



**HIDALGO COUNTY
EMERGENCY MEDICAL SERVICES
ESSENTIAL JOB FUNCTION
EMT- PARAMEDIC**

POSITION TITLE:

Emergency Medical Technician- Full Time, Part Time Paramedic

POSITION IDENTIFICATION

Reports to: EMS Director
FLSA Code: Non-Exempt
Salary: \$30,000 to \$45,000 per year

POSITION PURPOSE AND SUMMARY:

The Emergency Medical Technician-Paramedic will perform duties associated with providing rescue services and emergency medical care to the sick and injured in accordance with all applicable laws, regulations, and Hidalgo County's policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Paramedic must possess and apply knowledge and skills necessary to perform the duties of an Emergency Medical Technician-Paramedic, in a dignified and compassionate manner, including:

- Responding to emergency and non-emergency calls calmly, efficiently and promptly;
- Administering basic and advanced life support to patients at the scene, en route to the hospital, and in a pre-hospital setting, in accordance with federal, state, and local laws, regulations, and standards;
- Assessing the nature and extent of injury or illness to establish and prioritize medical procedures to be followed;
- Rescuing and extricating victims of accidents, sudden illness or entrapment using proper rescue and medical techniques;
- Communicating with professional medical personnel and treatment facilities to obtain instructions regarding further treatment and/or to arrange reception of patients to the appropriate center;
- Maintaining a safe working environment for the entire team.
- Completing patient care forms, evaluation forms, and all other forms in a competent and timely fashion.
- The Paramedic must perform all job responsibilities in a manner that protects patient privacy;
- The Paramedic is expected to protect the privacy of all patient information in accordance with Hidalgo County's 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 HCEMS Policies and Procedures on patient privacy may result in disciplinary

action up to and including termination of employment or of membership or association with Hidalgo County EMS.

- The Paramedic may access protected health information and other patient information only to the extent that is necessary to complete your job duties. The Paramedic may only share such information with those who have a need to know specific patient information.
- The Paramedic is encouraged and expected to report, without the threat of retaliation, any concerns regarding the County's Policies and Procedures on patient privacy and any observed practices in violation of that Policy to the designated Privacy Officer.
- The Paramedic is expected to actively participate in Hidalgo County privacy training and is required to communicate privacy Policy information to coworkers, students, patients and others in accordance with Hidalgo County's Policy.
- The Paramedic must possess and apply knowledge and skills necessary to perform the duties of a driver of ambulance equipment, including:
 - Responding to instructions from a dispatcher and driving and operating specially equipped emergency vehicles to specified locations at a safe and controlled speed, in accordance with federal, state, local law, regulations and standards;
 - Assuring that vehicles are in good working condition at all times, are properly maintained and stocked, have all necessary equipment and this equipment is in good working order at all times;
 - Cleaning, organizing and restocking vehicles in a ready condition after each transport;
 - Receiving requests for emergency and non-emergency ambulance service and other duties-related communication via two-way radio and other communication devices;
 - Maintaining accurate records of ambulance equipment and other emergency equipment and/or personnel dispatched to each emergency and non-emergency request and other operation and administrative data as required to maintain the operational continuity of Hidalgo County's and directed by superiors;
 - Handling telephone communications professionally and efficiently with careful regard to the divulgence of information;
 - Monitoring communication equipment to maintain contact with the dispatcher;
 - Performing rescue operations; and
 - Maintaining apparatus and equipment as out lined in the Standard Operating Procedures Manual.
- The Paramedic must perform routine tasks in and around the ambulance service building, including:
 - Inspecting, routine maintenance, restocking, inventorying and cleaning any apparatus operated by Hidalgo County EMS;
 - Cleaning, doing dishes, emptying trash and other related duties in the ambulance station;
 - Washing and drying towels, coveralls, and other laundry in the provided heavy duty washing equipment;
 - Grounds Maintenance and cleaning.
- Representing the ambulance service at public service functions, expositions, and other public events;
- Providing ambulance stand-by services at sporting events or any other activities designated by the ambulance supervisor/manager; and
- Assist in training of EMS personnel and the public.
- Uphold a positive attitude and remain professionally groomed and dressed at all times while on duty.
- Performing any other duty related duty related to Hidalgo County EMS as designated by the ambulance supervisor/manager.

The Paramedic must also:

- Be a team leader, team player, as EMS is a team effort, and providers must provide necessary assistance to ensure system sanitation, readiness and adherence to quality assurance standards;
- Be flexible, as emergency services operate a 24-hour clock; the paramedics assigned work shift schedule may vary and the paramedic should be available to respond immediately for a call during the assigned work period. The paramedic may be expected to work holidays and weekends. Those employees that have seniority with Hidalgo County EMS will have first priority of their work shifts and other leave.
- Maintain a thorough working knowledge of local geography, which includes maps, streets, grid book and GPS systems;
- Maintain a thorough working knowledge of applicable current standards of care, including equipment functions and uses; and
- Assure that all certifications, licenses and registrations are current.
- Maintain a suitable personal vehicle that will allow the Paramedic to respond when called to respond to an emergency during on-call time.
- Maintain a cellular telephone and communicate the phone number to the department.
- The full time Paramedic shall reside in Lordsburg-Hidalgo County, and have a response time to the EMS station of no more than 10 minutes.

QUALIFICATIONS

Education Requirements

The Paramedic must have a minimum of either a high school diploma or a GED as evidence of completion of a high school education, and must have and maintain current state emergency medical technician-paramedic license and within 3 months of hire complete N.I.M.S IS100 and IS700.

Certificates, Licenses and Registrations

The Paramedic must possess and maintain a valid driver's license, current New Mexico Paramedic license a CPR card, EVOC certification, PALS, ACLS, and other certifications as required. All certifications card shall be current at all times.

Minimum Experience, Abilities Required and Special Requirements

This position requires one year of experience in the field of rescue and emergency medical services. Additionally, the Paramedic must possess basic working knowledge of computer use, and be able to enter necessary data into a computer.

PHYSICAL REQUIREMENTS OF THE POSITION

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. The position requires significant physical strength and dexterity and the ability to function in very adverse environments with exposure to numerous safety risks typically found at emergency scenes. The following guidelines are used to describe the

frequency of activities in this position: (*Occasionally equals 1-33%; frequently equals 34%- 66%; and continuously equals 67- 100% of typical work days.*)

STANDING/WALKING: Frequently too continuously when responding to calls Optional while at rest at the facility. This usually includes: going to and from the emergency vehicle, getting patients from their various locations, and rendering treatment. Walking and running may vary, however, as the patient may be located inside a large, multi-floored facility. Standing, walking and running could be on all types of surfaces, including but not limited to: asphalt, cement, concrete, soft/packed dirt, linoleum, wood, hardwood floors, etc. The individual must be able to go up and down slight inclines or declines that may be found at roadsides, agricultural areas, etc. At a location, standing would occur more often than walking or running. Standing would occur on a wide variety of surfaces mentioned above. Standing could last from a few minutes to hours, depending on the situation. Standing could occur in the standard erect position, the kneeling or squatting position, etc.

SITTING: Frequently when responding to a location, the individual will sit in the emergency vehicle. The emergency vehicles are equipped with standard installed vehicle seat. The time performing the sitting activity on a call would depend upon the specific situation.

LIFTING AND CARRYING: Frequently required to lift and carry weights ranging from a few pounds to ten (10) pounds and above. Occasionally required to lift and carry weights scaled at above 100 pounds or more. Incumbents will need to lift and carry, with one team member, adult patients, lifting them from various positions (such as a bed or a chair) onto various patient movement devices, such as an ambulance stretcher, stair chair, long back boards, etc., and then efficiently move them into an ambulance. Other heavier objects in the high range category would be 5-foot tall, 10-inch diameter oxygen cylinders, and medical equipment boxes. The oxygen cylinders can be made of quarter-inch steel and weigh up to 113 pounds. The medical equipment boxes can weigh approximately fifty pounds or more. Also, operation of heavy rescue equipment is required.

BENDING AND STOOPING: Frequently throughout a work shift the individual will be required to bend in range of 1 to 90 degrees. The average situation will require the individual to work in a range of 35 to 65 degree bends. This would involve: lifting a patient, lifting equipment, treating a patient at ground level, sitting on a bench located in the ambulance. This activity may be prolonged and last up to 1 hour. During any given call, the provider may bend and or stoop 1 to 30 times per incident.

CROUCHING AND KNEELING: Frequently. Crouching and kneeling may be performed when on the scene picking up equipment or assisting patients. The actual number of times this is done depends on the particular incident but may be up to 15 times for duration up to 30 minutes or greater.

CLIMBING: Occasionally. Required when climbing steps up and down with the patient on a stretcher or other device and when entering or exiting the emergency vehicle. Generally, the climbing would require that the incumbent be lifting and carrying heavy objects such as a stretcher or other devices with the patient on it. Balancing may be required when backing down staircases. Hiking and climbing in rough forest and desert terrain is also required on an occasional basis.

REACHING: Frequently to continuously throughout the work shift in order to review monitoring equipment, operate communication equipment, administer oxygen, and operate equipment. The incumbent may also be required to reach in precarious positions, such as in a vehicle, which has been crushed in an accident, or in other confined spaces. If working inside the ambulance en route to a medical facility, the incumbent will need to reach to access the patient and supplies. Reaching will involve partial to full extension of arms.

PUSHING AND PULLING: Frequently. The activities that would require the most force in pushing and pulling is when removing or returning gurney to the emergency vehicle, with and without a patient on the gurney. The weight required to push/pull will vary, depending on the weight on the gurney. Slight pushing will be required if the incumbent is performing CPR, which can require many range from a few minutes to hours. Pushing and pulling is required when operating and closing vehicle doors.

HANDLING OR GRASPING: Continuously. While working at any given location, continual bilateral gross manipulation is performed in this position. This may be involved when: opening/closing doors; and using, handling, carrying and/or operating medical equipment boxes that may weigh approximately fifty (50) pounds or more, stretcher rails, various handles attached to equipment, and tools. The arm and hand must be able to perform all types of positions, including supination and pronation. Hyperextension, extension and flexion of the fingers will be involved, ulnar and radial deviation, abduction and adduction of the hand and wrist will be required. A wide variety of grasping will be required, such as cylindrical grasping, palmer grasping, hook grasping, tip grasping, lateral grasping and spherical grasping.

HAZARDS: The Paramedic, when responding to emergencies, can be exposed to dust, fumes, gases, fire, smoke, adverse weather conditions, chemicals, and rugged terrain. Driving at speeds beyond the posted limit may occur and, therefore, the incumbent may be exposed to vehicular accidents at a higher speed than normal. There is also exposure to body substances that may contain infectious materials that could cause illness or death. There is potential for bodily harm or death from violent patients, bystanders, or other dangers.

OTHER PHYSICAL REQUIREMENTS

- Maintain balance and strength in awkward positions;
- Speak clearly under stressful circumstances;
- Accurately communicate ideas orally and in writing in English;
- Speak loudly

MENTAL REQUIREMENTS OF THE POSITION

- Handle a significant number of stressful situations, and be able to function calmly and collectedly under all conditions.
- Get along well with diverse personalities;
- Communicate with patients and others with empathy and respect;
- Create and maintain a positive and cooperative working environment
- Work smoothly and professionally in an environment where teamwork is essential.
- Analyze and interpret difficult and complex patient care situations;
- Work independently with minimal supervision for assigned tasks;
- Exercise sound independent judgment within general Policy and procedural guidelines;
- Anticipate and identify problems and take initiative to prevent or correct them;
- Establish and maintain effective working relationships with all levels of personnel within the medical community, outside agencies, patients, and members of the community;
- Understand and follow federal, state and local laws, Hidalgo County EMS policies, procedures, and rules;
- Follow orders;
- Appropriately deal with stress and maintain composure when encountering serious injuries or illness

DISCLAIMER

The information provided in this description is designed to indicate the general nature and level of work performed by incumbent within this position. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this position. Management has the sole discretion to add or modify the duties of the position and to designate other functions at any time. This position description is not an employment agreement or contract.

ACKNOWLEDGEMENT

I, _____, have read this position description in its entirety and fully understand the expectations, requirements and hazards associated with this position, and the job description and duties are subject to change at the discretion of Hidalgo County EMS.

Employee Signature

Date