



PARAMEDIC POSITION DESCRIPTION

Date: 2/2023	Prepared By: Human Resources		
Position Title: Paramedic		Department: Operations	
Exempt: <input type="checkbox"/> Non-Exempt: <input checked="" type="checkbox"/>		Compensation: for 48/96 schedule: \$22.20-\$31.32/hour (expected annualized salary \$72,816-\$102,730) for 3, 12 hr shift schedule: \$33.06-\$46.65/hour (expected annualized salary \$61,888.32-\$87,328.80) Additional Merit Rate: 1%-3% Additional Bi-lingual Merit Rate: 2% Benefits: Medical, Dental, Vision, Retirement, STD/LTD, EAP, LSA, Paid Time Off	
Alternate Titles: Paramedic 1, Paramedic 2, Paramedic 3, Paramedic 4, Paramedic 5			
Reports to: Shift Supervisor			

Frequent Internal Contacts:	1. Shift Supervisor and Operations Staff	2. Paramedics and EMTs	3. District Staff
Frequent External Contacts:	1. Patients	2. Families	3. Other medical providers and emergency service personnel
Number of Employees under Supervision and Titles: May clinically supervise an EMT or other third rider.			

Job Summary: Administers basic and advanced life support to sick and injured persons in the out-of-hospital setting under the direction of the District Medical Director utilizing District protocols.

Values Based Expectations
 Expected to act in accordance with our Mission, Vision and Values at all times.

Mission:
 Provides skilled, professional and compassionate Emergency Medical Service (EMS) to our community.

Vision:
 ☐ To be a world leader in out-of-hospital healthcare.

Values:

- ☐ **Integrity**
 Be honest, committed, and consistent in your words and actions.
- ☐ **Excellence**
 Strive to continuously improve knowledge, practice and skills.
- ☐ **Community**
 Be helpful, compassionate, and respectful in all interactions.
- ☐ **Patient Advocacy**
 Act in the best interest of your patients.
- ☐ **Professionalism**
 Be loyal, ethical and team oriented.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Other duties may be assigned.

Essential Duties and Responsibilities

- Assess nature and extent of illness or injury to establish and prioritize medical procedures to be followed or need for additional assistance.
- Renders basic life support procedures or initial treatment to patients in a variety of settings which may include:
 - Attempt to restore and stabilize heart rhythm on pulseless, apneic patient
 - Perform basic and advanced airway management, including RSI
 - Administer injections of medications or immunizations
 - Initiate IV fluids
 - Monitor cardiac patients
- Provide medical examination and screening of patient's conditions, reaction to drugs, treatments and significant incidents; observe and report the same to Physician and other medical personnel via radio or telephone as well as documenting on reports.
- Act as patient advocate in the out-of-hospital setting.
- Complete all reports, including patient care records, legibly, accurately and by the end of each shift or end of every 24-hour work period.
- Drives ambulance to and from emergency and non-emergency scenes, assisting with extricating trapped victims as needed, and transporting sick and injured persons to treatment center.
- Attend staff business meetings and trainings as directed.
- Check medical/operating supplies and vehicle to ensure preparedness.
- Directs and coordinates patient care between inter-agency (ie. fire and police) personnel and other District employees.
- Performs all duties in a safe, courteous, confidential and professional manner, always taking into account the well-being of the patient.
- Mentors, trains and encourages fellow staff as needed to help them attain their full potential.
- Maintains vehicles and quarters pursuant to ECPS policies.
- May supervise one or more employees.
- Other duties as assigned.

Additional Job Duties, see Pay Grade Reference 2022 for more information on expectations, requirements, duties:

Paramedic 2:

- Research and present one clinical or operational topic per year
- Earn at least one merit job per year

Paramedic 3:

- Meets expectations for Paramedic 2
- Attend at least one outside conference/workshop/class per year

Paramedic 4:

- **Additional job duties will vary by track, but may include:**
 - Education Track: Field Training Instructor for other ECPS staff
 - Critical Care Track: Operate as a Critical Care Paramedic
 - Supervisor Track: Provide support to ECPS staff as a fill-in Supervisor
 - Community Paramedic Track: Provide support as a fill-in Community Paramedic

Paramedic 5:

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- Attends additional trainings and maintains credentials as required
- Participated in FTI and additional required meetings as needed
- Paramedic 5 additional roles may include: Critical Care, Educator, Community Paramedic

Essential Responsibilities Related to Client Privacy

- Expected to protect the privacy of all patient information in accordance with the District’s privacy policies, procedures and practices as required by federal and Colorado law and in accordance with general principles of professionalism as a healthcare provider.
- May access protected health information and other patient information only to the extent that is necessary to complete job duties. May only share such information with those who have a need to know specific patient information to complete their job responsibilities related to treatment, payment or other company operations.
- Encouraged and expected to report, without the threat of retaliation, any concerns regarding the District’s policies and procedures on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer.
- Expected to actively participate in the District’s privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with District policy.

Essential qualifications, knowledge, skills and abilities needed for position:			
Area	Comments	Required	Preferred
Education	High School Diploma	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience	Minimum of three years of experience in a 911 system (FP-C and Critical Care experience preferred) if coming from an outside agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Licenses or Accreditations	Current Colorado Paramedic certification must be state certified before hire date	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Current National Registry certification in Paramedic. Must be certified within 6 mos. of hire date	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Current certification in BLS/CPR (Cardiopulmonary Resuscitation), ACLS (Advanced Cardiac Life Support) and PALS (Pediatric Advanced Life Support)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Valid State of Colorado motor vehicle operating license, with continued safe driving history	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Each must be maintained and current for the duration of employment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Computer Operations	Proficient computer skills; the ability to type, keyboard, and navigate in various programs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Language and Communication Skills	Ability to communicate orally with a wide range of individuals, in various and potentially stressful situations. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence with a high degree of professionalism and accuracy. Ability to effectively interact and communicate with patients, co-workers and District staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reasoning Skills	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, and diagram or schedule form. Must practice sound decision-making skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mathematical Skills	Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Language Ability	Bilingual in Spanish preferred	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Physical Demands

LIFTING				
Weight	NONE	UP TO 1/3	1/3 to 2/3	2/3 OR MORE
Up to 10 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 25 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 50 Pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER PHYSICAL ACTIVITIES REQUIRED				
Activities	NONE	UP TO 1/3	1/3 to 2/3	2/3 OR MORE
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driving, in all weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Digital dexterity (using hands and fingers to administer treatment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Typing, using a keyboard or tablet, writing with a pen and paper	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Climb or balance (includes stairs, ambulance, outdoor or uneven terrain)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Talk and hear, in variable conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER REQUIRED ACTIVITIES AND DEMANDS	
Indoor/Outdoor	Both indoor and outdoor work (in all weather conditions) required.
Hazardous Materials or Noise	<p>Employees are frequently called to scenes that may involve hazards or hazardous materials and may potentially respond to a scene involving chemical or biological terrorism agents. Employees must always regard their safety first when responding to all scenes and always follow ECPS policy and procedure for dealing with these situations.</p> <p>The noise level in the work environment is usually moderate, but may be high at times due to vehicle and mechanical equipment noise.</p>
Equipment Used in Job	Computer, telephone, 10-key, copier, fax, scanner, smartphone/mobile device, motor vehicle, cardiac monitor and other medical equipment/instruments.
Emotional Effort	Work environment is frequently hectic with exposure to highly emotional and stressful situations. Regular scheduling involves long shifts, regularly scheduled and unscheduled overtime and emergency callbacks.
Other	Frequent travel throughout the work day within and outside of Eagle County.

VISION:		
Close Vision <input checked="" type="checkbox"/>	Distance Vision <input checked="" type="checkbox"/>	Color Vision <input checked="" type="checkbox"/>
Peripheral Vision <input checked="" type="checkbox"/>	Depth Perception <input checked="" type="checkbox"/>	Ability to adjust focus <input checked="" type="checkbox"/>

ACKNOWLEDGEMENT:

I acknowledge receipt of this job description. I understand that signing this job description does not create a contract of employment nor guarantee employment for any definite period of time.

By signing below you signify that you have read the job posting and you understand, are able and willing to perform the essential functions and duties of the position with or without reasonable accommodation.

Applicant's Name

Applicant's Signature

Date

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