



Job Title: Paramedic	Reports to: Lieutenant
Department: EMS	FLSA Classification: Non-Exempt
Revision Date: June 2023	Pay Grade: E60
<p>Minimum Education: High school diploma or equivalent.</p> <p>Certifications, Licenses:</p> <ul style="list-style-type: none"> • A pre-employment criminal background check and submission to drug testing for commonly-abused controlled substances is required. • Shall be licensed as a Paramedic in the State of Tennessee. • Must possess a valid driver's license Class D with F endorsement or other state with equivalent. • Must continuously maintain valid certifications in CPR, Advanced Cardiac Life Support, Pediatric Advanced Life Support or Pediatric Education for Pre-Hospital Professionals (PEPP), Pre-Hospital Trauma Life Support or Basic Trauma Life Support. 	
<p>Minimum Experience: One (1) year of experience in emergency medical care is preferred.</p>	

GENERAL PURPOSE:

This position is responsible to, under general supervision, deliver emergency and non-emergency pre-hospital patient care and transportation within his/her scope of practice defined by the state of Tennessee.

GENERAL POSITION DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

- Provides emergency care based on an advanced assessment and the formulation of a field impression, including basic and advanced skills focusing on the acute management and transportation of the broad range of patients who access the emergency medical system. This may occur at an emergency scene until transportation resources arrive, from an emergency scene to a healthcare facility, between health care facilities, or in other healthcare settings.
- Provides care designed to minimize secondary injury and provide comfort to the patient and family while transporting the patient to an emergency care facility.
- Responds to emergency medical calls; operates ambulance to respond and transport patients.
- Assesses or assists in assessing the situation and need for assistance; assists in determining or determines most effective method of emergency treatment; applies appropriate level of treatment to patient(s);

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advises hospital personnel of the situation; transport injured or ill to appropriate healthcare facility for continuation of treatment.

- Maintains communication with emergency medical dispatcher.
- Prepares and appropriately completes patient care records and any related forms/documentation.
- In mass casualty situations may assist in directing or coordinating the triage process and/or transportation to appropriate medical facility.
- Maintains rapport with the patient, support agencies and with medical facility personnel.
- Establishes contact with a Medical Control Physician as required to discuss treatment plan(s).
- Checks, maintains and re-supplies medic unit; identifies needs for additional and/or replacement supplies and equipment; immediately reports any needed maintenance or repairs to appropriate person(s).
- Cleans medic units (interior and exterior, as needed), any equipment and/or supplies and designated living quarters on a daily basis.
- Adheres to and maintains a positive attitude towards County and departmental procedures/policies and goals.
- Undertakes continuous medical and departmental education as well as works with the community, medical professionals and others to educate and advise of the role, capabilities and responsibilities of a Paramedic (EMT-P), common medical issues, etc.
- Other duties as assigned.

FISCAL RESPONSIBILITIES

This position has no fiscal responsibilities.

COUNTY ORGANIZATION DUTIES AND RESPONSIBILITIES:

- Represents the Department and County to other County staff and members of the public.
- Provides quality customer service to individuals needing directions or assistance.
- Demonstrates the organization's Core Values and adherence to the Ethics policy.

SUPERVISORY RELATIONSHIPS:

Reports to the assigned Supervisor of the department. Works under the scope of general policies, procedures and objectives and is carried out in accordance with standard practices, instructions or previous training. Incumbent has no supervisory responsibilities.

JOB QUALIFICATIONS – KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Thorough knowledge of applicable State of Tennessee, Department of Health, EMS Division statutes, rules, administrative orders, policies and procedures.
- Thorough knowledge of the techniques, principles and practices of emergency medical care.
- Thorough knowledge of local streets and hospital locations.
- Emergency communications and procedures.
- Record keeping, completion of a patient care record in both written and electronic format.
- Thorough knowledge of departmental policies and regulations and of the laws and ordinances affecting department operations.

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- Federal, State, and local laws, codes, regulations, and standards concerning the operation of the services associated with the department and emergency government operations.
- Computer software consistent for this position.
- Current office practices and procedures.

Skill in:

- Organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Applying judgment and discretion in resolving problems and interpreting policies and regulations.
- Researching and understanding complex written materials.
- Skilled in driving an emergency vehicle, operation of emergency medical and related equipment.

Ability to:

- Quickly assess and make accurate decisions concerning human life.
- Perform detailed work accurately and independently in compliance with stringent time limits requiring minimal direction and supervision.
- Establish and maintain accurate records of assigned activities and operations.
- Communicate professionally with other crew members, supervisors and members of the public.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Perform mathematical calculations required of this position.
- Handle sensitive interpersonal situations calmly and tactfully.
- Maintain confidentiality and professionalism at all times.
- Maintain effective working relationships with individuals within and outside the organization.
- Maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Open Records laws and other applicable state and federal statutes and regulations.
- Work the allocated hours of the position.

WORK ENVIRONMENT:

Work is performed in various settings with periods of mobility and physical activity. The noise level in the work environment can vary. Level of responsibility subjects the incumbent to moderate/high stress due to situation severity.

PHYSICAL AND MENTAL REQUIREMENTS/ACTIVITIES:

- This work requires the occasional exertion of up to 75 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work occasionally requires exposure to outdoor weather conditions.
- Work may require working in dangerous, life threatening situations.

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- Work in high places, open and/or confined spaces.
- Work is occasionally exposed to moving mechanical parts; high, precarious places, fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; hazardous materials, and risk of vibration.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- May be subject to extended periods of intense concentration in the assessment of emergency, personal and public safety, and health situations.
- May be subject to working extended periods ranging from 24 hours shifts or longer, and under fatigue and physical exhaustion.
- May be required to work in close proximity to multiple types of commercial and industrial machinery, and high voltage power/generation power sources.
- Work requires wearing specialized personal protective equipment.
- May be subject to exposure to blood/body fluids and infectious and communicable diseases.
- Work is primarily in the field.
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

The intent of this position description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and is not a declaration of the specific duties and responsibilities of any particular position. Employees may also be assigned job-related tasks other than those specifically presented in this description.

Signatures below indicate the receipt and review of this classification description by the employee assigned to the position.

Employee

Date

Department Head

Date

Human Resources

Date

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Montgomery County is an Equal Opportunity Employer and complies with the requirements of the Civil Rights Act of 1966 (Section 1981) and 1964 (Title VI, VII,) Americans with Disabilities Act (ADA), Rehabilitation Act of 1973, Age Discrimination in Employment Act (ADEA), Equal Pay Act (EPA) and the Uniformed Services Employment and Re-employment Rights Act (USERRA).