


<i>PERSONNEL POLICY</i>			
	JOB DESCRIPTION <i>Paramedic</i>	Policy Number:	3.2.07
		Original:	03/12/2008
		Last Revised:	10/14/2020
		BOD Approval:	11/10/2020
		Effective:	11/10/2020

Position Overview


Position Title:	Paramedic
Managed By:	Captain / Lieutenant
Supervised By:	On Duty Shift Officer
Supervises:	Not Applicable
Status:	Non-Exempt Employee or Volunteer
Work Schedule:	Various Shifts, Various Days

General Purpose

This position provides the core service to the community.

Essential Duties and Responsibilities

- Report to work at the scheduled time in the appropriate uniform, ready for work
- Clock in at beginning of the shift, clock out at end of the shift
- Respond to emergency calls in a professional and prompt manner; providing high-quality patient care
- Complete a full check sheet for the assigned vehicle(s)
- Assure ambulance and first response vehicles are stocked and ready to respond
- Assure your assigned vehicle(s) are stocked in accordance with NYS DOH regulations
- Fuel your assigned vehicle(s) prior to the end of your shift
- Always be prepared to take the next call
- Report any day to day incidents, equipment malfunctions, or supply shortages in writing to the duty officer prior to the end of your shift
- Maintain your CME responsibilities
- Perform assigned duties, tasks, chores for your shift
- Conduct yourself in a professional manner at all times
- Report immediately any suspected or actual diversion or theft of any controlled substance to the Chief
- Be familiar with the CHS MIHC policies and SOG's
- Assure controlled substances and medications are always secure
- Report any conflicts with anyone to the duty officer
- Communicate any issues, problems, etc to the duty officer
- Attend meetings mandated by the Chief

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- Maintain minimum hour requirements per the SOG's
- Maintain confidentiality of all patients, staff, and CHS MIHC matters, following all HIPAA regulations.
- Adhere to CHS MIHC, MLREMS, and NYS DOH standards for responding to emergencies, caring for and transporting patients, and completing required paperwork.
- Other duties as assigned.


Job Responsibilities Related to NYS Compliance Requirements and HIPAA Compliance

- Staff members are expected to adhere to New York State compliance requirements in accordance with the Company's compliance policies, procedures and practices as required by state and federal law. Failure to comply with the Company's policies and procedures regarding compliance may result in disciplinary action up to and including termination of employment or of membership or association with CHS
- Staff members are expected to protect the privacy and security of all protected health information (PHI) and electronic PHI (e-PHI) in accordance with the Company's privacy and security policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Company's policies and procedures regarding the privacy and security of PHI and e-PHI may result in disciplinary action up to and including termination of employment or of membership or association with CHS.
- Staff members may access PHI and e-PHI only to the extent that is necessary to complete your job duties. The incumbent may only share pertinent 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 other company operations.
- Staff members are encouraged and expected to report, without the threat of retaliation, any concerns regarding the Company's policies and procedures on compliance, patient privacy or security and any observed practices in violation of those policies to the designated Compliance Officer or Privacy/Information Security Officer.
- Staff members are expected to actively participate in Company's compliance, privacy and security training and are required to communicate compliance and privacy policy information to coworkers, students, patients and others in accordance with Company policy.

Minimum Qualifications

Education & Experience

- 19 Years of age (Career) or 18 years of age (volunteer)
- Valid insurable NYS driver's license or equivalent (does not apply to non-driving volunteers)

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- Valid CPR card
- EVOC or CEVO, within 6 months after the date of hire (does not apply to non-driving volunteers)
- Valid NYS DOH EMT-P certification and in good standing with DOH and MLREMS / REMAC
- If not currently cleared in MLREMS, must be eligible for REMAC approval and must clear within 45 days of hire, volunteers have 90 days to clear.
- ITLS, PALS, ACLS preferred
- Minimum 4 years previous EMS experience, preferred
 - This experience level is desired for both the career and volunteer members
- Must have NIMS 100, 200 and 700 at time of appointment.

Necessary Knowledge, Skills and Abilities

- Familiar with NYS Article 30, Part 800 and DOH Policy Statements
- Thorough Knowledge of NYS DOH Protocols in addition to MLREMS REMAC protocols
- Must be able to achieve a minimum of Driver, Medic status (Volunteers can attain medic status only)
- Strong communication skills; written and oral a plus
- Computer Skills: Knowledge of emsCharts a plus

Physical Demands

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- Must be able to meet or exceed the requirements outlined in the job description of an EMT/AEMT as per NYS DOH Policy Statements.
- Unimpaired Mobility: Must be able to quickly respond to ambulance, must be able to access patients in difficult terrain, must be able to climb stairs, must be able to work in close and dangerous environments such as damaged vehicles, must be able with partner to carry equipment and patients weighing up to 250 pounds and independently lift and carry equipment weighing up to 125 pounds.
- Physical Abilities: Must be able to perform strenuous physical requirements such as CPR, lifting and moving of equipment and patients in a variety of environmental conditions. Must be able to swim at the basic survival level.
- Fine Motor Skills: Must be able to perform required medical skills and techniques within their scope of practice, such as bandaging, splinting, establishing an IV, performing endotracheal intubation and other advanced airway techniques, manual defibrillation, pleural decompression.
- Vision: Must have correctable vision acceptable for day and night operation of emergency vehicles, must have color acuity adequate for the determination of skin and blood color. Must be able to read medication dosages on drug labels and syringes.

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- **Hearing:** Must be able to hear and understand information provided by patients, family or bystanders; must be able to hear breath sounds and accurately determine auscultated blood pressures; must be able to differentiate separate conversations in active, distracting environments; must be able to hear and understand radio traffic when responding with lights and sirens.
- **Speech:** Must be able to speak and enunciate clearly and at a level audible to others in loud conditions, must be able to speak clearly in stressful situations, must be able to verbally communicate with patients, families and other emergency personnel.

Disclaimer

The Chief/CEO of CHS MIHC reserves the right to waive any of the minimum qualifications set forth above, and consider any other qualifications or combinations that, in the Chief/CEO's opinion, will serve as an adequate substitute for those minimum qualifications.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have read this job description and completely understand the job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that future performance evaluations are based on my ability to perform the duties and responsibilities to the satisfaction of my immediate supervisor. I have had the opportunity to discuss questions that I may have prior to signing this form.

Employee Signature

Date