

Iowa County

Job Title: Paramedic	Reports To: EMS Director/Asst. EMS Director
Wage Category: Non-exempt	Department: Iowa County EMS
Date Effective: 7/1/2014	Date Revised: 10/12/2016

Job Statement:

Responsible for providing routine and emergency care and treatment of ill and injured patients according to established written protocols and policies. Responsible for ensuring ambulances, equipment, and supplies are stocked, cleaned, and ready use for calls. Responsible for general upkeep of stations.

Essential Job Functions:

- Responsible for providing routine and emergency care and treatment of ill and injured patients according to established written protocols and policies. Advanced skills, in accordance with the Iowa Emergency Medical Care Provider “Scope of Practice”, that Paramedics are able to perform include but are not limited to:
 - Defibrillation, cardioversion, and external pacing.
 - Endotracheal and esophageal intubation and suctioning
 - Initiation, maintenance, and monitoring of non-medicated and medicated intravenous solutions, using the peripheral venous system, including the external jugular vein.
 - Administration of blood and blood products.
 - Administration of oral, intravenous, inhaled, intramuscular, subcutaneous, rectal, and topical medications approved by the Medical Director.
 - Direct Laryngoscopy.
 - Needle Chest Decompression
 - Cricothyrotomy – Percutaneous
 - CPAP
 - 12 Lead EKG
- Responsible for the upkeep and maintenance of the ambulances and the equipment carried on board. Cleans and stocks ambulance after every call.
- Conducts vehicle, equipment, and supply check at the beginning of every shift.
- General upkeep/daily cleaning of stations.
- Attends all mandatory meetings.
- Follows All County and department policies and procedures.
- Completes ambulance patient care reports within 72 hours of call.
- Performs additional duties as assigned by the EMS Director/Asst. Director, including but not limited to:
 - Newsletter
 - Inventory/supplies
 - CPR Coordination
 - Facility maintenance and general office work
 - Assist First Responders with continuing education/QA

Equipment and materials used:

Ambulances and emergency response vehicles, medical equipment & supplies, cots and patient lifting/moving equipment, cleaning supplies/chemicals and equipment, Iowa EMS Rules, Iowa County EMS Protocols and Policies, computer hardware and software, Iowa County Personnel and Safety Policy Manual, fax/copy/scanner machine, telephone, mobile and portable radio.

Employment Standards:Required Knowledge, Skills, and Abilities

- Must be able to adapt to situations involving the interpretations of feelings and personal point of view.
- Must have an understanding of the Iowa County EMS Protocols and Policies.
- Must have an understanding of the Iowa EMS Scope of Practice
- Knowledge of local emergency medical operations.
- Knowledge of emergency medical techniques.
- Ability to maintain favorable working relationships with co-workers, supervisors, county officials, the officials of other jurisdictions, the business community, and the general public.
- Must be able to work as part of a team and/or team leader under stress caused by emergencies, danger, or criticism.
- Ability to solve problems with several abstract and concrete variables using logic and scientific thinking.
- Ability to perform arithmetic and drug calculations.
- Ability to read, write, and comprehend the English language.
- Ability to use PC based computer programs.
- Ability to perform all job duties safely and in accordance with applicable rules, guidelines, policies, and training.
- Ability to respond to calls when on duty within 3 minutes during the day and 4 minutes at night.

Education, Training, and Experience

Education Required:	High school diploma or general education degree (GED)
Training Required:	-Paramedic or RN exception certified through the Iowa Department of Public Health. -Certification in CPR, ACLS, and PALS
Education Preferred:	Associates Degree in Paramedic, Business, or healthcare related field.
Experience Preferred:	2 years in EMS, emergency room, public safety, or direct patient care.
Required Special Qualifications:	-Must be at least 18 years of age -Valid "Class D" Endorsement 3, Iowa Driver's License -Shall generally be available for off-hour meetings, phone calls, and special assignments. -Must pass department lifting and EMS practical scenario test.

Iowa County retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.

Job Responsibilities Related To Patient Privacy:

The employee is expected to protect the privacy of all patient information in accordance with Iowa County EMS privacy policies, procedures, and practices as required by state and federal law and in accordance with general principals of professionalism as a health care provider or privileged ancillary staff member. Failure to comply with the company policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment, membership, or association with Iowa County EMS.

The employee may access protected health information and other patient information only to the extent that is necessary to complete job duties. The employee may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment, or quality assurance and improvement operations.

The employee is expected and encouraged to report, without threat of retaliation, any concerns regarding company policies and procedures on patient privacy and any observed practices in violation of that policy to the designated privacy officer.

The employee is expected to actively participate in company privacy training and is required to communicate privacy policy information to co-workers, students, patients, and others in accordance with company policy.

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.	
A. Activity Level	<u>Percent of Time</u>
Sedentary Work: Exerting up to 10 lbs. of force occasionally and/or a negligible amount of force frequently.	60%
Light Work: Exerting up to 20 lbs. of force occasionally and/or 10 lbs. of force frequently.	20%
Medium Work: Exerting up to 20 – 50 lbs. of force occasionally and/or 10 - 25 lbs. of force frequently.	10%
Heavy Work: Exerting up to 50 – 100 lbs. of force occasionally and/or 20 - 50 lbs. of force frequently.	5%
Very Heavy Work: Exerting over 100 lbs. of force occasionally and/or 50 -1 00 lbs. of force frequently.	5%
Total:	100%

B. Functions and Activities					
Key					
C = Continuous	F = Frequent			O = Occasional	N = Not Applicable
More than 5.5 hours (67-100%) > 500 reps/day	2.5 to 5.5 hours (34-66%) 101-500 reps/day			Less than 2.5 hours (1-33%) 1-100 reps/day	Not at all or rarely
Activity	C	F	O	N	Comments
Waist to Floor Lift, 0-20 lbs.		X			Lifting of various equipment/materials/supplies and when moving patients ranging in weight from 0-20 lbs. between approximately 2" to 48".
Waist to Floor Lift, 21-100 lbs.			X		Lifting of various equipment/materials/supplies and when moving patient ranging in weight from 21-100 lbs. between 2" to 20".
Waist to Crown Lift, 0-5 lbs.			X		Lifting of various equipment/ materials/supplies ranging in weight from 0-5 lbs. up to heights of approximately 66".
Carry (Bilateral), 0-20 lbs.		X			Carrying of various equipment/materials/supplies and when moving patients ranging in weight from 0-20 lbs. approximately 50 ft.
Carry (Bilateral), 21-100 lbs.			X		Carrying of various equipment/materials/supplies and when moving patients ranging in weight from 21-100 lbs. approximately 50 ft.
Carry (Unilateral), 0-25 lbs.			X		Carrying of various equipment/materials/supplies and when moving patients ranging in weight from 0-25 lbs. approximately 50 ft.
Horizontal Push/Pull, 0-50 lbs. of force		X			When maneuvering equipment/materials/supplies or maneuvering patients from various locations.
Reach Below Shoulder		X			Reach heights may vary between 2" to approximately 48". When retrieving various equipment/materials/supplies and when working with patients.
Reach at or Above Shoulder			X		Reach heights between 48" to 66". Reaching at or above shoulder level required to retrieve various equipment/materials/supplies and when working with patients.
Elevated Work				X	Sustained elevated work with the bilateral upper extremities is not required.
Stooping/Bending			X		Sustained/repetitive forward flexion of the trunk to retrieve various equipment /materials/ supplies and to position oneself to perform various work related duties. Sustained trunk flexion for up to 60 seconds.
Twisting			X		Sustained/repetitive rotation of the trunk and neck to retrieve various equipment /materials/ supplies and to position oneself for various work related activities. Sustained twisting of trunk and neck for up to 60 seconds.
Squatting / Crouching			X		Repetitive full flexion of the hips and knees required to retrieve various equipment /materials/ supplies and to position oneself for various work related activities. Sustained crouch for up to 60 seconds.
Kneeling			X		Sustained/repetitive kneeling required to position oneself for various work related activities. Sustained kneeling for up to 60 seconds.
Crawling			X		Crawling occasionally depending on location and circumstances of emergency calls.

Climbing Stairs			X		Ascending/descending stairs in the community when responding to emergency calls. Must be able to independently step in/out of emergency vehicles without assistance. Step heights up to 18 inches.
Climbing Ladders				X	Not required.
Walking			X		Ambulating on all surface types required depending on location and circumstances of emergency calls.
Standing			X		Standing on all surface types required depending on location and circumstance of emergency calls.
Sitting	X				Sitting required while driving to/from emergency calls and other work related duties.
Balancing			X		Higher level balance required due to location and circumstances of emergency calls.
Fine Manipulation		X			Average coordination required on occasional basis to work with patients and operate /maintain equipment.
Simple Grasping <30 lbs. of force		X			Gross hand grasping, with preferred hand of less than 30 lbs. of force to retrieve/maneuver/handle equipment/material/supplies/patients.
Firm Grasping 31-60 lbs. of force			X		Gross hand grasping, with preferred hand of 31-60 lbs. of force to retrieve/maneuver/handle equipment/material/supplies/patients.
2-point, 3-Point Pinch, Less than 5 lbs. of force			X		With bilateral upper extremities to handle various equipment/materials/supplies.
Lateral Pinch, Less than 10 lbs. of force			X		With bilateral upper extremities to handle various equipment/materials/supplies.
Repetitive Hand / Wrist Activities		X			Repetitive bilateral finger flexion/extension and wrist flexion/extension/radial deviation/ulnar deviation to complete various work related activities.
Repetitive Keying / Mousing				X	Not required.
Operates Hand Controls				X	Not required.
Operates Foot Controls		X			Right foot only when driving emergency vehicle.
Drives Car / Truck			X		Specific requirements for driving emergency vehicle (see "Required Special Qualifications").
Operates Moving Equipment, Forklift/Skid Mover/Other				X	Not required.

C. Talking Required	<input checked="" type="checkbox"/> Ordinary	<input checked="" type="checkbox"/> Loudly or quickly
Comments:		
D. Hearing Required	<input checked="" type="checkbox"/> Ordinary conversation	<input checked="" type="checkbox"/> Ability to hear alarms, radio/phone, and instructions from others
Comments:		
E. Seeing Required		

<input checked="" type="checkbox"/> Close Vision (clear vision at 20 inches or less)	<input checked="" type="checkbox"/> Distance Vision (clear vision at 20 feet or more)	<input checked="" type="checkbox"/> Color Vision (ability to identify and distinguish colors)
<input checked="" type="checkbox"/> Peripheral Vision (ability to observe an area that can be seen up and down or to the left or right while the eyes are fixed on a given point)	<input checked="" type="checkbox"/> Depth Perception (three dimensional vision; ability to judge distances and spatial relationships)	<input checked="" type="checkbox"/> Ability to Adjust Focus (ability to adjust eye to bring an object into sharp focus)
Comments:		
F. <u>Elevated Work Required</u>		
Comments: May be required to work at elevated heights depending on location and circumstances of calls.		
G. <u>Work in Confined Spaces Required</u>		
Comments: May be required to work in confined spaces depending on location and circumstances of calls.		
Environmental Conditions		
H. <u>Environmental Factors</u>		
<input type="checkbox"/> Extreme Heat (non-weather)		
<input type="checkbox"/> Extreme Cold (non-weather)		
<input checked="" type="checkbox"/> Outdoor weather conditions up to 1/3 of the time		
<input checked="" type="checkbox"/> Wet and humid conditions up to 1/3 of the time		
<input checked="" type="checkbox"/> Noise <input checked="" type="checkbox"/> Moderate Noise <input type="checkbox"/> Excessive Noise (Potentially \geq 85 dB TWA)		
<input checked="" type="checkbox"/> Vibration up to 1/3 of the time		
<input checked="" type="checkbox"/> Hazards (Proximity to moving mechanic parts, risk of radiation, electrical current, toxic/caustic chemicals, etc.) up to 1/3 of the time		
<input type="checkbox"/> Slippery/Uneven Walk Surfaces		
<input type="checkbox"/> Work with explosives		
Comments:		
I. Percent of Time Spent in the Performance of Job	Inside: 67%	Outside: 33%
J. <u>Percent of Time Spent in Temperature Extremes in the Performance of Job</u>		33%
Comments:		

K. Atmospheric Conditions to Which Employee is Exposed on a Regular Basis		
<input checked="" type="checkbox"/> Fumes:		
<input checked="" type="checkbox"/> Gases:		
<input checked="" type="checkbox"/> Dusts:		
<input checked="" type="checkbox"/> Mists:	<input type="checkbox"/> Poor Ventilation	<input type="checkbox"/> Vibration
<input checked="" type="checkbox"/> Odors	<input type="checkbox"/> Other (Specify in comments)	
Comments:		
Personal Protective Equipment		
L. General		
<input type="checkbox"/> Hard Hat	<input checked="" type="checkbox"/> Eye Protection	<input type="checkbox"/> Hearing Protection
<input type="checkbox"/> Steel Toed Boots	<input type="checkbox"/> Chemical Resistant Clothing	<input checked="" type="checkbox"/> Gloves
<input checked="" type="checkbox"/> Other: Various PPE to meet Iowa County Policy and Procedure Standards		
M. Respiratory Protection		
<input type="checkbox"/> Dust/Mist Mask	<input type="checkbox"/> Half-mask	<input type="checkbox"/> Full-face Mask
<input type="checkbox"/> Powered Air Purifying (PAPR)	<input type="checkbox"/> SCBA	<input type="checkbox"/> None
Comments: N95 Respirator		
Substance Exposure:		
Additional Comments		
Reviewed By:		Date:
Reviewed By:		Date:
Reviewed By:		Date:
Reviewed By:		Date:
Reviewed By:		Date: