responds to emergency calls and renders patient care according to established Emergency Medical Services protocols, by consent or implication in emergency and non-emergent situations, either as primary caregiver or in providing assistance to the primary caregiver.

The Paramedic at all times acts in a manner consistent with, and aimed at furthering, the vision, mission, goals, and operating principles of the Borough of Emmaus, and possesses the ability to work well with others without regard to their race, religion, color, sex, sexual preference, gender identity, ancestry, age, national origin, disability, marital or veteran status, economic, and educational backgrounds. The Paramedic's work is performed in a competent, timely, collaborative, and professional manner, and in strict accordance with all applicable laws, reflecting the Borough's high standard of ethical behavior and commitment of service to its citizens. This includes maintaining confidentiality as appropriate and recognizing that all work produced is the property of the Borough of Emmaus.

The Paramedic displays the following qualities:

- An enthusiastic dedication to innovative public service and to customer-driven care that is sensitive to the needs and the concerns of patients and their families.
- The ability to act confidently and efficiently and to exercise sound judgment in critical situations.
- A clear grasp of essential performance behaviors and operational goals and an active, day-to-day desire and effort to learn more.
- The capacity to create a sense of purpose, even in stressful times, and to generate and maintain a high level of morale.
- The ability and willingness to work with others as a team player who feels a sense of responsibility not only for his/her own success, but for the success of colleagues as well.

The individual in this position must be able to perform satisfactorily each of the essential duties described below, consistently demonstrating the ability to provide care in emergencies and non-emergent situations expeditiously and with meticulous attention to detail. The individual must anticipate and respond promptly, in a professional manner, to internal and external customer requests. A professional demeanor and appearance are necessary.

Essential functions and responsibilities of this position include, but are not limited to, the following:

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Emergency Medical Services

- Responds to emergency calls and renders patient care according to established Emergency Medical Services protocols.
- Determines nature and extent of injury or illness and establishes priority. Completes initial patient assessment and requests additional help if necessary.
- In the absence of law enforcement, creates a safe traffic environment by placing road flares, removing debris, and redirecting traffic to protect the injured and their caregivers.
- Based on assessment, provides medical care/interventions that may include, but may not be limited to, opening/maintaining airway, ventilating patients, performing cardiopulmonary resuscitation (including use of automated external defibrillators), controlling hemorrhage, treating hypofusion (shock), bandaging wounds and immobilizing extremities, assisting patients with prescribed medications, such as sublingual nitroglycerin and hand-held aerosol inhalers, and administering oxygen, oral glucose, and activated charcoal.
- Dispenses medication as indicated or directed by receiving facility.
- Constantly assesses patient en route to receiving facility and administers care as indicated or directed by medical direction.
- Reports verbally and in writing to the receiving facility all observations and medical care at the scene of an emergency and in transit.
- Complies with all applicable regulations on the handling of deceased individuals.
- Provides assistance to receiving facility staff on request.
- Adheres to all Ambulance Corps safety requirements, such as using safety restraints in the ambulance when they do not hinder patient care, and assures that everyone traveling in an ambulance corps vehicle complies with the safety restraint policy.
- Obtains hospital face sheet and enters data in computer system to prepare trip sheet and close the call.
- Reports ambulance and/or equipment problems to shift supervisor on appropriate forms.
- Reports vehicle maintenance needs to supervisor.
- Reports unusual incidents to shift supervisor on appropriate forms.
- At start of shift, checks in with Lehigh County Communications, checks equipment and medications and intravenous fluids, linens, and equipment.
- Monitors Lehigh County Communications dispatches.
- Drives ambulance to receiving facility as needed.
- Assists in keeping vehicles clean, disinfected, and fully stocked with supplies.
- Assists in maintaining facility based on Chore Book rotation.
- Promotes and perpetuates the professional service delivered by the Ambulance Corps at all times.
- Participates in continuing education to assure that appropriate certifications are current.
- Other duties as assigned, such as quality assurance, procurement of supplies, payroll, shift scheduling, training, scheduling of vehicle maintenance, etc.

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Core Competencies (Minimum qualifications needed to perform essential functions)

- Ability to recognize the nature and seriousness of the patient's condition or extent of injuries to assess requirements for emergency medical care.
- Ability to administer appropriate emergency medical care based on assessment findings of the patient's condition, including such skills as CPR, controlling bleeding, providing non-invasive treatment of hypofusion (shock), stabilizing/immobilizing injured bones and the spine, managing environmental emergencies, and emergency childbirth.
- Ability to lift, move, position, and otherwise handle the patient to minimize discomfort and prevent further injury.
- Knowledge of, and the ability to apply when indicated, emergency medical services protocols and Emmaus Ambulance Corps policies and procedures.
- Knowledge of emergency medical services vehicles and equipment.
- Ability to communicate effectively orally and in writing.
- Ability to calculate weight and volume ratios.
- Ability to read English language manuals, road maps, street signs, and addresses.
- Computer literacy.
- Effective interpersonal skills to interact with officials, colleagues, patients and their families, and the public, particularly with regard to answering questions and the proper disposition of problems.

Physical Requirements

The physical requirements of the job include, but are not limited to, the following:

- Must be at least 21 years of age
- Must pass a physical examination performed by the Medical Director, or his designee.
- Ability to sit, stand, and walk, and to bend, stoop, squat and crawl on uneven terrain for extended periods of time.
- Ability to speak and hear clearly.
- Adequate distance vision,
- Ability to handle medical equipment frequently.
- Manual dexterity (i.e., use of fingers, hands, and arms).
- Ability to successfully lift, carry, and balance up to 125 pounds, or, with the assistance of another attendant, to lift a 200-lb. person in a Fowler's position onto an ambulance litter from a level surface into an ambulance.
- Ability to work in low light situations and confined spaces.
- Ability to withstand extreme heat, cold, and moisture.

Education, Experience, and Licensing/Certification

- Successful completion of high school or G.E.D.
- College degree or other post-secondary degree in related discipline preferred.
- Valid emergency medical technician (EMT) certification in accordance with Commonwealth of Pennsylvania emergency medical services guidelines for Basic Life Support (BLS) and Advanced Life Support (ALS).
- Successful completion of hazardous materials (HAZMAT awareness) operations course.

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Education, Experience, and Licensing/Certification (continued)

- A valid Pennsylvania driver's license.
- Emergency Vehicle Operating Certification (EVOC).
- At least two years' active, documented experience as an EMT and one year's experience as a paramedic, or an equivalent combination of training and experience.

Job Location (Places where job is performed)

Emmaus Ambulance Corps, Borough of Emmaus, and hospitals, healthcare institutions, and residences in Emmaus and surrounding communities.

Equipment (Examples of machines, devices, tools, etc., used in job performance)

Must be fluent in current medical equipment such as cardiac monitor and defibrillator, as well as telephone, two-way radio, cell phone, computer, fax, copier, postage machine, paperwork.

Approved by: _____ Date: _____

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