**Section 100 – Management & Administration**

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| Human Resources – 101  |
| S.O.P # 101.16 | **Job Description – Paramedic** | Page: 1 of 4 |
| EFFECTIVE: 10/14/2019 | Authorized: Board of Directors |
| REVISED: |  |

**101.16.01 Job Summary**

This is skilled specialized work as an Oregon licensed Paramedic that provides basic and advanced life support medical care to ill and injured persons at the scene of a medical emergency or other traumatic events. Under the direction of the Chief of Emergency Medical Services, this position is accountable for responding to all assigned calls for assistance in the most appropriate and efficient manner, providing the highest standard of patient care while providing a safe and hazard-free environment. The Paramedic contributes to overall patient care in the areas of patient assessment, treatment, packaging and transport. This position interacts throughout the District internally, and with patients and their families externally. In addition, this position interacts with various first responder agencies and healthcare providers, physicians and hospital personnel, externally. The nature of the work involves unpredictable circumstances that may include the threat or actual presence of harm. A majority of the work is performed indoors or outdoors in emergency situations that may expose the employee to a variety of dangerous conditions, such as hazardous materials, chemicals, smoke or weakened/unstable structures. Employees are exposed to physically and mentally stressful situations, including trauma, illness, contagious diseases, extreme temperatures and contaminated environments. Employment involves working in inclement weather, at all hours of the day or night and holidays, to respond to emergency situations and requests for assistance. Driving emergency vehicles is a substantial portion of the job.

**101.16.02 Essential Job Functions**

* Treats individuals who are ill and/or injured and individuals in an emotionally distressed state in an appropriate manner and according to ALS guidelines. Administers care to ill or injured persons (patients) at the scene of a medical emergency, including basic and advanced life support, in response to emergency calls. Transports patients to appropriate facilities.
* Provides quality patient care utilizing thorough knowledge and appropriate administration of BLS/ALS interventions as outlined by state, county and/or local protocols, and completes detailed patient reports.
* Provides direction, supervision and assistance to others in general execution of EMS duties; maintenance of apparatus and equipment; and general housekeeping activities.
* Performs required inspections to ensure medical supplies are stocked; equipment and apparatus is clean and operational at all times.
* Assures that all documentation required by the District is accurate and completed in a timely manner, prior to submission.
* Conducts post incident analysis with co-workers to point out positive points, assure quality documentation, areas of improvement and to assure adequate skills are maintained.
* Participates in approved continuing education training classes, various meetings, and skills review when necessary.
* Must be able to operate emergency vehicles in accordance with the District’s Driving Standard Operating Guidelines.
* Maintain a strict level of security concerning confidentiality of all information encountered.
* Reports to work regularly, on time and dressed appropriately.
* Assists other emergency service agencies as required/requested.
* Performs other duties as instructed and assigned.

**101.16.03 Knowledge, Abilities and Skills**

Knowledge of:

* Practices, methods, protocols, guidelines and techniques for responding to emergency or nonemergency situations.
* Relevant medical equipment and ability to inspect and maintain such equipment.
* Jefferson County geography and locations of area emergency care facilities.

Ability to:

* Evaluate the condition of patients and administer proper care.
* Maintain documentation of calls and monitor patient care by use of computerized equipment.
* Follow oral and written instructions.
* Establish and maintain working relationship with superiors, co-workers, volunteers, EMS staff and fire service personnel, law enforcement, hospitals and their staff in surrounding area and public.
* Communicate effectively with others verbally or in writing.
* And willingness to work shift-work.
* Make presentations to community or public groups.
* Operate emergency vehicles.
* Maintain proficient patient care skills

**101.16.04 Training and/or Education**

Required Qualifications (Note: Any acceptable combination of education, training and experience that provides the above knowledge, abilities and skills may be substituted on a year for year basis.)

* High school diploma or GED
* Minimum one year documented experience as a licensed Paramedic is preferred

**101.16.05 Licenses and Certifications**

* Certification as a Oregon Paramedic. Applicants who are not an Oregon certified EMS provider must obtain a valid Oregon certification with in thirty (30) days of hire.
* BLS, ACLS & PALS
* PHTLS
* EVOC, CEVO3 or NFPA Driver
* ICS 100, 200, 700 & 800
* Employee is required to maintain certifications and licenses. Must have a valid Driver’s License and maintain an acceptable driving record.

**101.16.06 Physical Demands**

Must have normal vision or corrected vision with glasses or contacts; read normal (typewritten) print in English; correctly name and distinguish colors; see well at night or in dim light; see in presence of glare; see low contrast or camouflaged objects; must have normal ability to hear (may be corrected with hearing aid); must have normal ability to discern odors; must be able to lift, pull and push 75 pounds; sit or stand for periods of 30 minutes; walk or run without break for one mile; climb stairs; jump two feet off of equipment; kneel for periods of 15 minutes; bend to pick up or work on an item; carry 75 pounds on ground for 50 yards; must be able to determine if item is hot, cold, or slippery; grasp items; read and understand work orders; work outdoors during inclement weather.

**101.16.07 Conditions of Employment**

An employee must meet the standards set forth in the District’s Substance Abuse Policy, when hired, and continue to meet the standards while affiliated with this District. Employees are subject to criminal records check. Pre-employment drug/alcohol testing is required and employees will be placed on random drug/alcohol testing list. Employment is contingent upon successfully completing probation. Probation will last six (6) months in which then the employee will be evaluated for full operational status.

**101.16.08 Reports To**

Duty Officers

**101.16.09 Supervises**

None