

Job Title: Paramedic (PARA)

Department: **Emergency**
FLSA Status: **Non-Exempt**
Union Status: **None**

JOB SUMMARY: The Paramedic responds to and provides emergency care to the sick and injured. While not providing emergency services, the Paramedic engages in a proactive community-oriented EMS program the seeks to improve the health, safety and wellbeing of the community. The paramedic is a vital part of the EMS system and is expected to be a leader during emergencies and an expert in their craft.

ORGANIZATIONAL AND REPORTING RELATIONSHIPS: The Paramedic shall report to the Director of Emergency Medical Services, and will have a working relationship with the other city employees, volunteers. The PARA shall work frequently with outside partnering agencies such as the school, state and county employees.

ESSENTIAL JOB FUNCTIONS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions:

The PARA must possess and apply knowledge and skills necessary to perform the duties of a Paramedic, in a dignified and compassionate manner, including:

- Responding to emergency and non-emergency calls calmly, efficiently and promptly;
- Administering basic life support to patients at the scene, en route to the hospital, and in a prehospital 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;
- 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;
- Maintaining a safe working environment for the entire team.
- Completing patient care forms, evaluation forms, and all other forms in a competent and timely fashion.
- The PARA must perform all job responsibilities in a manner that protects patient privacy:
- The PARA -Basic is expected to protect the privacy of all patient information in accordance with the City of Tipton's 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 the City of Tipton's Policies and Procedures on patient privacy may result in disciplinary action up to and including termination of employment or of membership or association with Tipton Ambulance Service and the City of Tipton.
- The PARA may access protected health information and other patient information only to the extent that is necessary to complete your job duties. The PARA may only share such information with those who have a need to know specific patient information.
- The PARA is encouraged and expected to report, without the threat of retaliation, any concerns regarding the County's Policies and Procedures on patient privacy and any observed practices in violation of that Policy to the designated Privacy Officer.
- The PARA is expected to actively participate in City of Tipton privacy training and is required to communicate privacy Policy information to coworkers, students, patients and others in accordance with City of Tipton Policy.
- Be a team leader, 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;
- Maintain a thorough working knowledge of local geography, which includes maps, streets, grid book and GPS systems;

The PARA must possess and apply knowledge and skills necessary to perform the duties of a driver of ambulance equipment, including:

- 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 law, regulations and standards;
- Assuring that vehicles are in good working condition at all times, are properly maintained and stocked, have all necessary equipment and this equipment is in good working order at all times;
- 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 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 the Tipton Ambulance Service;
- Handling telephone communications professionally and efficiently with careful regard to the divulgence of information;
- Monitoring communication equipment to maintain contact with the dispatcher;
- Performing rescue operations; and

The PARA must perform routine tasks in and around the ambulance service building, including:

- Inspecting, routine maintenance, restocking, inventorying and cleaning any apparatus operated by the City of Tipton
- Cleaning, doing dishes, emptying trash and other related duties in the ambulance station;
- Washing and drying towels, coveralls, and other laundry in the provided heavy duty washing equipment;
- Grounds Maintenance and cleaning.
- Representing the ambulance service at public service functions, expositions, and other public events;
- Assist in Training.
- Performing any other duty related duty related to the City of Tipton as designated by the ambulance supervisor/manager.
- Performing various administrative duties as assigned. Example (but not limited to): Scheduling, Quality, Billing, Inventory

OTHER DUTIES: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the team member for this job. Duties, responsibilities and activities may change at any time with or without notice.

JOB REQUIREMENTS:

- High School diploma or equivalent.
- Certified Paramedic in Iowa.
- Minimum of One year in Emergency Medical Services.
- Must have valid state of Iowa driver's license, with a Class D CDL.
- Must possess current certifications in BLS, PALS, ACLS
- Certifications in PHTLS AMLS, CCP preferred. Certified in ICS: 100, 200, 700 within 6 months of hire
- BLS instructor within 6 months of hire
- Handtevy Pediatric Emergency Standards within 6 months of hire

- Shall not be listed on the Office of Inspector General Exclusion Database (should a person be listed in this database; the City of Tipton may terminate their employment immediately)
- Community Paramedic Certification (CP-C) within 3 years

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Assisting and Caring for Others – providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- Getting Information – observing, receiving, and otherwise obtaining information from all relevant sources.
- Operating Vehicles, Mechanized Devices, or Equipment – running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles and emergency vehicles.
- Identifying Objects, Actions, and Events – identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Making Decisions and Solving Problems – analyzing information and evaluating results to choose the best solution and solve problems.
- As a special note: The paramedic shall be capable of calculating complex medicated IV drip rates, delivering: IV, IM, SQ,IO,PO, and inhaled medications and capable of utilizing enhanced ventilators with both invasive and noninvasive functions, conducting point of care testing and utilizing ultrasound technology
- Utilize cutting edge technology for administrative functions and patient care

ENVIRONMENTAL AND PHYSICAL ACTIVITY REQUIREMENTS: The daily responsibilities of this position constantly require effective talking, hearing, walking, climbing, balancing, finger dexterity, reaching, stooping, and grasping functions. The position also often requires reaching, lifting (over 100 pounds). Frequent standing, and repetitive motion activities are also required. Must be able to read print and computer-based materials and to do so with consistent accuracy. Most of these functions require heavy physical exertion and are conducted outside with various degrees of temperatures and weather conditions.

INTELLECTUAL/MENTAL REQUIREMENTS: The occupant of this position must be able to perform the responsibilities of the position well under pressure. The position requires adaptability to performing a variety of duties, often changing from one task to another without loss of efficiency or composure. This position requires the ability to take on projects and tasks with minimal supervision, and may be interrupted frequently to meet the needs and requests of others. It also requires adaptability to fluctuate between priorities on a daily basis while being responsive to needs as they arise. The occupant of this position must be capable of making life altering decisions under extreme stress quickly and competently.

ACKNOWLEDGEMENT: Employee signature below constitutes employee's understanding of the essential duties, responsibilities and requirements of the job.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____