



Job Classification: Technical / Paraprofessional

Department: Emergency Services

Salary Grade: 22

Work Schedule: Full-time Regular: (84 hrs. bi-weekly)

FLSA Classification: Non-Exempt

EMERGENCY MEDICAL SERVICES PARAMEDIC

General Statement of Duties

Emergency, medical and technical services for the county-wide emergency medical services of Polk County.

Job Summary

Responds to select medical and traumatic emergencies; along with responding to select hospitals, clinics, and nursing homes to provide inter-facility transfers. Provides emergency medical care at the scene, en route to the hospital and during transportation from facility-to-facility and emergency medical care as appropriate to the practice of the credentialed paramedic. Delivers the patient to the nearest most appropriate medical facility. Adheres to local, regional, and state guidelines regarding patient care.

Performs Advanced Life Support (ALS) procedures as per the appropriate Protocols under the direction and supervision of the Medical Control Physician, through standing orders, radio, or telephone communications. Performs other duties related to emergency and non-emergency medical care and development of the emergency medical system and Polk County EMS.

Duties and Responsibilities

Essential Duties and Tasks

- ❖ Demonstrates and ensures knowledge, understanding and compliance of Polk County EMS policies and procedures.
- ❖ Ensures that the vehicle and equipment is ready for use at the beginning of the shift and after every call. This includes: appropriate cleaning and disinfecting of the interior and exterior of the vehicle; appropriate cleaning and disinfecting of equipment; inspecting; restocking, and completing daily checklists of the vehicle and equipment; and performing routine maintenance.
- ❖ Performs daily inspections of their base and/or station for cleanliness. Then performs the appropriate housekeeping duties to ensure their living quarters are clean, free from clutter and sanitary at all times.
- ❖ Responds to emergencies and non-emergencies using appropriate care and caution in accordance with North Carolina law, EMS regulations, local policy, and the principles of safe

emergency vehicle operation. As per Polk County EMS policy always wears their seat belt when in the cab and vehicle is in motion.

- ❖ Renders emergency and non-emergency medical care in accordance with the rules, regulations, protocols, policies, and procedures of Polk County EMS, the State of North Carolina Office of NCOEMS, consistent with good judgment and the provision of high-quality medical care. Appropriately and safely delivers the patient to the nearest most appropriate medical facility.
- ❖ Acts at all times in the best interests of high-quality patient care, in the best interest of the patient, and in such a manner to reflect credibly on Polk County EMS and the professional reputation of the Paramedic.
- ❖ Acts at all times with his/her personal safety in mind, as well as the safety of his/her partner, the patient, other EMS personnel, bystanders, and any other public safety personnel present.
- ❖ Accompanies ALS and BLS patients to their destination, continuing to provide appropriate care and patient advocacy until the responsibility for the patient has been transferred to an appropriate medical professional and a report has been given.
- ❖ Completes all appropriate documentation and record keeping for every assignment in a timely manner.
- ❖ Obtains complete billing information for all clients transported.
- ❖ Adheres to Universal Precautions when dealing with patient contacts. Is familiar with and practices the Infection Control policies and procedures of Polk County EMS.
- ❖ When necessary and appropriate, acts as a team leader in dealing with emergency and non-emergency situations, directing and supervising other members of the emergency medical care team.
- ❖ Performs duties related to public relations and community education programs sponsored by Polk County EMS.
- ❖ Performs duties related to the continuing improvement and development of the local EMS system.
- ❖ Accepts responsibility for recertification as a Paramedic by NCOEMS. Completes appropriate continuing education courses in a timely fashion along with biannual recertification in BLS, ACLS, & PALS. As well as every fourth-year recertifying PHTLS.
- ❖ Provides Polk County EMS with a current copy of their Paramedic certification, CPR card, ACLS card, PALS card, PHTLS card, and Motor Vehicle Driver's License. Completes training in all local, state, and federal mandates.
- ❖ Reports to assigned shifts in proper uniform and on time unless the proper notification has been made. Remains on-duty and in proper uniform until properly relieved.
- ❖ Documents elements of ALS triage when turning over care of documentation to lesser level of training, including partners.
- ❖ Co-signs all patient care forms for completeness as required.
- ❖ Acts as an EMT, AEMT, and/or Paramedic preceptor when called upon by management. Completes all documentation/evaluation on behalf of student interns.
- ❖ Allows and is willing to accommodate third riders for orientation and/or educational purposes.
- ❖ Performs other duties as directed by management.
- ❖ At all times sets an example of professionalism and leadership for others to follow. Places patient care excellence and safety above all else.

Additional Job Duties

- ❖ Performs other duties as required.

KSA's and Minimum Requirements

Knowledge, Skills and Abilities

- ❖ High degree of personal integrity and responsibility.
- ❖ Ability to work effectively with minimal supervision, using good judgment and common sense with a thorough understanding of the principles of emergency medical care at the paramedic level.
- ❖ Ability to work efficiently and interact in a constructive and professional manner with other employees, a partner, public safety personnel, medical staff, and other emergency medical service members.
- ❖ Ability to interact effectively and professionally with patients, customers, clients, family members, bystanders, and the general public in such a manner as to reflect credibly on Polk County EMS
- ❖ Demonstrates a level of skill and ability consistent with the provision of high-quality patient care.
- ❖ The ability to perform effectively as team leader in patient care situations.
- ❖ The ability to perform effectively in carrying out public relations and community education functions and the ability to deal effectively with members of the medical community and general public.

Minimum Requirements and Education

- ❖ Currently credentialed as a Paramedic by the North Carolina Office of Emergency Medical Services (NCOEMS).
- ❖ Current certification in CPR.
- ❖ Current certification in Advanced Cardiac Life Support or equivalent.
- ❖ Current certification in Pediatric Advanced Life Support or equivalent.
- ❖ Current certification in Pre-Hospital Trauma Life Support or equivalent.
- ❖ Current Motor Vehicle Operator's License.
- ❖ Successful pre-employment drug screen.
- ❖ Successful criminal background check.

Physical Activities and Requirements

Physical Demands:

The ability to perform all duties associated with the position including, but not limited to lifting, prolonged standing, driving, sitting, bending, stooping, and operating or performing work with associated tools and machines.

- The ability to lift and maneuver 150 pounds with assistance and without difficulty.
- The ability to walk up and down stairs without difficulty and the ability to lift and carry 150 pounds up and down two flights of stairs with assistance and without difficulty.
- The ability to sit or stand for long periods of time.
- The ability to walk a distance of one quarter of a mile without difficulty and without affecting the immediate performance of job-related duties.

Special Requirements

Polk County Local Government is an Equal Employment Opportunity employer.