

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:	PARAMEDIC I
FLSA STATUS:	NON-EXEMPT
SAFETY SENSITIVE:	SUBJECT TO RANDOM DRUG AND BREATH ALCHOL TESTING

PURPOSE OF CLASSIFICATION

The purpose of this classification is to respond to emergency medical calls, perform extrication and life rescue, provide advanced life support to sick/injured persons in pre-hospital settings, performing Rapid Sequence Intubation and Cricothyrotomy when needed. Duties and responsibilities include maintaining readiness for emergency response, responding to emergency calls, assessing condition of patients, providing advanced life support at emergency scenes, transporting patients to medical facilities, driving ambulances, operating/utilizing medical equipment, preparing charts and records, and performing other tasks as assigned. Reports to Ambulance Services Assistant Director and Supervisor.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Maintains a state of readiness/preparation for medical emergency response; performs daily inspections and maintenance of vehicles/equipment; checks/maintains stock of equipment and supplies on ambulance and in EMS station; re-loads equipment and apparatus following response to emergency calls.

Responds to emergency calls for medical assistance, hazardous materials incidents, motor vehicle accidents, fires, natural disasters, crime scenes explosions, multiple-casualty incidents, trapped persons, or other emergency situations; coordinates activities between medical team and emergency responders from other agencies; maintains mutual aid with other counties.

Operates an ambulance to respond to emergency calls; performs driving functions in a safe and efficient manner under various conditions, including in day/night hours, in congested traffic, in adverse weather conditions, and in emergency situations involving speeds in excess of posted limits; determines best route, using a computer aided mapping system, to reach location of emergency calls.

Conducts patient assessments; assesses nature and severity of illness/injury and identifies life threatening problems; determines/prioritizes appropriate medical treatment/procedures and need for additional assistance; performs patient triage; takes and records patient's vital signs; performs physical examinations and obtains patient history; assesses status of patient's neurological system, cardiovascular system, circulatory system, skeletal system, orthopedic system, motor and sensory skills, and level of consciousness.

Administers basic and advanced life support care at emergency scene in accordance with established medical standards, which may include providing advanced cardiac life support (ACLS), international trauma life support (ITLS), advanced airway management, CPR, and/or drug treatments; performs invasive and non-invasive procedures on patients with life-threatening and non life-threatening conditions, per established procedures or as authorized/directed by physicians; responds to cardiac and respiratory emergencies; performs cardiac monitoring and defibrillation; maintains circulation and controls bleeding; provides spinal management and immobilization; provides fluid resuscitation by IV; manages trauma injuries, bleeding, and post-traumatic shock; assists with childbirth; administers medications as appropriate; observes, records, and monitors patient's condition and effects of medication and performs rapid sequence intubation according to established medical standards.

Provides assistance in vehicle stabilization and extrication of trapped victims; performs rapid extrication in case of fire/explosive situations; provides critical intervention and life saving measures to victims trapped in special circumstances.

Communicates with medical personnel at emergency treatment facility to convey patient's condition, obtain instructions regarding further treatment, and arrange for reception of victims at treatment facility.

Transports patients to medical facilities; stabilizes patients for hospital transport; performs physical lifting techniques associated with moving patients between incident site, stretcher, or ambulance; restrains combative/uncooperative persons per established procedures; provides assistance in emergency room as needed.

Assists in identifying unsafe circumstances, maintaining safety at incident scenes, identifying hazards at incident scenes, and removing individuals from unsafe areas.

Completes required records/reports on all emergency incidents; creates patient charts and provides charts to hospital personnel as appropriate; enters data relating to patient care into computer.

Provides reassurance, comfort, counseling, or mediation to patients and family members in accordance with HIPPA laws.

Performs coroner's duties in cases of homicide, suicide, or other deaths; conducts initial investigations into deaths; prepares narrative of findings for review by medical examiner; notifies next-of-kin of deaths; transports bodies to morgue or funeral home.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; takes appropriate measures to prevent disease transmission or exposure to bodily fluids.

Operates or utilizes various emergency vehicles and emergency/medical equipment, tools and supplies, which may include an ambulance, extrication tools, blood pressure cuff, cardiac monitor, glucose monitor, defibrillator, endotracheal tube, external pacing device, 12 lead ECG airway equipment, intravenous pump, laryngoscope, oxygen terminal, pulse oximetry monitor, CPAP, auto-ventilator, splinting devices, suction equipment, stretcher, stairchair, stretcher, forceps, syringe, thermometer, portable ventilator, pediatric equipment, medical supplies, radio communications equipment, and general office equipment.

Performs general maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting/testing equipment, replacing parts, checking fluid levels, refueling vehicles, or washing/cleaning equipment; decontaminates ambulance interior and related equipment; disposes of biomedical waste materials per established procedures; re-stocks medical supplies following each call; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Maintains inventory levels of departmental supplies; checks expiration dates of drugs/supplies; initiates requests for new or replacement materials.

Prepares or completes various forms, reports, correspondence, logs, checklists, medical record documentation, patient charts, incident forms, or other documents.

Receives various forms, reports, correspondence, patient records, policies, procedures, protocols, medical books, medical charts, maps, manuals, catalogs, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes Microsoft Access, mapping programs, automated run tracking systems, or other software programs.

Maintains current manuals, policies/procedures, bulletins, map books, continuing quality improvement forms, and reference materials for reference/review.

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Communicates with supervisor, employees, other departments, dispatchers, law enforcement personnel, fire personnel, hospital personnel, medical professionals, property owners/occupants, patients/victims, family members, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, review status of patients, exchange information, or resolve problems.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; responds to requests for service or assistance; returns calls as necessary; communicates effectively and coherently over radio channels while initiating and responding to radio communications.

Promotes positive public relations; provides education to the public regarding issues such as public health, life safety, first aid, CPR, or emergency care; provides tours of ambulances and stations.

Provides “standby” coverage at special events/activities as assigned.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new techniques, equipment, medications, trends, and advances in the profession; reads professional literature; maintains professional affiliations; participates in continuing education activities; attends shift meetings, in services, workshops and seminars as appropriate.

Demonstrates flexibility in scheduling and readiness to assist in dangerous and extreme situations such as a natural disaster or epidemic.

Completes work at assigned work station as determined by supervisor.

Work hours as scheduled.

ADDITIONAL FUNCTIONS

Performs the duties of Ambulance Services Supervisor in absence of same; assists with supervision of daily EMS activities and paramedic activities.

Participates in specialized law enforcement team operations involving special training and response to major situations such as hostage situations, riots, underwater searches, rescue/recovery, or other situations involving tactical operations; participates in special training activities.

Performs basic housekeeping, laundry, and maintenance tasks associated with maintaining EMS station, ambulances, and related facilities.

Provides assistance to other employees or departments as needed.

Performs other duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by completion of Paramedic training program or Emergency Medical Technician training program and completion of coursework in emergency vehicle operations and extrication; supplemented by one (1) year previous experience involving field work as a Paramedic or Emergency Medical Technician; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Tennessee Paramedic License. Must possess and maintain valid International Trauma Life Support (ITLS) Provider, Pre-Hospital Trauma Life Support (PSTLS), or equivalent advanced trauma certification, as well as Pediatric Advanced Life Support (PALS), Pediatric Emergency Pre-Hospital (PEPP) Provider, or equivalent advanced pediatric certification.

Must possess and maintain valid Advanced Cardiac Life Support (ACLS) Provider certification, as well as valid Health Care Provider Basic Life Support, or equivalent. Must possess and maintain a valid Tennessee driver's license with appropriate endorsement.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; the ability to interpret graphs; and the ability to perform calculations related to drug dosage and drip rates.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stresses which require a range of safety and other precautions. This classification works in an environment that requires physical stamina and potential exposure to hazardous and stressful situations.

Employees are constantly required to stand, walk, sit, and key information into a computer. Employees must be able to operate all equipment. Employees will frequently perform duties in confined spaces.

Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately to extremely heavy objects and materials (20-125 pounds); may occasionally involve even heavier objects and materials (up to 200 pounds).

Tasks include walking, running, climbing stairs, standing, crouching, and crawling unassisted up to 12 hours in a work shift, and in some emergency situations may require prolonged periods of walking or standing for up to 24 hours without relief.

Due to the unpredictable and potentially life-threatening nature of emergency work, all employees must be able to perform the full range of physical motion and may be expected to run short-medium lengths, including up or down terrain, at any time, and to have the physical and mental ability to assist in given situations.

Employees must be able to reach, bend, squat, push or pull, crouch, and crawl frequently. Employees must be able to perform all functions of a Paramedic, with or without reasonable accommodation. Employees within this classification are considered essential to the safe operation of the ambulance department.

Employees are to work as scheduled. Employees must be able to work various shifts, extended shifts, weekends, and holidays. Employees within this classification are subject to movement to alternate duty locations, such as hospitals, other stations, and based on agency need.

Sensory Requirements: Employees must be able to finger, grasp, and have sensation in their hands. Employees must have no restrictions to fumes, chemicals, or smells. Employees must have visual acuity not worse than 20/40 corrected in each eye and peripheral vision of 70 degrees horizontally in each eye. Employees require the ability to hear and differentiate sounds, with or without mechanical assistance.

Employees must have hearing in a pure tone average of not worse than 30 decibels (dB) 500, 1000 and 2000 Hertz (Hz), with or without mechanical assistance. Employees must not have hearing worse than 45 dB at 3000 HZ or 55 dB at 4000 Hz in each ear.

Some tasks require the ability to perceive and discriminate visual and auditory cues or signals. Some tasks require the ability to communicate orally. Employees must be capable of issuing clear oral commands that can be heard and understood in loud environments.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, hazardous materials, toxic agents, violence, disease, or pathogenic substances.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: walking to patients, walking to and from ambulance

Surface: Tile, carpet, asphalt, gravel, dirt, mud, snow, etc.

Estimated Total Hours: varies **Maximum Continuous Time:** 14 hours

2. SITTING

Tasks: Driving/riding to calls, sitting in ambulance during patient care, off-time between calls

Estimated Total Hours: varies **Maximum Continuous Time:** 2 hours

3. LIFTING/CARRYING

Objects: Stretcher with patient loaded and unloaded. Cardiac monitor, equipment and gear

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs		X			
26-50 lbs		X			
51-75 lbs		X			
76-100 lbs	X	X			
>100 lbs	X	X			

4. PUSHING/PULLING

Objects: cots, stretcher, patients, equipment, furniture

Estimated Total Hours: varies **Maximum Continuous Time:** 2 Hours

Height of hands above floor during push: Waist or mid-chest level

5. CLIMBING

Tasks: Patient care up/down stairs, up/down embankments

Device: Stairs, ambulance, terrain, stretcher, long spine board, splinting device, equipment, and gear any other area as needed

Height: Varies while on shift

Frequency: Dependent on number of calls

6. BENDING/SQUATTING/KNEELING

Tasks: Lifting patients, equipment, cots, various patient-care scenarios

Frequency: Dependent on number of calls

7. REACHING

Tasks: Lifting and moving patients, including mobility impaired patients, moving equipment

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	Daily	varies	150-200 lbs
21-36"	All	Daily	Varies	150-200 lbs

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	30 % of time
Outside	70 % of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling	X	
Jumping	X	
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

10. LIST TOOLS, EQUIPMENT, AND MATERIALS USED

Splinting, oxygenation, IV's, laptop computer, IV pumps, stretcher, stair chair, medical supplies, radios, etc.

11. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Daily
Grasp	X		Daily
Fine Motor i.e.: writing, twisting hands or wrist, etc	X		Daily

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Full Legal Name (printed)

Employee's Signature

Date