

	POLICIES	
	TITLE: Paramedic Position Description and Performance Appraisal	
	APPROVED BY: Board of Directors Meeting, 5/2/06	EFFECTIVE DATE: 9/24/2006

Position Title: Paramedic
FLSA Status: Non-Exempt
Reports To: Paramedic Supervisor

Position Summary: The paramedic is to competently and compassionately deliver professional, caring, and cost-effective paramedic level patient care and other services that are consistent with the Mission Statement. The Paramedic is responsible for the provision of patient care within established District guidelines, protocol of the Medical Director, and within the State of Colorado standards of care. The paramedic also responsible to perform other duties which include but are not limited to daily duties, coordinate administrative programs, perform customer related services, quality improvement and employee development activities, participate in public relation events, and conduct activities which promote a high degree of interagency relationships.

The rating system for the evaluation process is as follows:

- 2 = Exceeds the Standard
- 1 = Meets Standard
- 0 = Below Standard.

Primary Duties, Responsibilities, and Evaluation Criteria:

1. Applies the knowledge and skills necessary to perform the duties of an Emergency Medical Technician-Paramedic (EMT-P), in a professional, competent, and compassionate manner. Standards include but not limited to:

- Respond to emergency and non-emergency calls efficiently and promptly;
- Administer basic and advanced life support to patients at the scene, enroute to the hospital, and in a pre-hospital setting, in accordance with federal, state, and local laws, regulations, and standards;
- Assess the nature and extent of injury or illness to establish and prioritize medical procedures to be followed;
- Develop and utilize triage skills to provide optimal efficiency during calls;
- Act as team leader and take responsibility for scene management as needed;
- Demonstrate and use good judgment when assessing, treating, and transporting patients;
- Provide patient care according to clinical protocols, standing orders, and safety requirements;
- Access, lift, and move patients as required to provide optimum care;
- Provide effective communication with other professional medical personnel and treatment facilities;
- Utilize medical equipment and procedures to include defibrillator, EKG monitor, automatic ventilator, medication pump, oxygen, suction devices, and intravenous fluids, CPR and other procedures and medications as required to provide advanced medical care;
- Keep all State and District required certifications/licenses current according to position;
- Provide copies of all new or renewed required certifications/licenses within 15 days to the District as required or requested.

Score: _____

Comments: _____

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2. Complete required paperwork according to District policies, health and safety guidelines, operational directives, workers' compensation procedures, and as instructed. The standards include but not limited to:

- Accurately and legibly document appropriate patient care related activities on the patient care report (PCR) ;
- Submit completed PCRs before the end of shift;
- Ensure, when appropriate, that a copy of the PCR is delivered to the receiving facility in a timely manner;
- Acquire patient signatures on appropriate forms as required;
- Accurately complete and submit all other patient care related paperwork/forms including patient billing, consent, refusal, advanced airway, narcotic, and Medicare benefit forms in a timely and competent fashion; and
- Possess a basic working of an IBM-compatible computer, and be able to enter necessary data into a computer.

Score: _____

Comments: _____

3. Attend meetings, case reviews, and other classes according to position and District policy, operational directive, or as otherwise instructed. Standards include but not limited to:

- Attend at least 80% of case reviews and team meetings per calendar year;
- Avoids tardiness;
- Attend and successfully complete additional classes as may from time to time be requested;
- Attend and successfully complete all State and District required classes according to certification and position; and
- Avoid tardiness for shifts training sessions, and meetings.

Score: _____

Comments: _____

4. Serve as a mentor, instructor, and preceptor to new and current employees of the District. Also provide same consideration to "third riders", and to members of fire protection districts, ambulance services, and to students of approved programs that are meeting clinical requirements of classes. Standards include but are not limited to:

- Participate in the training of, and provide encouragement to, new and current employees of the District;
- Is pro-active in identifying weaknesses of other team members and proactively works with them to correct the problems;

- Coach, educate, and inform other employees of new protocols, equipment, policies, and directives;
- Participate in the hiring of new employees; and
- Strive to improve the personal knowledge and skills of patient care through continued formal and self study of paramedic care.

Score: _____

Comments: _____

5. Follow established policies, health and safety guidelines, and operational directives of the District as-well-as comply with all reasonable requests made by District officials including but not limited to:

- Perform all daily operational duties in a timely manner;
- Wear and/or use appropriate safety PPE as defined;
- Handle telephone communications professionally and efficiently with careful regard to the divulgence of information respecting confidentiality requests at all times;
- Check, stock, and clean the units in preparation for optimal call response at the beginning of shift and periodically throughout the shift;
- Maintain general order and cleanliness of facilities and grounds;
- Assure that District equipment is in good repair and properly stored; and
- Perform any other duty related to the District as designated by the supervisor or District Manager.

Score: _____

Comments: _____

6. Maintain prompt and regular attendance. Standards include but are not limited to:

- Be flexible, as emergency services operate on a 24-hour clock; the paramedics assigned work shift schedule may vary and the paramedic should be available to respond immediately for a call during the assigned work period, and the start and shift times may vary due to the nature of the business;
- Avoid excessive absenteeism;
- Coordinate time-off with supervisor; and
- Assist with finding coverage when away from work.

Score: _____

Comments: _____

7. Provide safe operation of District and personal vehicles. Standards include but are not limited to:

- Drives and operates specially equipped emergency vehicles to specified locations at a safe and controlled speed, in accordance with federal, state, and local laws, regulations and standards, an in accordance with District policies, rules, and guidelines;
- Promptly responds to instructions from a dispatcher and receives and responds to requests for emergency ambulance service and other duties-related communication via two-way radio or other communication devices;
- Maintains a thorough working knowledge of the local geography, which includes maps, streets, and grid book systems;
- Always uses “backers” when backing District vehicles when practical;
- Operates private vehicle and maintains good driving record consistent with District policy and insurance company standards;
- Completes annual driving requirements as established by the District;
- Provides driving and insurance related documentation including all traffic related citations as defined by District policy;
- Avoids driving/vehicle operating complaints from the public and other ancillary agencies;
- Assures that vehicles are in good working condition at all times, are properly maintained and stocked, have all necessary equipment and the equipment is in good working order at all times; and
- Cleans, organizes, and restocks vehicles in a ready condition after each call.

Score: _____

Comments: _____

8. Serve as a good steward for the District through promoting and participating in community and public relations programs. The paramedic also works efficiently and cooperatively with all other ancillary agencies such as other emergency medical service (EMS), fire, law enforcement, flight, public health, and others to assure good working relationships for the fulfillment of delivering quality patient care. Standards include but are not limited to:

- Promote and participate in community and public relation events,
- Promote a positive and professional image for the District when in a public setting,
- Comply with all reasonable requests made by incident command or other scene commanders, and
- Work well with other EMS, law enforcement, public health, flight, and fire agencies toward an efficient and safe mitigation of emergency and non-emergency situations as they arise.

Score: _____

Comments: _____

9. Coordinate and complete administrate programs as assigned by the District Manager or supervisor. Standards include but are not limited to:

- Evaluates, documents, and implements administrative objectives as assigned;

- Completes administrative programs within delegated budget and authority constraints; and
- Completes duties in a timely manner and by assigned due dates.

Score: _____

Comments: _____

10. Provide honest and loyal service to the District and the people served. Take ownership in the District by being open to and promotion of, positive change. In an effort to “always make things better” the paramedic identifies problems and then recommends solutions through appropriate channels.

Score: _____

Comments: _____

Job Responsibilities Related to Patient Privacy

- The paramedic is expected to protect the privacy of all patient information in accordance with the District’s privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the District’s policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment.
- The paramedic may access protected health information and other patient information only to the extent that is necessary to complete your job duties. The paramedic may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other District operations.
- The paramedic is encouraged and expected to report, without the threat of retaliation, any concerns regarding the District’s policies and procedures on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer.
- The paramedic is expected to actively participate in District privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with District policy.

Essential Qualifications*

The educational background, knowledge, and career experiences desired to be considered as a potential job candidate are shown below. These qualifications are only an initial part of determining a qualified candidate and include but are not limited to:

- High school diploma or G.E.D;
- Current Colorado Emergency Medical Technician – Paramedic (EMT-P), Cardiopulmonary Resuscitation (CPR), Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS) certifications, and a valid Colorado Drivers License;

- Within (3) three months of hire must successfully complete and pass the National Incident Management System (NIMS), on-line programs;
- Within on year of hire must successfully complete and pass a District approved Emergency Vehicle Operators Course (EVOC) and the Hazardous Materials Awareness (Haz-Mat) Class;
- Proof of current private auto insurance coverage;
- Driving record in compliance with District policy and District insurance company requirements regarding insurability;
- Proof of completed HBV series, TB test, and other requested immunizations;
- Effectively communicate in English both verbally and written; and
- **In addition to the above qualifications, persons applying for and maintaining part-time paramedic status must be currently working as a paramedic and have at least 1 year prior experience with another ALS ambulance or fire service.*

Authorities:

The authorities granted to the paramedic by the Board of Directors, District Manager, Medical Director, and Supervisors are as follows:

- Provide patient care in a manner consistent with the District's Mission Statement and within established protocol, standards of care, policies, and operational directives;
- Recommend changes to established policies, operational directives, and Health and Safety Guidelines;
- Research and prepare grant requests for the benefit of the District;
- Complete administrative assigned duties and expend specifically approved and budgeted District funds not to exceed \$1,500 for the purchase of "**usual and customary**" supplies as assigned. Examples include medical supply, vehicle maintenance, and facilities maintenance; and
- Accept and acknowledge receipt of approved deliveries.

Other Requirements:

- Continues to achieve at least an acceptable rating on all future performance appraisals
- Submits to and consents to periodic and random background, driver's history, and drug screening/testing. Such checks may occur with or without prior notice to the employee.
- Includes completion of other directives, tasks, classes, assignments, and projects
- Maintains a driving record acceptable to District policy and insurance company standards

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 work day.

Standing/Walking: Frequently to continuously when responding to calls. Optional while at rest at the facility. This usually includes: going to and from the emergency vehicle, and 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, many situations include walking long distances over uneven terrain as frequently seen in the "back country" rescue situations. However, the paramedic 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, mud, wet, icy, rocky, uneven ground, and etc. The individual must be able to go up and down slight inclines or declines that may be found at roadsides, back country areas, etc. At a location, standing would

Paramedic Position Description and Performance Appraisal Continued

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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. The facility is equipped with a small lounge and work areas that are furnished.

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 in excess of 100 pounds or more. Paramedics 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 5-foot tall, 10 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. 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 any number of 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 particular incident.

Climbing: Occasionally. This is required when climbing steps up and down with a patient on a cot or other device, and when entering or exiting the emergency vehicle. Generally, the climbing would require that the paramedic be lifting and carrying heavy objects such as a cot or other device with a patient on it. Balancing may be required when backing down staircases. This position may require climbing of ladders in a non-threatening and non-hazardous environment. This position does not include technical, high angle climbing skills.

Reaching: Frequently to continuously throughout the work shift in order to review monitoring equipment, operate communication equipment, administer oxygen, and operate equipment. The paramedic 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 en route to a medical facility, the paramedic 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 paramedic 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 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: The paramedic, when responding to emergency situations, may be exposed to dust, fumes, gases, fire, smoke, adverse weather conditions, and chemicals. 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. At all time the paramedic is expected to adhere to all applicable policies and Procedures concerning safety and the prevention of contamination and infection due to bloodborne pathogens.

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; and
- 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 minimum 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, the District, outside agencies, patients, and members of the community;
- Understand and follow federal, state and local laws, and District policies, procedures, and rules;
- Establish and maintain effective working relationships with others;
- Follow orders;
- Remember and apply concepts, knowledge and principles;
- Analyze and interpret situations; and
- Appropriately deal with stress and maintain composure when encountering serious injuries or illnesses.

Acknowledgement

By signing this, the employee acknowledges that they have received a copy of this Position Description and Performance Appraisal. It is the employees’ responsibility to read, understand, and comply with the provisions as contained within; and to contact their supervisor or manager for clarification of any information not understood.

Employee Name (Print)

Employee Signature Date

Supervisors Name (Print)

Supervisors Signature Date