**Paramedic Job Description:**

Reports to: Ambulance Director

Deputy Chiefs

**Essential Functions.**

Each employee is required to do the following:

1. Drive a DDEMS vehicle as needed.
2. Render emergency medical care.
3. Follow procedures set forth by medical control.
4. Assist in rescue and in the transporting of a patient(s).
5. Prepare the necessary forms and reports documenting the care provided to the patient.
6. Inspect the ambulance and equipment before and after calls to assure compliance with safety regulations.
7. Prepare ambulance for the next run.
8. When appropriate, assume command of emergency medical employees assisting patients.
9. When appropriate, communicate and coordinate response with police, fire and rescue employees in accordance with the procedures of the DDEMS.
10. Participate in cleaning, restocking, changing of defibrillatorbattery and all equipment and medicines; disinfect the ambulance after each call.
11. Perform other duties as requested or required by the Ambulance Director or the Deputy Chief.

**Physical Demands of the Position:**

All Paramedics must be able to act in extreme conditions requiring physical strength and abilities in order to deliver medical treatment and transport patients. All Paramedics must have the following minimum abilities:

1. Standing, walking, running, sitting, stooping.
2. Kneeling, crouching, crawling.
3. Grappling, climbing, balancing, bending/twisting.
4. Reaching, feeling.
5. Talking, hearing.
6. Corrected vision (100 feet or more), near vision (10 inches or less).
7. Lifting 100 pounds or more.
8. Carrying, pushing/pulling (100 pounds or more).

**Equipment Used:**

1. Cot.
2. Traction Splint.
3. Oxygen regulators and tubing.
4. Defibrillator.
5. Combi-tube / ET Tube.
6. Splint devices
7. Blood pressure monitoring equipment (manual and automatic) including Pulse Oximeter.
8. Stethoscopes
9. Pen lights.
10. Kendrick extrication devices (KED).
11. Cervical immobilization devices (CIDS) including cervical collar.
12. OB/GYN Kits.
13. IV needles and solutions
14. Long and short boards.
15. Stair Chairs.
16. Straps, cling gauze and bandages.
17. Hand tools.
18. Road flares.
19. Window punches.
20. Wrenches, brooms, mops.
21. Automobile (Ambulance).
22. Eye protection.
23. Gloves, gown, mask.
24. Scoop stretcher.
25. Other patient transfer equipment.
26. Other equipment, devices or tools provided by the DDEMS for performance of duties.

**Knowledge and Skills Required:**

1. Working knowledge of driver safety.
2. Ability to perform strenuous or peak physical effort during an emergency for prolonged periods of time.
3. Effective communication, oral and written skills.
4. Understanding and following work rules.
5. Read, write, add, subtract, and simple math equations.
6. Good driving record and skills.
7. Ability to perform duties in stressful and possibly life-threatening situations.
8. Ability to express understanding and compassion to patients and others involved in a crisis situation.
9. Ability to establish effective working relationships with employees, other agencies, and the general public.
10. Knowledge of Standard Operating Procedures.
11. Knowledge and ability to operate tools, instruments, medical instruments, equipment and devices.
12. Knowledge of regulations protecting patient confidentiality.
13. Ability to file complete report forms.

**Medical/Physical Abilities:**

Applicants may be required to submit to a medical examination, drug screening and a physical ability examination as a condition of employment.

**Behavior and Attitude:** The mission and philosophy of the EMPLOYER requires that its employees perform in both a professional and personable manner. The manner in which the employee relates to fellow employees and patients is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each patient and fellow employees is requisite of successful job performance. In addition, confidentiality of the EMPLOYER’S business must be maintained.

**Purpose of the Position:** The Paramedic, renders emergency medical care to sick, disabled or injured individuals based on signs, symptoms or complaints, prior to the individual’s hospitalization or while transporting the individual between health care facilities. Care is limited to the use of knowledge, skills and techniques received from Paramedic training.

**Education\Training\License:**

1. High School Diploma or GED.
2. Possess a current Wisconsin Paramedic license at time of appointment.
3. Current certification in CPR for the Healthcare Provider.
4. Current ACLS certification.

**Special Requirements:**

1. Must be at least 18 years of age.
2. Subject to Wis. Stats. sections 111.321, 111.322 and 111.335, not have an arrest or conviction record.

3. Current Unrestricted Wisconsin driver’s license

**Additional Functions:**

1. Assures that the daily walk-around maintenance routine is performed.
2. Assures that each run sheet is completed.
3. Assures that the battery of each defibrillator is changed after every call if used.
4. Notifies Director of any deficiencies regarding maintenance, equipment, or supplies.
5. Has all medical release forms signed when applicable.
6. Assures that Standard Operating Guidelines, Policies and Procedures and Medical Protocols are followed on each run, both Basic, Intermediate and Paramedic.
7. Assesses the need for additional services and makes the appropriate requests.
8. Makes decisions regarding patient care, hospital to be used and use of services.
9. Notifies Director immediately of any unusual circumstances including, but not limited to, accidents, mechanical problems, patient transport delays, regarding any ambulance run in which they are on.