

CITY OF CHARLEVOIX

Title: Paramedic **FLSA:** Non-exempt
STATUS: Full-time, non-union
Department: Police/Emergency Medical Services
Reports To: Emergency Medical Services Director
Date: March 19, 2018

Purpose

Under direction of the Emergency Medical Services Director, the Paramedic responds to emergency calls to provide efficient and immediate care to the critically ill and injured. Conducts BLS and ALS patient assessments; provides patient care while on scene of call and during transport; is responsible for conducting all invasive procedures if accompanied by a BLS certified partner; applies extrication skills as required; prepares patients under varying environments to be safely moved to the vehicle for transport, is responsible for cooperating with partners to provide for the safe and smooth transport of everyone on-board vehicle; unloads the patient from the vehicle, and transfer patient care to the receiving facility; complete required documentation; and prepares vehicle and equipment for the next assignment.

Scope

Paramedical work involves a wide variety of duties and atmospheres. Duties range from repetitive maintenance of vehicles and living quarters to unique and demanding extrication problems. Often the work atmosphere consists of extreme weather conditions without adequate lighting, space, safety and/or personnel. The paramedic must be adept in carrying, lifting and extrication maneuvers that do not negatively impact patients, fellow workers, or self. Safety is a responsibility and paramedic knows the physical requirements of the job and works within those guidelines. Performs job duties safely at all time, utilizing learned body mechanics and transferring/lifting techniques. Plans actions to promote safety. Reports any unsafe situations/equipment according to hospital procedure. Works under physical and mental pressure produced by working with patients during emergency and non-emergency transports. May be exposed to communicable diseases. Must be willing to work all type of shifts (i.e. 12 or 24-hour schedules or on-call systems including nights, weekends and/or holidays).

Essential Job Functions

- Performs initial and on-going assessment of each patient and administers emergency medical care utilizing accepted guidelines of basic and advanced life support procedures in treating the sick and injured; examine patients and communicate physical assessment findings to base hospital physicians.
- Implements the appropriate medical protocols; recognizes and communicates pertinent changes in health status to on-line Medical Control Authority (MCA).

- Achieves and maintains standards of patient care and clinical performance in accordance with MCA and follows direction of the MCA, his/her designee and administrative personnel.
- Loads and transports patients from a point of pick-up to the vehicle and from the vehicle to the point of destination; this includes lifting patients to and from backboard, stretcher, or equivalent, and maneuvering patients through hallways, up and down stairways, and up and down vehicle/handicap ramps as required.
- Responsible always for the care and transportation of patients treated and for the accurate documentation and timely completion of all required paperwork.
- Operates all City vehicles under control always and in accordance with all federal, state and local laws and ordinances governing vehicle operation; must also comply with all City policies regarding safe and efficient vehicle operations.
- Responsible for appropriate radio transmissions and for appropriate responses to and compliance with all lawful 911 Dispatch.
- Works in collaboration always with physicians, nurses, and all other health care professionals, law enforcement, and members of the public to maintain positive relationships.
- Maintain patient confidentiality in accordance with all HIPAA regulations.
- Participates, as requested, in the education of other health care professionals and the public.
- Responsible for the proper care, use and appearance of his/her assigned vehicles and equipment.
- Maintain adequate inventory of EMS supplies.
- Maintain EMS apparatus readiness including rig check program and preventive maintenance programs, etc.
- Reports to assigned area on time and when scheduled to work as assigned.
- Act in a professional and respectful manner with EMS staff members.
- Immediately reports to the Emergency Medical Services Director, any malfunctions of and/or damage to any equipment, whether or not he/she was using or operating the equipment at the time of the damage or malfunction; responsible for accurate documentation of said incident within appropriate time.
- Immediately notifies the EMS Director, or his/her designee, of any incident not within normal or required operations; responsible for accurate documentation of said incident within accepted time frame.
- Adheres to all City of Charlevoix policies, procedures, and directives.

- Responsible for other duties as assigned by and at the sole discretion of administration.

Minimum Qualifications

- Possess high school diploma or GED certificate
- Possess and maintain a current, unrestricted, non-probationary State of Michigan EMS-Paramedic License
- Two (2) years of Paramedic experience preferred
- Possess and maintain a current, unrestricted Michigan driver's license
- Advanced Cardiac Life Support (ACLS) Certification
- AHA Basic Cardiac Life Support (BCLS, aka CPR) Certification
- Trauma Certification; PHTLS or ITLS Certification
- PALS or PEPP Certification
- Drivers Training Certificate (FFTC, CEVO, EVOC)
- Maintain level of function with Munson Medical Center's Northwest Regional Medical Control Authority (NRMCA)
- Be adept with the use of map books, electronic mapping and can receive and follow written and/or verbal instructions appropriately.
- Strong computer skills, including the ability to chart electronically and complete electronic documentation.
- Be able to maintain a respectful and positive attitude under a variety of conditions, and relate appropriately to a variety of individuals.
- Exemplary customer service, documentation and interpersonal abilities
- Be physically able to perform job functions as described.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.

City Council approved: March 19, 2018