# Paramedic – Hourly

# Grade: 7

## FLSA: Non-Exempt

**Date: 07/22**

**Job Summary:**

This is skilled specialized work as a licensed Maryland Paramedic. 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 County 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. Most 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.

**Essential Functions:**

1. Treats individuals who are ill and/or injured and individuals in an emotionally distressed state in an appropriate manner and according to national, state, and local guidelines;
2. 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;
3. Provides high quality patient care utilizing a thorough knowledge and appropriate administration of BLS/ALS interventions as outlined by national, state, and local guidelines.
4. Completes an accurate and through patient care report using eMEDS or other reporting software;
5. Provides direction, supervision and assistance to others in general execution of EMS duties; maintenance of apparatus and equipment; and general housekeeping activities;
6. Performs required inspections to ensure medical supplies are stocked; equipment and apparatus is always clean and operational;
7. Assures that all documentation required by local policy, MIEMSS and the EMS Division is accurate and completed in a timely manner, prior to submission;
8. 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;
9. May serve as a field training officer, providing guidance and instruction to employees and EMS students;
10. Participates in approved continuing education training classes, meetings, and skills review;
11. May provide classroom and course instruction for EMS related topics;
12. Must be able to operate emergency vehicles; ambulances, EMS chase vehicles and other related apparatus in accordance with County driving procedures and Emergency Medical Services Division Standard Operating Guidelines;
13. Maintain a strict level of security concerning confidentiality of all information encountered and according to County Policy, HIPAA, and the high-tech security act;
14. Reports to work regularly, on time and dressed appropriately;
15. Assists other emergency service agencies as required/requested;
16. Performs other duties as instructed and assigned.

**Required Knowledge, Skills, and Abilities:**

**Knowledge of:**

1. Best practices, methods, protocols, guidelines and techniques for responding to emergency or non-emergency situations;
2. National, state, and local best practices related to EMS clinical care and operations;
3. Through knowledge of federal, state, and local laws and standards, as they apply to the field of EMS;
4. Relevant medical equipment and ability to inspect and maintain such equipment;
5. St. Mary’s County geography and locations of area emergency care facilities.

**Ability to:**

1. Effectively evaluate the overall scene and make decisions that keep all 1st responders safe;
2. Evaluate the condition of a patient by conducting an effective interview and physical exam and formulate an effective care plan;
3. Provide patient care that is safe, timely, effective and efficient;
4. Maintain documentation of calls and monitor patient care in written and computerized form;
5. Safely and effectively operate complex medical equipment;
6. Drive an Emergency Vehicle; Ambulance or EMS Chase Vehicle or other related apparatus.
7. Follow oral and written instructions;
8. Establish and maintain working relationship with superiors, co-workers, volunteers, EMS staff and fire service personnel, MIEMSS, MFRI, hospitals and their staff in surrounding area and public;
9. Communicate effectively with others verbally or in writing;
10. Work various shifts, day or night, that will provide for 24-hour operational coverage;
11. Work weekends and holidays.
12. Make presentations to community or public groups;
13. Safely and effectively operate emergency vehicles;
14. Maintain proficient patient care skills.

**Education and Experience:**

1. 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.)
2. High school diploma or GED. Minimum one (1) year documented experience as licensed or certified paramedic.

**Preferred Experience:**

1. Two (2) years or greater documented experience as a licensed or certified paramedic in a public safety setting.

**Licenses and Certifications:**

1. Certification as a Nationally Registered Paramedic (NR Paramedic);
2. Advanced Cardiac Life Support Certification (AHA);
3. Basic Life Support Certification (AHA);
4. Nationally accepted trauma course (PHTLS or ITLS);
5. Hazardous Materials Awareness;
6. FEMA certified National Incident Management (NIMS) 100, 200, 700, 800;
7. Valid driver’s license;
8. Applicants who are not a Maryland certified EMS provider must obtain a valid Maryland certification with in thirty (30) days of hire.
9. Employee is required to maintain certifications and licenses;
10. Negative drug screen;
11. Successfully pass a physical, hearing and vision exam;
12. Successfully pass extensive background investigation with favorable results;
13. Successfully pass a psychological fitness examination with favorable results;
14. Must have a valid Maryland Driver’s License.

**Preferred Licenses and Certifications:**

1. Valid and unrestricted Maryland Paramedic license;
2. Locally credentialed Maryland Paramedic license;
3. NAEMT Tactical Emergency Casualty Care or Tactical Combat Casualty Care course;
4. MFRI EMS Officer I or equivalent;
5. Pediatric Care Course (PALS, PEPP, or EPC);
6. Hazardous Materials Operations.

**Additional Requirements:**

Negative drug screen.

Successfully pass a physical, hearing and vision exam.

Successfully pass a psychological fitness examination with favorable results.

Successfully pass extensive background investigation with favorable results.

**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 successfully pass all required vision examinations. Must not have any driving restrictions due to vision deficiencies.

Must have normal ability to hear (may be corrected with hearing aid).

Must be 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, ladders and scaffold; 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.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR Representative Date

Your signature below indicates that you have received a copy of this position description.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature Date