

**POSITION TITLE:** PARAMEDIC

**DEPARTMENT:** EMS DEPARTMENT

**POSITION REPORTS TO:** AMBULANCE DIRECTOR

**POSITION OBJECTIVE:**

The primary objective is to respond to emergencies, to provide care in a professional and compassionate manner and to treat individuals with respect and dignity. Treatment shall be guided by pre-established protocols governing each medical control region.

**Essential Duties and Responsibilities:**

- Respond to calls from the public for assistance and provide care in a calm, efficient manner in accordance with protocols set forth by the Tri-County Emergency Medical Control Authority (TCEMCA) or Ionia County Medical Control Authority (ICMCA). In addition all local, state and/or federal laws, regulations, and/or standards will be followed as indicated. This includes the proper triage of patient(s) and any additional resources which may be required;
- Treatment will be initiated at the scene of a patient and continued until arrival at an appropriately determined Emergency Department (ED). Proper communication to the receiving facility will be made in accordance to respective protocols;
- The paramedic is responsible for paperwork involved in the treatment of patients. This includes the electronic patient care report (ePCR), affiliated pharmacy paperwork and required paperwork to assist in the billing process of the call. All required documentation will be completed following the call at your earliest convenience;
- The paramedic will make the ambulance ready for service upon completion of a call or a truck returning to service. Supplies will be replenished and/or cleaned, disinfected and replaced to assure the truck is ready for service. This will be accomplished with the assistance of the paid on call staff. The cleaning, disinfecting also includes the truck, both inside and out;

- The paramedic will adhere to any and all safety policies and procedures set forth by their department and any established by the City as a whole; The most important part of your job is to go home at the end of your shift;
- May be assisting in the training of students during clinical. May be asked to assist in the orientation of newly hired personnel, including orientation to equipment and vehicles.
- The paramedic will strictly adhere to privacy policies of both the department and the City. This includes any information considered private as defined the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA). You may access only that information that is considered necessary for you to perform your job duties. Any failure to adhere to this, or any failure to report any violation, will result in discipline in accordance with City policy. Annual training will be provided and attendance is mandatory;
- The paramedic will be well versed in the operation of all vehicles they may be called to operate, including emergency warning equipment, two way radios, pagers and possess basic and emergency driving law knowledge;
- The paramedic will provide light maintenance to vehicles that will be operated in their duties, this includes maintaining cleanliness and disinfection processes as required. This includes emergency lighting and sirens, radios. This applies to equipment used in the course of duties including, but not limited to, an ambulance stretcher, cardiac monitor, stair chair, splints, etc.
- Communication is important. This includes with co-workers, patients and the general public. Professionalism and courtesy is important. Be direct, be honest and listen.
- You may be asked to assist or have delegated to you duties that include tasks associated with billing of ambulance runs and/or statistics.
- Other duties as assigned.

#### **Education and/or Experience Requirements:**

- Successful completion of a State of Michigan approved paramedic program. Current licensure as a paramedic from the State of Michigan which must also be in good standing with no open complaints or disciplinary actions;
- Current Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) or it's equivalent, and a current Basic Cardiac Life Support (BCLS) card;
- PHTLS or ITLS or its equivalent is preferred but not mandatory;
- Current Tri County Emergency Medical Control Authority (TCEMCA) authorization card or must be obtained within 30 days of offered employment. Current Ionia County Medical Control Authority (ICMCA) authorization or obtained within 30 days of offered employment;
- Ideally, an Associate's Degree in EMS though not required.
- A State of Michigan Instructor/Coordinator license is desirable but not required;
- Ideally, 3-5 years of pre-hospital experience in an ALS agency running a similar call volume (800 calls per year)
- Proven ability as a quick thinker making rational decisions in high stress situations.

**Physical Requirements:**

- A pre-employment physical must be successfully passed. This will be completed at Sparrow Health Systems Occupational Health division.
- The paramedic must be able to lift 90 pounds to chest height regularly;
- Bend, squat, lean, climb and/or crawl for extended periods of time without limitations;
- Be tolerant of sustained, loud noises for periods of time;
- Pass a pre-employment drug screen including THC. Pass a drug screen any time you are involved in any type of situation during the course of your duties, including but not limited to, an accident with a department vehicle or a situation involving detrimental patient care;
- Ability to adjust to differences in weather; you may go from office conditions to wintry mixes to extreme winds;
- Ability to remain calm in situations that prove hazardous, including but not limited to, chemical or bloodborne exposures, toxic fumes, respiratory borne exposures.

**Disclaimer:**

There will be duties not listed previously that may be required of an individual as a part of their regular day to day activities. There may be hazardous situations not listed that you may encounter during your normal course of duties. There are certain risks inherent to this job that the Director and/or the City could never expect. Due to this there may be additional risks that are unforeseeable by any parties. At any time, any portion of this description may be amended as needed for the performance description of this job.