

## **Job Description: Paramedic**

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**Position:** Paramedic

**Date:** July 1, 2020

**Reports to:** Executive Director / Chief

**Entry-level Pay:** Per current UCEMS' Standard

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The job duties illustrated are intended only as examples of the type of work performed by employees assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related, or a logical assignment to the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

1. The primary responsibility of a Paramedic is to save lives and care for the sick and injured.
2. The Paramedic shall make a quick, safe response to an accident or medical emergency and make a quick assessment of the scene.
3. The Paramedic shall oversee the setting up of a safety zone to prevent further injury to other medical personnel and/or bystanders.
4. The Paramedic shall report preliminary scene data to the dispatcher and other responding agencies and shall make requests for additional support as needed for protection, rescue, or transport.
5. The Paramedic shall be the scene Incident Commander until such time as the shift leader or ranking officer arrives to assume command.
6. The Paramedic shall gain access to the patient or victim, taking into consideration all safety precautions to protect personnel, victims, and bystanders.
7. Upon making contact with the patient(s), the employee shall determine the mechanism of injury and/or chief complaint, and institute stabilization measures as appropriate.
8. The Paramedic is expected to be familiar with the protocols and standing orders which are in place. All treatment modalities should follow the established protocols. Paramedics have the additional responsibility of helping those less trained than they to become competent care providers by providing on scene and in-house learning experiences' help.
9. As the general public is a major source of income through donations and tax monies, public relations should be always a top priority. The employee shall be courteous and respectful to all persons involved in or present on the scene of an emergency. Employees will be expected to maintain a professional demeanor at any time he/she is in the public eye, both on and off-duty.
10. Employees are expected to be familiar with their vehicle and all the equipment on the vehicle. The vehicle and equipment will be checked at the beginning of each shift. All missing and/or damaged equipment will be noted on the daily check-off sheet and reported to the Shift Leader for repair and/or replacement. All used supplies will be replaced as soon as possible to maintain minimum quantities. All dated supplies must be used and/or replaced prior to the expiration date. The Paramedic will be responsible for checking and signing off the narcotics at the beginning and end of each shift in conjunction with his/her partner. Maintaining the equipment on the unit and its cleanliness is an ongoing daily responsibility.
11. All employees are expected to maintain zone familiarity to provide the quickest possible response to a given area.

12. All employees are expected to maintain extensive knowledge of the UCEMS' Policies and Procedures Manual and Standing Orders and Procedures.
13. Employees will submit a trip report in its most complete form for every dispatched call. Service paperwork is to be complete of content/required forms and secured. Employees are required to be always mindful of the confidentiality of patient information.
14. All employees are required to wear the authorized uniform, maintaining a neat, professional appearance along with good personal hygiene while on duty. Turnout gear will be worn when performing rescue or other hazardous operations. Other personal protective devices, such as gloves, masks, gowns, etc., are to be worn in accordance with company policy and OSHA requirements.
15. Employees are responsible for cleaning the vehicle and its equipment, as well as living quarters and any other UCEMS' property.

#### Physical Requirements of the Position

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 workday.*

#### Standing/Walking

Frequently to continuously when responding to calls. Optional while at rest. This usually includes going to and from the emergency vehicle, 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, 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.

#### 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 scaled at above 100 pounds or more. 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 five-foot tall, ten-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 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 1 to 15 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 incident but may be up to 15 times for a duration up to 30 minutes or greater.

#### Climbing

Occasionally. This is required when climbing steps up and down with a patient on a stretcher or other device, and when entering or exiting the emergency vehicle. Generally, the climbing would require lifting and carrying heavy objects such as a stretcher or other device with a patient on it. Balancing may be required when backing down staircases.

#### Reaching

Frequently to continuously throughout the work shift to review monitoring equipment, operate communication equipment, administer oxygen, and operate equipment. 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 in route to a medical facility, 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/or 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

When responding to emergencies, can be exposed to dust, fumes, gases, fire, smoke, adverse weather conditions, and chemicals. Driving at speeds beyond the posted limit may occur and, therefore, the

incumbent may be exposed to vehicular accidents at a higher speed than normal. 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.

#### 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.
- Get along well with others.

#### Mental Requirements of the Position

- 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 in stressful situations.
- 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 a minimal 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, PRO, outside agencies, patients, and members of the community.
- Understand and follow federal, state, and local laws, and PRO policies, procedures, and rules.
- Follows orders.
- Remember and apply concepts, knowledge, and principles.
- Appropriately deal with stress and maintain composure when encountering serious injuries or illnesses.