

1.0 Job Description Summary

Skilled work in advanced emergency care in a pre-hospital setting. An employee in this capacity serves as one of the members of a two-man team representing not only themselves but Lackawanna Ambulance at all times. The Paramedic is the instructed member of the team that is responsible for all advanced emergency care. In many cases, a Paramedic must administer life-sustaining treatment in the form(s) of intravenous fluids, cardiac monitoring and medications, endotracheal or nasotracheal intubation and or any related treatment falling under the Northeastern Regional Protocols of Pennsylvania. Work and skills are performed under the supervision of Lackawanna Ambulance's Medical Director, a shift coordinator and is peer evaluated by his or her ability to respond effectively to and in emergency situations.

A Lackawanna Ambulance Paramedic must communicate rationally and effectively with patients, patient family members, physicians, hospital personnel, the communication center (911) and his or her peers.

A Lackawanna Ambulance Paramedic must respect others without excluding him or herself. Honesty, reliability, integrity and the ongoing will to achieve is an important role in his or her daily duties.

2.0 Reporting Relationships

- 2.1 An Emergency Medical Technician – Paramedic reports on a daily basis to his or her Shift Supervisor
- 2.2 An Emergency Medical Technician – Paramedic must be able to delegate authority and work direction to his or her partner and other clientele on the scene of an emergency incident.

3.0 Education

3.1 Required:

1. A High School diploma or equivalent (*GED*)
2. Courses sufficient to achieve the required certification

4.0 Licensing / Certification / Registration

4.1 Required:

1. A Valid Pennsylvania Drivers License
2. Current Pennsylvania EMT-Paramedic certification
3. Current Basic Cardiac Life Support (*CPR*) certification
4. Current Advanced Cardiac Life Support
5. Current Hazardous Materials Recognition (*R&I*) certification (*OSHA Requirement*)
6. Emergency Vehicle Operator's Course

4.2 Desired:

1. Pediatric Advanced Life Support
2. Basic Trauma Life Support
3. Prior education on the Northeastern Regional Emergency Medical Services Protocols

5.0 Experience

5.1 Required:

1. None.

5.2 Desired:

1. Private or volunteer experience with an Advanced Life or Basic Life Support unit.

6.0 Skills/Knowledge/Abilities

A proactive attitude in regards to being the best is a must. A Lackawanna Ambulance Paramedic must be capable of assessing not only their patients but all the needs and wants of Lackawanna Ambulance's customers. Lackawanna Ambulance seeks candidates who are flexible enough to deal with various individuals and or circumstances that he or she may encounter throughout the course of his or her shift.

Ability to adapt and overcome any and all emergency situations up to the best of his or her training, knowledge and abilities.

Ability to manage unsupervised time effectively

Ability to operate an ambulance or any other emergency vehicle both day and night; in congested traffic, on unsafe road conditions, within the posted speed limit(s) and must possess the knowledge of when to utilize emergency lights and sirens according to the Emergency Vehicle Operation course standards.

Ability to adequately complete the Lackawanna Ambulance vehicle checklist.

Ability to effectively communicate and delegate authority to others; not only as a Lackawanna Ambulance representative, but as the highest trained individual in a pre-hospital setting.

Ability to gather information from patients and bystanders through initial interviews, observation, physical assessment and the use of diagnostic equipment to uphold the high standards of care expected under Lackawanna Ambulance's medical direction and the Lackawanna Ambulance managerial team.

Ability to utilize and perform with the diagnostic equipment provided such as a stethoscope, blood pressure cuff(s), oxygen saturation monitoring devices and cardiac monitor(s), to provide the patient with the highest level of care.

Ability and skills to operate and troubleshoot medical equipment properly, such as oxygen equipment devices, cardiac monitors, venous puncture equipment and immobilization devices in emergent and non-emergent situations.

Ability to exercise independent judgment in determining the appropriate emergency medical treatment of a patient or a group of patients according to the existing Northeastern Regional protocols and under the direction of Lackawanna Ambulance's Medical Director.

Ability to communicate effectively and coherently with the appropriate county 911 system, other EMS units, the coroner, the police, fire and rescue departments, public service agencies, extended care facilities and hospital personnel, physician assistants and or doctors.

Ability, skill and knowledge to read, comprehend and utilize provided mapping of each individual county, borough, city or town in the Lackawanna Ambulance primary or secondary coverage areas.

7.0 Physical Requirements

Lackawanna Ambulance Paramedic duties can require a high level of physical ability to include vision, hearing, speaking, flexibility and strength. Work may include sitting, walking, running, bending and lifting. A Lackawanna Ambulance employee is required to be able to lift at the minimum of three-quarters of his or her body weight, not exceeding one hundred and fifty pounds. An on-site weight-training center has been provided to aid in the

accomplishment of maintaining self-physical goals.

8.0 Working Conditions

Work may include both indoor and outdoor activity where the employee is exposed to elements of nature, hazardous chemicals, smoke or potentially hazardous situations. A Lackawanna Ambulance Paramedic must always remember the safety of himself or herself and that of their partner always comes first.

9.0 Authority

9.1

1. Make medical decisions in accordance with the protocols set by the Regional counsel.
2. Provide work direction to emergency medical technicians in a patient care setting.

10.0 Duties and Responsibilities

Perform medical functions at accidents, medical emergencies or disasters. A Lackawanna Ambulance paramedic must endure all elements including standing, kneeling or bending for long periods of time, lifting and maneuvering patients through confined spaces, over uneven surfaces, or up and down stairs.

Account, lock and sign for narcotics following mandated guidelines from the Pennsylvania Department of Health, Lackawanna Ambulance's narcotic policy and its' Medical Director.

Prior the employee's shift it is mandated the two-person team checks their equipment following the Lackawanna Ambulance vehicle checklist policy.

Respond to non-emergent and emergent calls as an ambulance attendant; performing necessary emergency medical care within the scope of their training.

Properly care for company property. This includes vehicles, equipment and computers that are the essential tools in a paramedics' daily routine.

Administer and maintain oxygen therapy, fluids, medications and at times invasive techniques on patients whose condition warrants.

Performs emergency care procedures as directed by the Lackawanna Ambulance Medical Director, following all Northeastern Pennsylvania Regional Protocols and any additional Lackawanna Ambulance policies and procedures.

Adheres to dress code, conduct acceptance and all other policies and procedures per employee manual.

Participates in continuous training programs to ensure the total annual credits required by the Pennsylvania Department of Health and Regional counsel are met and to improve the employee's self-confidence in skills that coincide with the ever-changing pre-hospital setting.

Adequately learn and complete any and all Lackawanna Ambulance paperwork, documentation and computer software charting in accordance with the set parameters and completion times.

Familiarize themselves with the different boroughs, streets and stand-by locations in reference to the Lackawanna county coverage areas and the Lackawanna Ambulance Computer Aided Dispatching system.

Participates in any and all work environment maintenance as assigned. Duties such as station upkeep, garbage removal and vehicle cleanliness is mandatory.

Performs all other tasks assigned by his or her Shift Supervisor as required.

11.0 Measure of Performance

1. Attendance
2. Attitude
3. Personal appearance
4. Driving record
5. Documentation (*HCFA (Healthcare Finance Administration) Standards*)
6. Trip report completion, accuracy and timeliness

7. Quality Assurance / Improvement Standards
 - a. On scene time
 - b. All skills within the scope of practice
 - c. Overall case times
8. Weight room utilization
9. Certification maintenance
10. Use of unsupervised time

