

TOWNSHIP JOB DESCRIPTION

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| POSITION TITLE: PARAMEDIC | BAND: PUBLIC SAFETY | BBP CLASS: 1 |
| DEPARTMENT: PUBLIC SAFETY | <u>SUPERVISOR:</u> EMS Captain | <u>ACCOUNTABILITY:</u> Public Safety Director |
| NAME: | ISSUE DATE: | PAGES 3 |

POSITION SUMMARY:

Engages in the provision of advanced life support pre-hospital activities including direct patient care, supervision and direction of ambulance crews, basic life support provider mentoring/ direction, public education/outreach, and other duties as required. Works an assigned 12-hour shift, or other assigned shift, responding as needed during that shift; does related work as required.

ESSENTIAL FUNCTIONS OF THE JOB:

Assumes responsibility for advanced life support pre-hospital care;

Provides supervision and care of patients in the pre-hospital environment including the utilization of monitor/defibrillators, numerous medications, endotracheal intubation, IV therapy and other associated tasks;

Performs critical advanced life support procedures according to medical protocol; performs independently in situations involving both basic and advanced life support activities;

Directs subordinates, including certified Emergency Medical Responders, EMT-Basic technicians, EMT Advanced technicians in the provision of patient care;

Works seamlessly with both career and volunteer personnel;

Safely operates emergency ambulances and other light duty response vehicles;

Follows all emergency medical services regulations and state medical protocols;

Responds to dispatch calls from Cumberland County Control Center; drives or rides in ambulance to scene, assesses problem and requests assistance if needed;

Places patient on stretcher and carries patient by stretcher or other device to ambulance for transport;

Notifies the hospital of the patient's condition and their medical needs, so that hospital can be prepared for arrival;

Transports patient to hospital by ambulance, providing continuing care until relieved at destination;

Cares for incapacitated emergency workers subject to the effects of excessive heat, smoke inhalation, injury, etc.;

Provides field evaluation and training to basic life support personnel;

Assumes initial command of scenes involving multiple patients, complex incidents, or integrated response operations involving multiple first responder disciplines;

Attends classes and performs those activities required to familiarize and maintain currency with the proper practices and procedures of emergency medical services to affect an efficient delivery of services.

PERFORMANCE STANDARDS:

Maintains control of rescue scenes; assumes role of attendant-in-charge on all advanced life support Incidents; effectively determines the nature and extent of illness or injury to a patient; administers medical treatment to and transports sick and injured patients to the most appropriate medical facility; directs supporting personnel as required; effectively communicates with patients, bystanders, and members of

Page 2 of 3 – Paramedic

the emergency health care team; completes detailed patient care reports; completes evaluations of subordinate personnel; acts as field training officer for basic and advanced life support personnel as assigned; safely operates emergency vehicles; performs basic maintenance of equipment; effectively participates in and contributes to station training drills; interacts tactfully and courteously with career and volunteer emergency services personnel; maintains appearance in accordance with department standards; discharges all duties according to Township policy, departmental/division guidelines, and EMS regulations/protocols; demonstrates ability to work under high stress conditions; directs the activities of all personnel on scene in the absence of a formal supervisor.

OTHER FUNCTIONS:

Punctual regular attendance is required. Employees are to be equipped and ready for work within fifteen minutes before required start time for shift changeover.

Reports for work in prescribed uniform with attention to personal hygiene.

Performs station duties and disinfecting of ambulance and equipment as needed.

Performs vehicle and equipment checks and minor vehicle maintenance on each shift as needed.

Operates radio within set guidelines and procedures.

Efficiently operates computer equipment and software programs used by the Fire, EMS and Community Development Departments.

Strives to obtain competency in accordance with employee's evaluation measures.

Has a thorough knowledge of all the streets and numbering patterns of all properties in the Township.

Has hearing ability sufficient to understand verbal and radio communication.

Has bi-lateral manual dexterity in moving, carrying, extricating, climbing, hoisting, etc.

Performs other related duties as assigned.

Has the ability to wear respiratory protection equipment and the ability to wear personal protective equipment;

KNOWLEDGE-SKILLS-ABILITIES REQUIRED TO PERFORM SATISFACTORILY

Knowledge:

- a. Comprehensive knowledge of emergency medical services principles and techniques.
- b. Comprehensive knowledge of laws, regulations, and ordinances pertaining to emergency medical services.
- c. Comprehensive knowledge of local and Dept of Health medical protocols.
- d. Knowledge of Township's topography, road system, and traffic patterns.
- e. Knowledge of techniques used in classroom instruction and delivery of programs.
- f. Knowledge of basic field training techniques.
- g. Knowledge of Township policies and procedures.
- h. Knowledge of Public Safety and EMS Division policies and procedures.

Skills:

- a. Skill to perform duties required of an Emergency Medical Technician - Paramedic.
- b. Skill in the use of tools and adjuncts associated with advanced prehospital patient care.
- c. Skill in operating light duty emergency vehicles, including sedans and ambulances, in emergency conditions.
- d. Skill in the preparation of written reports and forms using Patient Care Reporting (PCR) software required, or other documentation identified in policy.
- e. Skill in dealing with people in a variety of situations.
- f. Skill in working side-by-side with both career and volunteer emergency personnel in a harmonious manner.
- g. Skill in managing emergency medical incident scenes.

Abilities:

- a. Ability to work well with others.
- b. Ability to establish and maintain cooperative relationships.
- c. Ability to work with and support volunteer emergency personnel in the accomplishment of their mission.
- d. Ability to maintain good physical and mental condition, capable of performing all assigned duties.
- e. Ability to work in stressful situations including extreme weather environments.
- f. Ability to use independent judgment in making patient care decisions within the scope of local protocols and medical control guidelines.
- g. Ability to follow verbal and written orders.
- h. Ability to communicate effectively both orally and in writing.
- i. Ability to maintain all EMT-P, CPR, and other required certifications.
- j. Ability to teach and/or participate in training drills/exercises.
- k. Ability to work rotating shifts.

QUALIFICATIONS - REQUIRED CERTIFICATIONS:

- Graduation from an accredited high school or GED equivalent; Pennsylvania Department of health EMT-P certification; current ACLS/PALS or PEPP, PHTLS/ITLS certification; completion of an approved Emergency Vehicle Operator's Course (EVOC); and a valid driver's license with good driver's history; Hazardous Materials Operation Level;
- Combination of education, certification, and experience that demonstrates the candidate's ability to perform the duties of the position may be considered by the Public Safety Director.
- Offer of employment is contingent upon the successful completion of a satisfactory: physical examination (full-time personnel only); drug test and background investigation result (full/part time and temporary personnel).

ADDITIONAL REQUIREMENTS:

- Physical fitness to perform the functions of the job.
- Physical activities include frequent standing, walking; regular kneeling, crouching, crawling, twisting upper body, climbing;
- Frequent lifting, dragging, and carrying of 50-250 pounds, agility, balance, coordination, endurance, hearing, speaking, vision and manual dexterity.
- Work environment includes work outdoors in cold, extreme heat, smoke, air-borne pathogens, blood borne pathogens, noise, confined working space, electrical hazards, chemicals, toxic waste, explosive materials and mechanical hazards.
- Ability to become and remain members of Township Fire Companies in good standing.
- Ability to pass and maintain all ChildLine and other state required background checks for operating in a patient contact environment.
- Frequent driving is required and must meet Township Insurance Carrier requirements.

I have read the foregoing job description and certify that I can perform all aspects of the job and meet qualifications as required by Lower Allen Township.

Employee

Date

Supervisor

Date