UNION COUNTY, SOUTH CAROLINA
JOB DESCRIPTION

Department: Emergency Medical Services
Job Title: Paramedic
Pay Grade: D14
Salary Range: $51,854.16-$72,796.94

GENERAL STATEMENT OF JOB

Under limited supervision, performs skilled and technical work directing emergency medical service operations for the County on an assigned shift. Work involves ensuring that the assigned ambulance is properly checked off and stocked; ensuring all equipment is functioning properly; accounting for all drugs and narcotics; performing station duties; providing patient care from a basic level up to an advanced level including proper documentation and required reports to other involved medical staff at the hospital; serving as a team leader; sizing up and ensuring scene security; determining the needs of the incident and communicating the information to the Emergency Medical Dispatcher; conducting the patient assessment; assigning priorities of care; developing a treatment plan; communicating the plan to crewmembers; initiating basic and advanced life support procedures according to established standing orders; assessing the effects of treatment; contacting medical control physician to discuss treatment; and treating with medicines available. Employee is responsible for performing in accordance with established emergency medical procedures and techniques. Employee is exposed to the normal hazards of emergency rescue work, including risk of exposure to infectious diseases and blood-borne pathogens. Reports to the Paramedic/Shift Supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Provides and initiates basic, intermediate, and advanced level treatment and care to patients according to established standing orders; performs assessments by checking vital signs, listening to complaints, taking histories, etc.

Determines the needs of the patient; assigns priorities of care; develops a treatment plan; communicates information to the hospital and the crewmembers.

Assesses and discusses the effects of treatment.

Performs CPR when needed; starts IV’s.

Administer oxygen and medications.

Maintains airway when patient unable; performs suction when needed.

Performs blood glucose monitoring.

PARAMEDIC

Manages cardiac patients per current advanced life support standards.
Performs the bandaging and splinting of patients.

Drives the ambulance.

Ensures proper supplies are on the unit; ensures the unit is clean and ready.

Restocks the units after calls.

Logs the calls run; calls in the information.

Assists partner with any problems or questions with patient care.

Performs checks and cleans extrication tools.

Receives and/or reviews patient name and age, why they called for an ambulance, how long this problem has been going on, medical history, medicines they are allergic to, inter-office memos, textbooks, timesheets, protocols, etc.

Prepares and/or generates DHEC's forms, billing sheets, unit check off, formulary, time card, vital signs, patient assessment, material safety sheets, dispatch sheets, and patient information, etc.

Refers to standing orders, on-line orders, off-line orders, Standard Operating procedures, textbooks, protocols, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of medical equipment such as ambulance, EKG, Hurst tools, radio, Life Pak 12, suction, laryngoscope, GPS, etc. Operates a variety of office equipment such as telephone, radio, cell phone, etc.

Uses a variety of medical equipment such as Hurst tool, saw, hand tools, patient care supplies, drugs, forms, uniform, blood pressure cuff, stethoscope, IV fluids, oxygen, etc.

Interacts and communicates with various groups and individuals including crewmembers and co-workers, patient and patient's family, bystanders, law enforcement, Fire Department, Emergency Room staff, Shift Supervisor, doctors and nurses, and the general public.

ADDITIONAL JOB FUNCTIONS

Performs station duties such as vacuuming, mopping, dusting, cleaning refrigerators, cleaning toilets, gathering trash, etc.

Washes the units; cleans the bay.

Completes daily paperwork.

Performs continuing education.

Counts the linen.

PARAMEDIC

Assists the supervisor complete duties.
Performs other related work as required.

** - Additional protocols employed in various emergency medical situations are referenced in the Emergency Medical Standard Operating Procedures Manual.

May perform the following duties:

Updates MSDS notebooks as needed.

MINIMUM TRAINING AND EXPERIENCE

Graduation from technical school and 2 to 3 years of experience in emergency medical services work, including some supervisory experience; or any combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Paramedic Certification. Possession of a valid South Carolina driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including suction units, immobilization equipment, intravenous infusions, M.A.S.T. pants, syringes and medications, and automatic cardiac/defibrillator monitors, two-way radios, mechanic's tools, etc. Must be physically able to operate a motor vehicle. Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 20 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are for Very Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, logs, etc. Requires the ability to prepare a variety of reports, forms, logs, records, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including medical terminology and emergency response codes.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in lifting and positioning or transporting objects, and operating motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, such as emergency medical equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, and in emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the Emergency Medical Services Department as they pertain to the performance of duties of the Paramedic. Has considerable knowledge of emergency medical procedures and techniques. Has considerable knowledge of equipment and supplies employed in emergency medical care of patients and accident victims. Has considerable knowledge of procedures of extrication, movement of the injured or infirm, and rescue techniques. Has considerable knowledge of the psychological needs of the injured or infirm. Has working knowledge of the principles of supervision, organization and administration. Has considerable knowledge of County geography and of the location of roads and streets within the County. Has considerable knowledge of two-way radio communications procedures and equipment, including emergency response codes. Is skilled in identifying an accident victim's condition and applying emergency medical care. Is able to respond quickly, calmly and effectively in emergency situations. Is able to safely drive an ambulance at high rates of speed.

Is able to assign, direct, supervise and appraise the performance of subordinates. Is able to lift substantial weight. Is able to understand and follow oral and written instructions. Is able to exercise tact and courtesy in frequent contact with medical professionals and the general public. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co- workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time- off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements

work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

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Employee Signature Date

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Supervisor's Signature Date