

Position Description

Job Code/Title:	Paramedic, Service Director
Hours of Work:	Minimum of two, prefer three, 12-hour shifts per week. Primarily daytime hours with flexible evening and weekend involvement. Office presence/duties are expected from 8 AM – 4 PM (when shifts fall on weekdays). The paramedic may occasionally be requested to respond if available for ALS-level assistance when not on duty.
Exempt/nonexempt:	Nonexempt
Department/Unit:	Rock Valley Ambulance Association
Reports To:	Jointly, to the City Administrator and Executive Board of Ambulance Association
Supervises:	None
Compensation:	\$22+ per hour depending on experience
Revision/Review Date:	March, 2023

SUMMARY: The Paramedic provides advanced emergency care in the pre-hospital, and occasionally the hospital setting when requested by Hegg Health Center, including the evaluation, treatment and transport of injured and/or ill patients of all ages per protocols established by the medical director. In addition, the Service Director performs or delegates appropriately all duties outlined in the Rock Valley Ambulance Bylaws.

REQUIRED EDUCATION and/or EXPERIENCE:

- High school diploma or equivalent; or one to three months related experience and/or training; or equivalent combination of education and experience.
- Previous EMS experience preferred

REQUIRED CERTIFICATION, LICENSURE, and/or REGISTRATIONS:

- Current Iowa certification as a paramedic, or current/valid Iowa RN Exception form to function at the paramedic level; OR the ability to obtain one of the above
- BLS, ACLS, PALS (or ENPC for RN) and NRP required; a "difficult airway" course such as, but not limited to Avel's Emergency Airway Course required within 1 year of hire and every 5 years thereafter; PHTLS training or equivalent (TNCC or TPATC for RN) preferred
- Valid Class "D" driver's license; must meet eligibility for ambulance's insurance policy

ESSENTIAL FUNCTIONS:

**Should know how to perform all essential functions, but some duties will be divided between other paramedics on staff, as delegated by the service director and executive board

1. Performs appropriate basic and advanced levels of emergency care for sick and injured patients, in accordance with established protocols. Provides competent patient care by obtaining and appropriately interpreting data, making appropriate decisions based on demonstrated knowledge of age-specific growth and development, and appropriately adapting procedures and treatments
2. As directed by the Rock Valley Ambulance Association, is responsible for all documentation as required by regulatory guidelines including, but not limited to:
 - a. Proofreads, processes, and submits eligible ambulance calls to the ambulance's billing company (currently PCC) and all correspondence related to this

- b. Receives mail and ensures timely delivery of contents to appropriate sources; bills and income to City of Rock Valley for Council approval, payments/income to appropriate account, Quickbooks, etc
 - c. Returns phone calls or addresses correspondence requiring a response in a timely fashion
 - d. Verifies GEMT charges paid for each patient
 - e. Ensures required call reports are audited quarterly by Medical Director and closed-loop feedback and corrections are carried out as needed, as defined in CQI policy
 - f. Prepares for and assists with the state audits (every three years)
 - g. Attends city council meetings as needed
 - h. Maintains logs of temperature measurements in drug cabinet
 - i. Monitors and ensures a response to all 911 calls dispatched for the Rock Valley Ambulance, as required by the state of Iowa
 - j. Ensures completion of the monthly schedule and notifies staff via Signal group of open shifts
3. Supports and abides by all Rock Valley Ambulance safety policies and procedures
 4. Assumes duties of the Supply Officer
 - a. Responsible for tracking inventory, ordering, receiving and putting away ambulance supplies and equipment
 5. Assumes duties of the Duty Officer
 - a. Arranges snacks/refreshments for monthly meetings and keeps the refrigerator stocked with soda and water
 6. Assumes duties of the Infection Control Officer
 7. Assumes duties of the Training Officer
 - a. Provides or arranges monthly training, ensuring that topics specifically addressed in the CQI policy are covered within the stated timeframes
 - b. Monitors to ensure that Ambulance Association members meet state guidelines for training hours; however, if a member misses a "required" training topic provided by the Rock Valley Ambulance, he/she will be responsible to obtain this training themselves
 8. Ensures monthly ambulance inventory completion
 9. Is familiar with emergency design and management, National Incident Management System (NIMS), Incident Command and City of Rock Valley Multi-Hazard Emergency Operations Plan. Executes or arranges required incident command education for ambulance personnel as needed.
 10. Attends monthly Ambulance Association meetings
 11. Abides by the by-laws, standing rules and training requirements set forth by the Rock Valley Ambulance Association
 12. Demonstrates teamwork and the ability to participate effectively with all healthcare providers/workers and ambulance team
 13. Performs other responsibilities as requested by Rock Valley Ambulance Association

PHYSICAL ABILITIES:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- While performing the duties of this job, an employee is frequently required to sit, stoop, kneel, crouch, or crawl
- An employee is frequently required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms; and speak and hear
- An employee must reasonably expect to lift and/or move heavy objects, patients, and equipment

COMMUNICATION/MATHEMATICAL/REASONING SKILLS:

- Must possess the required level of skills and abilities to read, write, speak, and apply mathematical concepts and sound reasoning to successfully perform the essential duties and responsibilities of this job
- Must be able to perform basic operations on a computer within the Windows operating system
- This position requires problem solving skills, critical thinking skills, and the ability to multitask

RESPONSIBILITIES, EXPECTATIONS & STANDARDS:

- Maintains confidentiality
- Utilizes effective problem solving skills as appropriate
- Must be flexible to change and be able to work effectively in a team environment
- Coordinates workflow with other team members to ensure a productive and efficient environment
- Performs duties in a manner consistent with Safety Principles
- Complies with all applicable laws, regulations and standards associated with but not limited to: CMS, OSHA, Corporate Compliance Plan and Service Standards of Conduct
- Involvement in community and organization committees is encouraged and expected

WORK ENVIRONMENT:

- May be exposed to infectious or communicable diseases, including blood borne pathogens, when working in a health care environment
- May perform emergency care, requires judgment and action that may result in death of a patient
- Will experience contact with patients under a wide variety of circumstances and occasional exposure to unpleasant patient elements
- May be exposed to chemicals and cleaning agents
- Subject to irregular hours
- May experience occasional pressure due to multiple calls and inquiries
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- This position is occasionally exposed to wet or humid conditions (non-weather); outdoor weather conditions; sharps or cuts; and compression (hand between cart and door)
- The noise level is usually moderate

AGE SPECIFIC CARE CRITERIA:

- Must demonstrate and maintain current knowledge and skills necessary to provide care/service to patients ranging from neonate to geriatric

ESSENTIAL QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this position description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, so long as the accommodations do not cause undue hardship to the employer.

ACKNOWLEDGEMENT: I have read and understand that the qualifications, responsibilities and essential functions listed above are required of this position, which I am capable of performing.

Accepted by: _____ Date: _____