

Dorchester County  
Job Description  
Emergency Medical Services – Paramedic

**Position Title:** Emergency Medical Services Paramedic

**Grade:** 16

**Department:** EMS

**Purpose:** Under direction, performs highly responsible work involving skilled lifesaving and technical emergency medical services work in the field. The employee is responsible for responding to emergency situations and assisting in the control and resolution of the situation. The employee works within the scope of established Federal, State, County, and Departmental rules, regulations, and procedures, however, is expected to exercise considerable judgement and initiative in emergency situations. The objective is to prevent and minimize injury and/or the loss of life and property in emergency situations.

**Supervision Received:** Works generally under the direction of the Lieutenant and/or EMS Chief. Supervision is of a general nature. May be required to report to the DES Director, County Manager, and/or County Council as required.

**Supervision Exercised:** Limited supervision exercised as determined by the employee's position as a senior member of a shift or their position as a preceptor/mentor for the department.

**Essential Duties and Responsibilities**

- Provides compassionate, responsive and accurate customer service.
- Responds to emergency and non-emergency calls calmly, efficiently, and promptly
- Adhere to and follow all policies and procedures concerning safety and contamination by bloodborne pathogens
- Ability to work effectively in stressful situations which involves the ability to quickly analyze facts, evaluate situations, draw conclusions, plan work, take action, etc.
- Administers basic and advanced life support to patients at the scene, enroute to the hospital and in the pre-hospital environment in accordance with federal, state, and local laws, regulations, and standards
- Ability to work within the County's and Department's policies and rules
- Participates in all Dorchester County Pilot and Optional supplemental protocols as directed by the EMS Chief.

- Assesses the nature and extent of injury or illness to establish and prioritize medical procedures to be followed
- Assist in the rescue and extrication of victims of accidents, sudden illness or entrapment using proper rescue and medical techniques
- Communication with additional medical personnel and treatment facilities to obtain instructions regarding further treatment and/or to arrange reception of patients to the appropriate center
- Maintains order at scene
- Must be able to function as part of a team, as either a team leader or group member.
- Maintain a thorough working knowledge of local geography
- Maintain a thorough working knowledge all applicable standards of care, to include specific equipment and uses
- Be able to drive and operate specifically equipped emergency vehicles at a safe and controlled speed, in accordance with federal, state, local laws, regulations and standards
- Assure that the vehicle is in safe operating condition, properly stocked, and all equipment is in good working order. May be require to perform routine maintenance or minor repairs to insure unit is available for emergency response.
- Properly document all reports for service in accordance with State and Local procedures, rules, and regulations
- Checking, restocking, inventorying, and cleaning any equipment operated by the Department
- Cleaning, doing dishes, emptying trash, and other related general maintenance duties in the station
- Professionally representing the Department and the County at public service functions
- Assure that all certifications, licenses, and registrations are up to date
- Perform any other duties as assigned

### **Traits and Qualities**

- Must conduct themselves in a courteous, helpful, dignified and professional manner at all times when dealing with patients, co-workers, supervisors, and/or the public
- Be flexible as emergency services operate 24 hours per day. The employees' work schedule may vary and the employee should be available to respond immediately during the assigned work period. Shift start and end times may vary.
- Must understand that this position is designated as ESSENTIAL and the employee may be required to report to duty during periods of inclement weather or when County offices are closed. The employee may also be required to work shift work, overtime, weekends, holidays, or be subject to call-in or hold-over duty.

### **Job Responsibilities Related to Patient Privacy**

- The employee is expected to protect the privacy of all patient information in accordance with the Department's Privacy Policies, procedures, and practices, as required by federal (and state) law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Department's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment or of membership or association with the County.
- The employee may access protected health information and other patient information only to the extent that is necessary to complete your job duties. The employee may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment, or other department operations.
- The employee is encouraged and expected to report, without the threat of retaliation, any concerns regarding the Department's policies and procedures on patient privacy or security and any observed practices in violation of those policies to the designated Privacy Officer
- The employee is expected to actively participate in Department privacy and security training and is required to communicate privacy policy information to coworkers, students, patients, and others in accordance with Department policy.

### **Knowledge, Skills and Abilities**

- **Language Skills**
  - Thoroughly conversant with the English language. Ability to read, analyze, and interpret professional journals, medical protocols and procedures, statutes, and governmental regulations. Ability to write reports and business

correspondence. Ability to effectively present information and respond to questions from other health care providers, supervisors, managers, clients, and the general public.

- **Mathematical Skills**

- Ability to calculate figures and amounts, such as proportions, percentages, area, circumference, and volume
- Ability to apply principles of logical and scientific thinking to a wide range of practical problems.

- **Reasoning**

- Ability to operate basic and advanced medical equipment efficiently
- Ability to safely operate emergency response vehicles. Ability to read, interpret and apply information presented on maps to locate incident scenes
- Ability to effectively and courteously communicate with the general public, or other health care providers, and other county employees. Ability to use radio communications and telecommunications equipment effectively. Ability to use personal computers for purposes of word processing and data input.

**Physical Requirements** – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. The position requires significant physical strength and dexterity and the ability to function in very adverse environments with exposure to numerous safety risks typically found at emergency scenes. The following guidelines are used to describe the frequency of activities in this position: Occasionally equals 1%-33%; frequently equals 34%-66% and continuously equals 67%-100%. Accommodations may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodations.

- **Standing/Walking:** Frequently too continuously when responding to calls. Standing or walking is occasional while at rest at the station. This usually includes: going to and from the emergency vehicle, getting patients from the locations, and rendering treatment. Most walking would be for short distances, however the employee must also be able to run these short distances. Walking and running may vary, however, as the patient may be located in any number of location types and sizes. Standing, walking, and running could be on all types of surfaces, including, but not limited to: asphalt, cement, concrete, soft/packed dirt, linoleum, wood, hardwood floors, etc. The employee must be able to go up and down slight inclines or declines as well as steps.

- **Sitting:** Frequently while responding to a location
- **Lifting and Carrying:** Frequently required to lift and carry weights ranging from a few pounds to ten (10) pounds and above. Occasionally required to lift and carry weights scaled at above 100 pounds or more.
- **Bending and Stooping:** Frequently throughout a work shift, the employee will be required to bend in a range of 1 to 90 degrees.
- **Crouching and Kneeling:** Frequently, crouching and kneeling may be performed when on scene picking up equipment or assisting with care of the patient.
- **Climbing and Jumping:** Occasionally, this is required when climbing steps up and down with a patient on a stretcher or other device, and when entering or exiting the emergency vehicle. Generally, the climbing would require that the employee be lifting heavy objects such as a stretcher or other device with a patient on it. Occasionally may be required to jump from a height of 2 feet.
- **Reaching:** Frequently to continuously throughout the work shift in order to review monitoring equipment, operate communications equipment, and operate other medical devices. The employee may also be required to reach in precarious positions, such as a vehicle, or other confined spaces. Reaching will involve partial to full extension of the arms.
- **Pushing and Pulling:** Frequently the activities that would require the most force in pushing and pulling is when moving the stretcher with without a patient. Repetitive pushing may be required during events such as CPR which may last for extended periods of time.
- **Handling or Grasping:** Continuously, while working at any given location, continual bilateral gross manipulation is performed in this position. This may be involved when: opening/closing doors; and using, handling, carrying and/or operating medical equipment that may weigh 40 pounds or more. The arm and hand must be able to perform all types of positions, including supination and pronation. Hyperextension, extension, and flexion of the fingers will be involved, ulnar and radial deviation, abduction and adduction of the hand and wrist will be required. A wide variety of grasping will be required, such as cylindrical grasping, palmer grasping, hook grasping, tip grasping, and lateral and spherical grasping.
- **Other Physical Requirements:** Maintain balance and strength in awkward positions. Speak clearly and at appropriate volumes for the appropriate situation, even under stressful circumstances. Frequently will be required to hear and occasionally smell. Specific vision abilities required include close vision, distance vision, peripheral

vision, depth perception, and the ability to focus.

### **Working Conditions and Hazards**

- Work is performed in a variety of conditions and often outside. Occasionally near moving mechanical parts; in high, precarious places; and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, and vibration.
- Involves exposure to heat, cold, dirt and other unpleasant conditions. An employee in this class is exposed to the risk of serious injury, requiring the use of protective clothing and the strict observance of safety precautions and procedures.
- The noise level is usually moderate; however, on occasion, is very loud when exposed to sirens, air or fuel operated equipment, and helicopter engine noise.
- Exposure to various illnesses and diseases; exposure to physically threatening victims, patients, or other individuals. Exposure to bodily fluids, bloodborne and airborne diseases, viruses, and other communicable diseases. Exposure to extremely unhealthy and/or physically dangerous living conditions at victims/patients dwellings, including lack of electricity or extremely limited lighting.

### **Education and Experience**

- A minimum of 1 year experience as an Emergency Medical Services provider within a 911 system is preferred, but not required
- High School diploma or general education degree (GED)

### **Certifications, Licenses, and Registrations**

- Possession of a Class C (of higher) Maryland Motor Vehicle Operator's License (or equivalent from another state).
- Possession of a Maryland Paramedic certification or the ability to obtain such a license prior to employment
- Completion of the following is preferred prior to appointment and is mandatory during orientation:
  - National Incident Management System IS 100, 200, 700, 800
  - EVOC or Equivalent
- Completion of ACLS, PALS or PEPP, BTLS, PHTLS, or ATLS are recommended

**NOTE:** All required licenses and certifications must be acquired and maintained at the employee or applicant's expense.

**Additional Information**

- This position is one within the Dorchester County Civil Service System. An employee must serve a period of twelve months' probation during which he or she may be terminated without notice, cause, hearing, or right of appeal.
- The information provided in this description is designed to indicate the general nature and level of work performed by the employee within this position. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and working conditions required of employees assigned to this position. Management has the sole discretion to add or modify the duties of the position and to designate other functions at any time. This position description is not an employment agreement or contract.

Outside employment or membership in any organization that would impair impartiality or independence of judgement is prohibited. This would include sitting on committees, commissions, or being part of a group that may affect the ability to perform the duties based on this job description.