

# Job description

## JOB OVERVIEW

<b>JOB TITLE</b>	Paramedic
<b>DEPARTMENT</b>	Liberty County Ambulance Department
<b>LOCATION</b>	Bristol, Florida
<b>REPORTS TO</b>	Melissa Peddie

## GENERAL JOB DESCRIPTION

This is paraprofessional, entry-level Paramedic work, providing basic and advanced life support, and transporting sick and injured patients. Work involves driving to and from the scene, providing patient care as directed by a paramedic and within the medical protocols and standards established by the EMS Medical Director, documenting activities, and providing other assistance as needed.

## DUTIES & RESPONSIBILITIES

### **Essential Job Duties**

- Checks vehicle for supplies and equipment.
- Maintains inventory control.
- Advises paramedic partner and logistics personnel of equipment and supplies needed.
- Maintains vehicle in full operational readiness in compliance with state and division standards, insuring supplies, cleanliness, and preventive maintenance.
- Assists in maintaining ambulance in efficient operating condition. Cleans the ambulance after each emergency call. Conducts medical inventory and inspection of supplies. Restocks the emergency vehicle with regard to supplies and equipment.
- Receives dispatch instructions by radio or telephone. Communicates over radio and telephone with dispatch operations, hospital staff, and representatives of other public safety organizations.
- Operates an ambulance expeditiously and safely through traffic in accordance with defensive driving techniques and various weather conditions. Adheres to traffic regulations governing emergency vehicle operation. Drives the emergency vehicle to and from accident scenes and hospitals.
- Assists paramedics and EMT's in establishing priority for emergency care; initiates basic life support procedures according to established standing orders and medical protocols.
- Follows and performs work consistent with Standard Operating Guidelines, standing orders and medical protocols.
- Communicates effectively with patients, family members, bystanders, team members, public safety staff, first responders, dispatchers, and radio operators. Assesses patient condition. Administers a variety of basic life support medical treatments accurately and as rapidly as possible, using techniques such as patient assessment, cardiopulmonary resuscitation (CPR), splinting, obstetrical assistance, bandaging, administration of oxygen, and other techniques described in the Paramedic training course curriculum. Uses other techniques which have been approved and are performed under conditions specified by rules of the Florida Department of Health.
- Administers a variety of advanced life support medical treatment through the use of techniques such as endotracheal intubation, the administration of drugs or intravenous fluids, telemetry, cardiac monitoring, and cardiac defibrillation.
- Administers emergency care while transporting patient in ambulance. Assists EMT and/or paramedic in delivering patient to emergency room.
- Completes required forms and reports, documenting patient care and other matters as required.
- Attends seminars, workshops and training sessions as required.

- Provides for the security of controlled substances and witnesses the proper disposal of controlled substances.

#### **Other Important or Marginal Duties**

- Performs miscellaneous duties and administrative tasks such as facility cleaning, general housekeeping, and scheduling maintenance.
- May be required to be on twenty-four hour call and/or regularly work on various shifts, weekends, and/or holidays as deemed necessary.
- In the event of a declared state of emergency, employees in this classification may be called to work during days or hours other than those for which they are regularly scheduled.
- Performs other duties as assigned.

#### **DIFFICULTY**

- Independent judgment is required in the application of medical services in accordance to established standards. Employee must apply principles of emergency medicine and common sense understanding to carry out detailed and involved written or oral instructions. Employee must comprehend and interpret information received and observed.

#### **RESPONSIBILITY:**

- Supervision received duties range from defined to somewhat defined and involves judgment and the application of established standards. Supervised by Charge Paramedic.

#### **INTERNAL AND EXTERNAL CUSTOMER CONTACT**

- Work requires interaction with the sick and injured medical staff, and public safety staff.

#### **EQUIPMENT AND TOOLS USED**

- Rescue vehicle, stretcher, and medical equipment.

#### **Physical demands**

- Require lifting in excess of 100 pounds.
- Physical demands include climbing, balancing, stooping, crawling, bending, kneeling, walking, sitting, or standing for prolonged periods of time.
- Employee must use hands to finger, handle, or feel, reach with hands and arms.
- Employee must communicate effectively verbally and in writing.
- Motor coordination is required to safely walk and carry equipment and patients over even and uneven terrain.

#### **REQUIRED EDUCATION & TRAINING/ LICENSE**

- Requires a high school diploma or an equivalent.
- AA degree preferred, not required.

#### **SELECTION GUIDELINES**

- Formal application, rating of education and experience; oral interview and reference check; pre-employment physical fitness test, physical exam, drug testing, and background checks

FLSA STATUS: Position is Non-Exempt. This is para-professional work providing basic and advanced life support and transporting sick and injured.

#### **NECESSARY SPECIAL REQUIREMENTS**

Must possess and maintain throughout the term of employment the following:

- Current Florida Paramedic Certification.
- Current certificate indicating successful completion of American Heart Association BLS (Basic Life Support) for Health Care Providers, or an equivalent that is acceptable to Liberty County.

- Current Advanced Cardiac Life Support (ACLS) Certificate from the American Heart Association or Florida Department of Health recognized equivalent.
- Current certificate indicating successful completion of 16 hour EVOC (Emergency Vehicle Operator's Course) recognized by Florida Department of Health.
- Florida Class E Driver's License, or equivalent accepted by the State of Florida, and a favorable driving record. Must present a valid Florida Department of Motor Vehicles driver transcript at the time of hire. Must maintain validity of licensing.
- Acquire a certification or otherwise successfully complete, within three months of hire, the Pediatric Advanced Life Support (PALS)

#### SKILLS & ABILITIES

- Knowledge of the principles, practices, and techniques of emergency medical service and basic life support of the sick and injured.
- Knowledge of the proper handling, containment, and disposal of bio-hazardous medical waste.
- Knowledge of emergency medical equipment and telecommunication devices.
- Knowledge of traffic regulations governing emergency vehicle operation.
- Knowledge of highways, roads, and streets of the City and County.
- Knowledge of rules for effective written and spoken English communications.
- Skill in operating an emergency vehicle expeditiously, safely and defensively.
- Skill in the use of radio equipment.
- Skill in applying appropriate medical techniques.
- Ability to think and behave in a reasonable way and to make good decisions.
- Ability to effectively communicate verbally and in writing.
- Ability to maintain a courteous and professional demeanor.
- Ability to lift/push/carry in excess of 100 pounds.
- Ability to make accurate assessments of injuries or physical trauma.
- Ability to properly set-up and use equipment as directed by higher level Paramedics.
- Ability to maneuver an emergency vehicle/ambulance expeditiously and safely through traffic.
- Ability to deal with a variety of sick, injured, and hysterical/violent individuals from various socio-economic, ethnic, and cultural backgrounds.
- Ability to maintain thorough medical records.
- Ability to prepare verbal and written reports.
- Ability to distinguish color and shades of color.
- Ability to keep patient information confidential.
- Ability to maintain certification and training.
- Ability to maintain a good driving record.
- Ability to work varying hours.
- Ability to use tact and empathy in dealing with a variety of patients, many of whom are emotionally upset.
- Ability to maintain composure in stressful situations and use good judgment.
- Ability to maintain the skill, physical strength, agility, and emotional stability to handle emergency treatments and to lift patients and equipment in and out of ambulance.
- Ability to follow and understand protocols.

**WORKING CONDITIONS**

<b>WORK ENVIRONMENT</b>	Work is performed indoors and outdoors. Work environmental factors include exposure to adverse weather conditions including rain, heat, cold, wind, et cetera. May work in conditions of poor lighting and high levels of noise. May be exposed to moving mechanical parts. Work involves risk of infection or contamination from injured people, hostile/violent individuals, toxic or caustic chemicals. Work involves working in areas of limited mobility including an ambulance.
<b>HOURS / SHIFTS</b>	PRN
<b>BENEFITS</b>	Florida State Retirement
<b>EMPLOYEE SIGNATURE</b>	