

Job Title: Paramedic
Department: Emergency Medical Services
Reports To: EMS Coordinator
Salary Level:
FLSA Status: Non-exempt
Approved By: Chief Executive Officer
Approved Date: January 2007

SUMMARY: Administers life support care to sick and injured persons in the pre-hospital setting as authorized and directed by Base Hospital Physician or MICN and NCEMS Protocols by performing the following duties.

FUNCTIONS AND RESPONSIBILITIES:

1. Assess nature and extent of illness or injury to establish and prioritize medical procedures to be followed or need for additional assistance.
2. Initiates ACLS measures when appropriate.
3. Performs duties per North Coast EMS protocols.
4. Performs security for ALS/ Controlled medications
5. Monitors cardiac patient.
6. Emergency Vehicle Operations.
7. Ensures vehicle adequacy.
8. Performs vehicle maintenance by cleaning inside and outside of entire ambulance on a daily basis.
9. Assures that vehicle is completely stocked at all times.
10. Ensures basic operational integrity of vehicle at all times.
11. Identifies and reports all vehicle deficiencies to supervisor.
12. Drives mobile intensive care unit to emergency scene and transports injured to designated facility.
13. Assists in extricating trapped victims and transports to treatment center.
14. Communicates with Physician and other medical personnel via radio-telephone.
15. Station duties; clean inside and out of ambulance bases on a daily basis, always leaving shift with a clean base.
16. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Directly supervises 2 to 3 employees on the Ambulance Crew. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include orientation and training employees; assigning, and directing work; monitoring daily accountability and security of controlled medications; appraising performance; addressing complaints and resolving problems; reporting to EMS Coordinator or other supervisor as appropriate.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

BASIC REQUIRED ABILITY:

PUBLIC RELATIONS/ADVANCED INTERPERSONAL SKILLS: Addresses clients by name; smiles when talking to clients, physicians, peers, and families; answers the telephone courteously and promptly; identifies self and department when answering the telephone using pleasant voice tone/verbiage; possesses excellent listening skills; interacts with clients and peers.

AGE-SPECIFIC COMPETENCE: Must demonstrate the knowledge & skills necessary to: 1) provide care appropriate to any age-related needs of the patients; 2) of the principles of growth and development appropriate; 3) to assess and interpret data about the patient's status in order to identify each patient's needs & provide the appropriate care needed by KMC's Life Stage Patient Groups. Life Stage Patient Groups are defined as infants, toddlers, preschool children, school age children, adolescents, young adults, middle-age adults, and late-stage older adults.

QUALITY IMPROVEMENT RESPONSIBILITIES: Responsible for helping to prepare, achieve, and maintain high quality healthcare. By serving on the various performance improvement subcommittees individual employees are directly involved in the generation or modification of policies & procedures that enable KMC to provide continuously improving healthcare.

COOPERATION: Must be a self-starter; seeks solutions; accepts constructive criticism; willing to adjust to changes; loyal to K'ima:w Medical Center.

PROFESSIONALISM: Shows pride in personal appearance and grooming; displays a positive attitude about work; respects the confidentiality of clients; and is congenial with public and peers.

INITIATIVE: Willing to participate in continuing education programs; asks questions; contributes during staff meetings; serves on K'ima:w Medical Center committees as appointed; demonstrates a desire for self improvement.

JOB SPECIFIC SKILLS & ABILITIES:

- Demonstrated ability to perform all duties within the scope of practice for California State License and NCEMS paramedic Accreditation.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); and a Paramedic license from the State of California.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Maintain valid California and Ambulance drivers license.
- Possess current State of California Paramedic License.
- Obtain North Coast Emergency Medical Service Paramedic Accreditation
- Current and valid CPR card.
- Advanced Cardiac Life Support Certification.
- Pediatric Advanced Life Support or Pediatric Emergencies for Prehospital Providers
- Swift Water Rescue Certificate (Optional)
- Over the Bank Rescue (Internal Training Provided)
- P.H.T.L.S.=Pre-hospital Trauma Life Support

LANGUAGE SKILLS: Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write medical reports in concise easy to interpret terms. Ability to talk clearly and appropriately over sophisticated radio equipment.

MATHEMATICAL SKILLS: Ability to calculate figures in order to accurately and quickly make appropriate drug and fluid administration rates. Ability to convert metric equivalents. Ability to read and understand dosages.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to think quickly and act decisively under extreme stress. Ability to formulate and carry out plans of action to affect complex solutions. Must be flexible and innovative.

CONFIDENTIALITY: Employee must be aware of and adhere to Ki'ma:w Medical Center's Confidentiality Policy, HIPPA Policy, and deal appropriately with patient confidentiality at all times.

CONDITIONS OF EMPLOYMENT: Employee is subject to baseline and random drug testing per the Hoopa Tribal Drug & Alcohol Fit for Duty Policy. Employee will serve a 90-day introductory period. Employee is subject to introductory and semiannual performance evaluations. Preference will be given to qualified Indian applicants pursuant to the Tribe's TERO Ordinance.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee must pass a pre-employment Annual Physical and TB test to meet the physical demands listed below. While performing the duties of this job, the employee is frequently required to sit and kneel or crawl. The employee is regularly required to stand; walk distances;

use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must frequently lift and/or move more than 100 pounds, sometimes in awkward positions, over steep or unlevel ground.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to blood-borne pathogens, infections and other contagious diseases. Employee is regularly required to drive and ride in emergency vehicles during unsafe driving conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is variable from quiet to extremely loud.

Employee Signature	Date
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Supervisor Signature	Date
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Human Resource Director Signature	Date
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