

# ROWAN COUNTY HUMAN RESOURCES

## JOB DESCRIPTION

**Job Title** : Paramedic  
**Department:** Emergency Services  
**Revised** : October 2015

**Class** : Paraprofessional  
**FLSA** : Non-exempt

*This job description supersedes any prior description for the Paramedic classification.*

### **GENERAL DESCRIPTION**

Skilled work in rescuing accident victims and advanced emergency care in administering life sustaining treatment in the form of I.V. fluids, cardiac medications, endotracheal intubation, and related treatment. An employee in this class serves as one of the members of a two-member team. The other member may be an EMT, EMT-I, or Paramedic. The Paramedic is the senior member of the team and is responsible for advanced medical treatment of patients. Work is performed under the general supervision of a shift commander, appropriate medical control, and is evaluated by the employee's ability to respond effectively to emergency situations. Employees in this position must possess the ability to assess situations and intercede on behalf of the patient when necessary.

Since EMS personnel are required to render medical care to all patients regardless of the patient's race, sex, or medical history. It is a "business necessity" that Paramedics exhibit a history and characteristic of honesty, reliability, integrity, and without racial prejudices. Paramedics are frequently placed in a position of physical and mental stress.

**ESSENTIAL JOB FUNCTIONS** (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Responds to calls for service and administers necessary emergency medical care requiring the use of basic life support skills, first aid, airway management, IV and medication administration by evaluating the nature of the emergency, the patient's condition and the extent of injury or illness; obtains blood for laboratory analysis.

Communicates with hospital emergency department personnel to inform them of patient en-route to hospital and relays information concerning the nature and extent of the patient's injury or illness; calls for support or assistance from police, additional ambulance service or heavy rescue as needed.

Provides the necessary care and treatment of the patient to include cardiopulmonary resuscitation, suctioning, bandaging, splinting, administering oxygen, treatment for shock, and other emergency care and life saving measure; assists rescue units with remaining auto accident victims in cooperating with rescue squads; performs emergency childbirth.

Uses a personal computer to complete an ambulance call report at the completion of each call reflecting billing information and a complete description of the patient's condition and treatment.

Performs a daily inspection of ambulance and equipment; conducts an inventory of equipment and supplies and restocks the ambulance vehicles; performs minor maintenance and housekeeping on ambulance vehicles and stations.

Participates in a continuous training program to improve the employee's competence in medical technician work and in the ambulance service and operation.

Studies street and road patterns and networks of the County in order that future calls may be made with minimum difficulty and delay.

Performs emergency care procedures as directed by appropriate medical control and related work as assigned.

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### **OTHER JOB FUNCTIONS**

Performs related duties as required.

*Management reserves the right to add or amend duties at any time.*

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of how to prepare ambulance call reports and other reports using appropriate grammar, medical terminology and abbreviations, and to write legibly.

Knowledge of how to EKG screens, blood pressure gauges, and medical documents.

Knowledge of how to gather information from patients and bystanders through interviews, observation, physical assessment, and use of diagnostic equipment such as a blood pressure cuff, stethoscope, thermometer, and cardiac monitor.

Skill in operating medical equipment properly, cardiac monitors, I.V. equipment, oxygen equipment, and immobilization devices in emergency and non-emergency situations.

Skill in performing medical functions at accidents, emergencies and disasters by administering basic and advanced medical care to include but not limited to vital signs, hemorrhage control, airway management, CPR, immobilization of possible fractures, oxygen therapy, use of medications, and cardiac rhythm interpretation

Ability to operate a personal computer and related software and to type with accuracy.

Ability to effectively communicate with other health care workers and the public including minors by giving information and directions, mediating disputes, and advising of patient assessment and County policies.

Ability to inspect and treat unclothed patients including body cavities and wounds with exposure to body fluids, wastes, and possible encounter with deceased persons.

Ability to effectively restrain patients, forcibly if necessary, using humane restraints and maneuvers to minimize injury to the patient and co-workers.

Ability to exercise independent judgment in determining the appropriate emergency medical treatment of a patient or a group of patients according to existing protocols and standards of care per the employee's level of certification.

Ability to safely operate an ambulance or other emergency vehicle for long periods of time during both day and night, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice, and snow in emergency situations involving speeds in excess of posted limits.

Ability to communicate effectively and coherently with the 9-1-1 emergency center, other EMS units, public service agencies, and the public using existing communications equipment (or systems).

Ability to endure verbal abuse when confronted with the hostile views and opinions of patients, family members, and bystanders in antagonistic environments.

Ability to read and comprehend maps.

### **PHYSICAL REQUIREMENTS**

Work may include sitting, walking, running, bending, stooping, and lifting weights in excess of 150 lbs with assistance.

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Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work may include operation of a motor vehicle.

NOTE: Must be able to perform all of the above functions unassisted if required by emergency situations at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility, and strength. Employee must have physical ability to engage in functions in confined areas that include such things as performing patient care in wrecked automobiles, small rooms, narrow spaces between machinery or furniture and lifting, dragging, and carrying patients. Employee must be able to perform medical care and other duties which may require lifting, carrying patients over uneven surfaces, climbing up to and down from elevated surfaces, climbing through openings, and carrying equipment and patients down steps. Employee must possess sufficient dexterity to operate switches, levers and buttons, to insert I.V. catheters and oral airways, draw medications and inventory small items.

### **EXPOSURE CONTROL**

Work is likely to cause direct contact with blood or other body fluids to which universal precautions apply. Personal protective equipment is provided and must be worn.

### **MINIMUM EXPERIENCE AND TRAINING**

High school graduation or GED equivalent; completion of a prescribed course of education to meet the requirements for credentialing as a Paramedic; certification as a Paramedic issued by the NC Office of Emergency Medical Services; NIMS compliance with current standards as outlined in local compliance document; and a valid driver's license. Other certifications may be considered with the ability to obtain the required Paramedic certification within 18 months to maintain employment.

**This job description does not create an employment contract,  
implied or otherwise.**