

# CANYON COUNTY AMBULANCE DISTRICT

## JOB DESCRIPTION

### *PARAMEDIC I / II*

**Effective Date: 04/18/2016**

**The position of Paramedic is a “non-exempt” position under the Fair Labor Standards Act (FLSA).**

#### **GENERAL STATEMENT OF DUTIES:**

Provides Advanced Life Support including medical evaluation, treatment and stabilization of the critically ill and injured; responds to emergency rescue situations involving potential loss of life or bodily injury; maintains control, manages and directs patient care at the scene of a prehospital emergency; provides training and instruction to lesser trained personnel; performs other duties as required.

#### **ESSENTIAL FUNCTIONS OF THE JOB:**

- Creates and maintains a “customer first” organizational culture that respects the District and its customers and employees;
- Provides and directs fast, efficient Advanced Life Support to the ill and injured utilizing all basic and advanced abilities and techniques, including but not limited to the placement of peripheral and intra-osseous lines, , endotracheal intubations, cricothyrotomys, pericardiocentesis, thoracentesis, fluid and drug therapy, cardiac monitoring and EKG interpretations, 12-Lead acquisition and interpretations and electrical therapy;
- Recognizes and understands a medical emergency and makes reasonable and acceptable differential diagnosis; performs critical physical examinations;
- Recognizes and treats cardiac dysrhythmias while understanding the principles and treatment modalities for life threatening dysrhythmias;
- Understands and anticipates the pharmacological treatment of critically ill and injured patients;
- Understands and anticipates potentially life-threatening sequelae of non-cardiac emergencies and institutes appropriate emergency therapy where essential for the preservation of life;
- Assists with the medical and emotional needs of any victim of acute illness or injury with the goal of reducing mortality and morbidity;
- Responsible for managing and directing all first responders at the scene of a medical emergency such as QRUs, Police Departments and EMTs;
- Responsible for quality patient-care as established by the Department;
- Files standardized reports of patient information and care for the use of receiving hospital and administration, including nature of request for aid, pertinent past history, therapy provided, diagnosis, disposition and sufficient patient information for billing purposes;
- Maintains effective communication with physician on duty at hospital to relate patient condition and obtain orders for treatment; Follows standing written orders when a physician cannot be contacted;
- Maintains effective working relationship with other members of management, staff, the public, physicians, fire departments, law enforcement, Idaho EMS, and all other agencies that interface with EMS.
- Maintains effective and positive working relationship with other staff members, including but not limited to Reserve EMTs, Advanced EMTs, Introductory Employees, Paramedics, Shift Training Officers, Billing and Administrative Staff.

- Transports the ill and injured to institutions of medical care; Operates emergency vehicles in a safe manner under all conditions;
- Cleans and maintains equipment;
- Properly completes patient statistics and medical information forms for administrative use;
- Performs rescues in removing victims from varied terrain and circumstances; and
- Follows standard operating policies and procedures as developed and interpreted, by the Director.

**ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- Cleans and maintains (minor maintenance) vehicles;
- Cleans and maintains living quarters;
- Maintains records of vehicles, supplies, training and daily work; and
- Performs other related duties as assigned.
- Participates in daily training as assigned by the Field Supervisor and Shift Training Officer
- Attends monthly staff meetings

**GENERAL INFORMATION**

The supervisor makes assignments in terms of shifts to be worked and the general scope of the work assignment. The incumbent performs the work in accordance with the procedures, policies and medical orders provided. The incumbent must exercise judgment in applying the proper guideline to the proper situation. The work is spot checked and evaluated on the basis of feedback from the patient, medical staff and others.

**MINIMUM QUALIFICATIONS:**

***Paramedic I*** – Under one (1) year experience as a Paramedic with CCAD.

***Paramedic II*** – Over one (1) year experience as a Paramedic with CCAD.

- Any combination of education, training, and/or experience which demonstrates competence in prehospital and interfacility emergency medical services.
- Good knowledge of the emergency medical and rescue equipment used in Basic and Advanced Life Support Services.
- Good ability to: perform medical skills with a high degree of accuracy; understand and effectively deal with emotional and medical needs of victims of injuries, acute illnesses, or psychological emergencies; maintain a professional and objective approach to the care of ill or injured persons; learn new concepts in rescue and medical skills and techniques and in prehospital care; perform a variety of limited mechanical work involved in the use, testing and maintenance of rescue and medical equipment; direct the work of and teach other personnel; understand and follow oral and written instructions and orders; maintain a professional attitude when representing the District; establish and maintain effective working relationships with other employees, assisting agencies, hospital personnel and the general public; drive and operate emergency ambulance units; and author reports with narrative and numeric information.
- Incumbent must have successfully completed a paramedic training course meeting or exceeding the DOT standards (500 hours minimum didactic, 200 hours infield internship).
- Incumbent must possess or be able to possess a Paramedic License issued by the Idaho Emergency Medical Services Bureau by the date of hire.

- Additionally, incumbents must maintain a high degree of academic and practical knowledge in emergency paramedicine, and must attend sufficient continuing education classes, courses and seminars both on and off duty to maintain annual Paramedic licensure, as required by the State of Idaho.

#### **OTHER REQUIREMENTS:**

- The work requires the incumbent to operate emergency medical vehicles, move medical equipment and extract injured persons from a wide variety of situations. Situation can involve vehicular, industrial and residential accidents, injuries or illness and occur anywhere in the response area. At times the work requires movement over various types of terrain, (hilly, steep, rocky, rough, and/or wet/slippery surfaces). The incumbent at all times must be able to carry or help carry someone from the site of the injury to the mode of transportation (vehicle/helicopter) and ride with the injured party to the hospital. In order to perform a physical assessment of the injured party, the incumbent must see, hear and communicate with the injured party. The work is shift work with mostly 12 and 24-hour shifts involved.
- Paramedics generally work 48 hours per week, as assigned. Paramedics will be issued and must wear Department issued uniforms while on duty; additionally Paramedics will be responsible for the maintenance and cleaning of both daily and safety uniforms.
- *Due to the Ambulance District's attempt to create a relatively smoke-free environment for those employees who choose not to smoke because of their growing concern for their health and welfare, applications from non-smokers only will be considered for employment. Applicants must be non-smokers for at least 11 months prior to applying.*

#### **PHYSICAL REQUIREMENTS OF THE JOB:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. The position requires significant physical strength and dexterity and the ability to function in very adverse environments with exposure to numerous safety risks typically found at emergency scenes. The following guidelines are used to describe the frequency of activities in this position: Occasionally equals 1-33%; Frequently equals 34%-66%; and Continuously equals 67-100% of a typical work day.
- **STANDING/WALKING:** Frequently to continuously when responding to calls. Optional while at rest at the facility. This usually includes: going to and from the emergency vehicle, and getting patients from their locations, and rendering treatment. Most walking would be for short distances, as emergency vehicles are allowed to get as close to the location as possible. However, the incumbent must also be able to run these same distances, in case of an emergency where time is of the essence. Walking and running may vary, however, as the patient may be located inside a large, multi-floored facility. Standing, walking and running could be on all types of surfaces, including but not limited to: asphalt, cement, concrete, soft/packed dirt, linoleum, wood, hardwood floors, etc. The individual must be able to go up and down slight inclines or declines that may be found at roadsides, agricultural areas, etc. At a location, standing would occur more often than walking or running. Standing would occur on the wide variety of surfaces mentioned above. Standing could last from a few minutes to hours, depending on the situation. Standing could occur in the standard erect position, the kneeling or squatting position, etc.
- **SITTING:** Frequently when responding to a location, the individual will sit in the emergency vehicle. The emergency vehicles are equipped with a standard installed vehicle seat. The time performing the sitting

activity on a call would depend upon the specific situation. The facility is equipped with a small lounge area that is furnished.

- **LIFTING AND CARRYING:** Frequently required to lift and carry weights ranging from a few pounds to ten pounds and above. Occasionally required to lift and carry weights in excess of 100 pounds or more. Incumbents will need to lift and carry with one team member adult patients, lifting them from various positions (such as a bed or a chair) onto various patient movement devices, such as an ambulance stretcher, a stair chair, long back boards, etc., and then efficiently move them into an ambulance. Other heavier objects in the high range category would be 5-foot tall, 10 inch diameter oxygen cylinders, and medical equipment boxes. The oxygen cylinders can be made of quarter-inch steel and weigh up to 113 pounds. The medical equipment boxes can weigh approximately fifty pounds or more.
- **BENDING AND STOOPING:** Frequently. Frequently throughout a work shift the individual will be required to bend in a range of 1 to 90 degrees. The average situation will require the individual to work in a range of 35 to 65 degree bends. This would involve: lifting a patient, lifting equipment, treating a patient at ground level, sitting on a bench located in the ambulance. This activity may be prolonged and last up to 30 minutes or more. During any given call, the provider may bend and/or stoop any number of times per incident.
- **CROUCHING AND KNEELING:** Frequently. Crouching and kneeling may be performed when on the scene picking up equipment or assisting patients. The actual number of times this is done depends on the particular incident.
- **CLIMBING:** Occasionally. This is required when climbing steps up and down with a patient on a cot or other device, and when entering or exiting the emergency vehicle. Generally, the climbing would require that the incumbent be lifting and carrying heavy objects such as a cot or other device with a patient on it. Balancing may be required when backing down staircases.
- **REACHING:** Frequently to continuously throughout the work shift in order to review monitoring equipment, operate communication equipment, administer oxygen, and operate equipment. The incumbent may also be required to reach in precarious positions, such as in a vehicle, which has been crushed in an accident, or in other confined spaces. If working inside the ambulance en route to a medical facility, the incumbent will need to reach to access the patient and supplies. Reaching will involve partial to full extension of the arms.
- **PUSHING AND PULLING:** Frequently. The activities that would require the most force in pushing and pulling is when removing or returning a gurney to the emergency vehicle, with and without a patient on the gurney. The weight required to push/pull will vary, depending on the weight on the gurney. Slight pushing will be required if the incumbent is performing CPR, which can require repetitive pushing and may range from a few minutes to hours. Pushing and pulling is required when operating and closing vehicle doors.
- **HANDLING OR GRASPING:** Continuously. While working at any given location, continual bilateral gross manipulation is performed in this position. This may be involved when: opening/closing doors; and using, handling, carrying and operating medical equipment boxes that may weigh approximately fifty pounds or more, stretcher rails, various handles attached to equipment, and tools. The arm and hand must be able to perform all types of positions, including supination and pronation. Hyperextension, extension and flexion of the fingers will be involved, ulnar and radial deviation, abduction and adduction of the hand and wrist will be required. A wide variety of grasping will be required, such as cylindrical grasping, palmer grasping, hook grasping, tip grasping, lateral grasping and spherical grasping.
- **HAZARDS:** The incumbent, when responding to emergency situations, may be exposed to dust, fumes,

gases, fire, smoke, adverse weather conditions, and chemicals. There is also exposure to body substances that may contain infectious materials that could cause illness or death. There is potential for bodily harm or death from violent patients, bystanders, or other dangers. At all time the incumbent is expected to adhere to all applicable Policies and Procedures concerning safety and the prevention of contamination and infection due to bloodborne pathogens.

#### **OTHER PHYSICAL REQUIREMENTS:**

- Maintain balance and strength in awkward positions;
- Speak clearly under stressful circumstances;
- Accurately communicate ideas orally and in writing in English;
- Respond physically with speed;
- Speak loudly; and
- Get along well with others.

#### **MENTAL REQUIREMENTS OF THE JOB:**

- Handle a significant number of stressful situations, and be able to function calmly, coolly and collectedly under all types of stressful situations;
- Get along well with diverse personalities;
- Communicate with patients and others with empathy and respect;
- Create and maintain a positive and cooperative working environment, regardless of the situation;
- Work smoothly and professionally in an environment where teamwork is essential;
- Analyze and interpret difficult and complex patient care and personnel situations;
- Work independently with minimum supervision for assigned tasks;
- Exercise sound independent judgment within general Policy and procedural guidelines;
- Anticipate and identify problems and take initiative to prevent or correct them;
- Establish and maintain effective working relationships with all levels of personnel within the medical community, the Company, outside agencies, patients, and members of the community;
- Understand and follow federal, state and local laws, and Company policies, procedures, and rules;
- Establish and maintain effective working relationships with others;
- Follow orders;
- Remember and apply concepts, knowledge and principles;
- Analyze and interpret situations; and
- Appropriately deal with stress and maintain composure when encountering serious injuries or illnesses.

#### **DISCLAIMER:**

To perform this job successfully, an individual must be able to perform the primary job responsibilities satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. The District reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities.