

**FAIRFIELD COUNTY, SOUTH CAROLINA****JOB TITLE: EMT - PARAMEDIC  
EMERGENCY MEDICAL SERVICES DEPARTMENT****SPECIFIC STATEMENT OF JOB**

Under occasional supervision, responds to emergency calls and provides medical assistance to the sick and injured at the Paramedic level. Administers life support care to persons in pre-hospital setting as authorized and directed by physician. Performs related technical work as required. Reports to the Captain.

**ESSENTIAL JOB FUNCTIONS**

Drives ambulance in response to emergency calls; requests additional resources for the control of incidents as required; ensures safety at the scene. Administers initial treatment at emergency scene and takes and records patient's vital signs.

Assesses nature and extent of illness or injury to establish and prioritize medical procedures to be followed or need for additional assistance.

Provides advanced life support and emergency care to the sick and injured; assists in lifting and carrying patients in and out of ambulance, and transports patients to appropriate medical facility.

Monitors cardiac patients. Restores and stabilizes heart rhythm on pulseless, non-breathing patients.

Initiates intravenous fluids to administer medication or drugs, or to replace fluids lacking in body.

Performs endotracheal intubation to open airways and ventilate patients.

Administers injections of medications and drugs.

Inflates pneumatic anti-shock garmet on patient to improve blood circulation.

Performs such procedures as immobilization and bandaging, wound treatment, control of bleeding, CPR, intubation, cardiac activity monitoring, administering medications, electrical cardioversion and/or defibrillation, IV therapy, needle decompression, assisting in childbirth, initial burn and poisoning treatment, treatment of shock, and others as permitted according to certification; maintains constant awareness of patient condition; identifies and relays diagnostic signs to medical personnel while in route to medical facility; reports verbally and in writing to emergency room personnel upon arrival.

Communicates with physician and other medical personnel via radio-telephone.

Assists with extrication and other rescue procedures as necessary.

Notifies dispatch personnel and Coroner's Office in the case of patient death; arranges for the protection of property and evidence at the scene.

Prepares run reports to document patient care, response time, compliance with medical protocol, and patient billing information; prepares unit, shift and station reports.

Inspects assigned vehicles and equipment to ensure cleanliness, sanitation, proper condition of equipment, and an adequate inventory of supplies; cleans and decontaminates vehicles and equipment, and notifies proper personnel of equipment / vehicle maintenance needs.

Assists in maintaining inventory of supplies and controlled substances; stocks supplies in station and ambulances as needed.

Performs all work in compliance with applicable policies, procedures, regulations, medical / emergency protocols, and standards of quality and safety.

Receives and responds to complaints from the public regarding unit activities.

May participate on special teams or in special operations as assigned.

Keeps abreast of new technology, methods and regulations for emergency medical assistance operations; attends meetings, conferences and continuing education classes as required and/or appropriate to enhance job knowledge and skills and maintain certifications.

Remains on call 24 hours per day for emergency response.

Receives and reviews physician's orders, patient histories, shift reports, memos, etc.

Prepares and/or processes shift reports, run reports, station reports, controlled substance accountability forms, check lists, etc.

Refers to policies and procedures, regulations, medical protocols, medical texts, maps, equipment manuals, etc.

Operates an assortment of equipment and hand tools used in rescue service, including response vehicles, cardiac monitor, mechanical CPR machine, pulse oximeter and other emergency medical equipment, extrication equipment, etc. Uses medical supplies and instruments, medications, hand tools, etc.

Operates a two-way radio, telephone.

Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, department Director, other County employees, medical/hospital personnel, law enforcement personnel, fire department personnel, accident/incident bystanders, patients, and the general public.

### **NON-ESSENTIAL JOB FUNCTIONS**

Performs general housekeeping as required.

Participates in public education / community relations efforts and events as required.

Performs related duties as required.

**EDUCATION, EXPERIENCE AND CERTIFICATION REQUIREMENTS**

Requires a one year certificate from a technical college supplemented by two to three years of progressive experience in emergency medical service programs. Must complete required coursework and maintain EMT, Paramedic, Basic Cardiac Life Support, Advanced Cardiac Life Support, CPR certifications and any other certifications deemed necessary by department head. All EMT-Paramedics are required to be proficient in all the skills of the EMT-Basic and EMT-Intermediate skills plus medication administration. Must possess a valid state driver's license. NIMS 100 & 700.

**ADA REQUISITES**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Requirements:** Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling; must be able to lift, position and/or carry weights in excess of 100 pounds. Worker must be able to remain on feet for extended periods of time, withstand uncomfortable and/or dangerous physical conditions, and perform manual tasks.

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

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or direction from supervisor.

**Language Ability:** Requires ability to read a variety of policy and procedure manuals, technical manuals, equipment instructions, maps, medical reference books, etc. Requires the ability to prepare detailed reports, records, etc., with proper format. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical and scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently with co-workers, medical personnel and the public using medical terminology.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time and weight.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using office and specialized machinery; to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, control knobs, buttons, switches, catches,

tools, medical instruments, etc. Must have significant levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color. Vision abilities require close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency, unusual or dangerous situations, or in situations in which working speed and sustained attention are make or break aspects of the job. The worker may be subject to danger or risk to a significant degree, or to tension as a regular, consistent part of the job.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the Emergency Services Department as they pertain to the performance of duties of the EMT-Paramedic. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has considerable knowledge of emergency medical response and treatment principles, protocols and practices. Knows how to determine and ensure safety on emergency scenes. Has the ability to use independent judgment and discretion in critical situations such as response to medical emergencies, hazardous materials incidents and other natural and man-made emergency/disaster situations. Is able to provide emergency medical assistance at the Paramedic level. Has skill in the use of emergency medical equipment and instruments. Is able to properly maintain EMS equipment and vehicles. Is able to communicate professionally and clearly and accurately receive and convey detailed medical information to hospital / medical staff. Has knowledge of the various roads and landmarks of the County. Is able to perform duties under adverse environmental conditions such as excessive heat, cold, odors, smoke, fumes / toxic agents, wetness, noise, humidity, machinery hazards, violence, electric currents, and disease. Is able to perform according to standards despite experiencing extreme stress, working long hours and intense, exhausting schedules. Has knowledge of and the ability to comply with applicable safety precautions. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to prepare records and reports with accuracy and in a timely manner. Has thorough knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Has the mathematical ability to handle required calculations.

**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 interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave 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 accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, 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 established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all 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 work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**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.**