

Job Description Paramedic/Fire Fighter

POSITION TITLE:

Emergency Medical Technician-Paramedic/Fire Fighter Full Time

POSITION IDENTIFICATION:

Reports to: EMS Director or Fire Chief
Employees Supervised/Directed: None

FLSA Code: Full Time, Non-Exempt

POSITION PURPOSE AND SUMMARY:

Under the Supervisor, the Paramedic will perform duties associated with providing emergency medical care to the sick and injured in accordance with all applicable laws, regulations and Halstead Fire/EMS protocols.

GENERAL RESPONSIBILITIES: The Paramedic must possess and apply knowledge and skills necessary to perform the duties of an Emergency Medical Technician and Emergency Medical Technician Paramedic, in a dignified and compassionate manner, including but not limited to:

Responding to emergency and non-emergency calls calmly, efficiently and promptly;
Administering basic and advanced life support to patients at the scene, en route to the hospital and in a pre-hospital setting in accordance with federal, state, and local laws, regulations and standards;

Assessing the nature and extent of injury or illness to establish and prioritize medical procedures to be followed;
extricating victims of accidents, sudden illness or entrapment using proper rescue and medical techniques;

Treating patients at the scene, en route to the hospital, and in a pre-hospital setting in accordance with federal, state, local, laws, regulations and standards and in accordance with Halstead Fire/EMS policies rules, and guidelines;
Effectively communicating with professional medical personnel and treatment facilities to obtain instructions regarding further treatment and/ or to arrange reception of patients to the appropriate center;

Assist fire staff at working fires, have knowledge of equipment locations, air pack bottle changing and filling, rehab and safety monitoring of fire staff.

Maintaining order at scenes, including crowd disbursement and restraint of family and friends; completing patient care forms, insurance forms, evaluation forms, and all other forms in a competent and timely fashion.

Adhere to and follow all policies and procedures concerning safety and contamination by bloodborne pathogens; and
Educate and train personnel, EMS trainees and the public

JOB RESPONSIBILITIES RELATED TO PATIENT PRIVACY: The Paramedic must perform all job responsibilities in a manner that protects patient privacy:

The Paramedic is expected to protect the privacy of all patient information in accordance with Halstead Fire/EMS's Privacy Policies, procedures, and practices, as required by federal (and state) law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with Halstead Fire/EMS's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment with Halstead Fire/EMS.

The Paramedic may access protected health information and other patient information only to the extent that is necessary to complete your job duties. The Paramedic may only share such information with those you have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other company operations.

The Paramedic is encouraged and expected to report, without the threat of retaliation, any concerns regarding Halstead Fire/EMS's policies and procedures on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer.

The Paramedic is expected to actively participate in privacy training and is required to communicate privacy policy information to co-workers, students, patients and others in accordance with Halstead Fire/EMS HIPAA Policy.

ADDITIONAL OBLIGATIONS AND SKILLS: The Paramedic must possess and apply knowledge and skills necessary to perform the duties of a driver of ambulance equipment, including but not limited to:

Promptly responding to instructions from a dispatcher and driving and operating specially equipped emergency vehicles to specified locations at a safe and controlled speed, in accordance with federal, state, local laws, regulations and standards; and in accordance with Halstead Fire/EMS policies, rules, and guidelines;

Assuring that vehicles are in good working condition at all times, are properly maintained and stocked, have all necessary equipment and reassure this equipment is in good working order at all time;

Cleaning, organizing and restocking vehicles in a ready condition after each transport;
Receiving requests for emergency and non-emergency ambulance service and other duties related to communication via two-way radio and other communication devices;
Maintaining accurate records of ambulance equipment and other emergency equipment and/or personnel dispatched to each emergency and non-emergency request and other operation and administrative data as required to maintain the operational continuity of Halstead Fire/EMS and as directed by superiors;

Properly document each transport on the approved Patient Care Report in accordance with Halstead Fire/EMS policies and procedures;
Handling telephone communications professionally and efficiently with careful regard to the divulgence of information respecting confidentiality requests at all times;
Coordinating requests for non-emergency transports in accordance with the non-emergency transport policies.

ADDITIONAL RESPONSIBILITIES AND ROUTINE TASKS: The Paramedic must perform routine tasks in and around the ambulance, building, including but not limited to:

Checking, restocking, inventorying and cleaning any apparatus operated by Halstead Fire/EMS; Cleaning, doing dishes, emptying trash and other related duties in the station;
Washing and drying personal protective equipment, towels, coveralls, and other laundry in the provided heavy duty washer and dryer;

TRAITS AND QUALITIES: The Paramedic must also possess the following qualities and traits in order to accomplishment specified tasks, including but not limited to:

Be a team player, as EMS is a team effort, and providers must provide necessary assistance to ensure system sanitation, readiness and adherence to quality assurance standards;

Be flexible as emergency services operate on a 24-hour clock; the Paramedic's assigned work shift schedule may vary and the Paramedic should be available to respond immediately for a call during the assigned work period, and the start and shift times may vary due to the nature of the business;

Maintain a thorough working knowledge of local geography, which includes maps, streets, and grid book systems;

Maintain a thorough working knowledge of applicable current standards of care, including equipment functions and uses;

Assure that all certifications, licenses and registrations are up-to-date; and the Paramedic conducts themselves, in a courteous, helpful, dignified and professional manner at all times when dealing with patients, co-workers, supervisors and or the public

QUALIFICATIONS

Educational Requirements

The Paramedic must have a minimum of either a high school diploma or a GED as evidence of completion of a high school education, and must have and maintain current Kansas paramedic certification and the Paramedic must also maintain the required annual continuing medical education credits as set forth by the Kansas Board of EMS office.

Certificates, Licenses and Registrations

The Paramedic must possess and maintain a valid driver's license, current Kansas Paramedic certification, ACLS (paramedics only), CPR for the Professional Rescuer, EVOC/EVDT certification, Hazardous Materials awareness, and other certifications as required. Halstead Fire/EMS highly recommends the applying Paramedic has and maintains PALS or APLS and ACLS certifications.

PHYSICAL REQUIREMENTS

80% of the time physical requirements in moving patients in excess of 200 pounds from the floor to a cot and then loading a cot into the back of the ambulance. When working with patients, the ability to bend, stoop, and reach is required. However, there may be some walking, standing, lifting and carrying of moderate to heavy items. The ability to express or exchange ideas by means of written or verbal communications is a must. The ability to operate a motor vehicle is required.

There may be at times the requirements to assist Fire personnel with equipment moving at scenes.

Appropriately deal with stress and maintain composure when encountering serious injuries or illnesses.

And other duties as assigned by supervisors.

DISCLAIMER

The information provided in this description is designed to indicate the general nature and level of work performed by Paramedic within this position. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and working conditions require of employees assigned to this position. Management has the sole discretion to add or modify the duties of the position and to designate other functions at any time. This position description is not an employment agreement or contract.

ACKNOWLEDGMENT

I _____, understand that it is my responsibility to read this job description in its entirety and fully understand and understand the expectation, requirements and hazards associated with this position, and that the job description and duties are subject to change at the discretion of Halstead Fire/EMS. I also understand that is employed by Halstead Fire/EMS, I am employed as an at-will employee and that Halstead Fire/EMS or I may terminate the employment relationship at any time, without notice, and for any lawful reasons.

Signature of Paramedic

Date

The City of Halstead is an EOE.