



**Paramedic (EMT-I)
JOB DESCRIPTION**

Position Title:	Paramedic (EMT) EMT-I	Exemption Status:	Non-Exempt
Job Classification:		Job Code:	
Department:	Clinic		
Reports to:	Clinical Care Manager		
Last Update:	August 15, 2013		

Job Summary

Provide direct and indirect patient care in the clinic care setting under the direction of a Provider. Provide care that reflects initiative, flexibility and responsibility indicative of professional expectation under direction of a Provider. Demonstrate the ability to triage safely, rapidly and accurately on patient that enters the clinic care system. Communicate with physicians about changes in patient's status, symptomatology and result of diagnostic studies. Demonstrate ability to respond quickly and accurately to changes in condition or response to treatment.

Essential Functions

- Promote the mission, vision, and values of the organization.
- Initiate assessment based on the patient's problems or needs, the physician's medical diagnosis and the functional health framework: collects key information from patient, family, laboratory, and other medical reports; determines priorities for care with special consideration given to patient teaching, discharge planning, and the growth and development needs of the patient; determines which standards of care and practice apply to the patient and document assessment under the direction of a Provider.
- Provide direct patient care, evaluates outcomes, consults with other specialists as required and adjusts nursing care processes as indicated to ensure optimal patient care under the direction of a Provider.
- Performs a head-to-toe assessment on all patients and reassessments as per policy, including neonatal, pediatric, adolescent and geriatric patients and the general patient population.
- Assess, plan, implement and educate patient/family on appropriate pain management under the direction of a Provider.
- Demonstrate knowledge of cardiac monitoring identifies dysrhythmias and treats appropriately.
- Accurately assigns triage categories.
- Maintain accurate and continued nursing documentation including patient histories, conditions, treatments, responses, pain management and assessment of changes.
- Monitor patients and collects information for documentation in patient record.
- Collect and record vital signs in patient record.
- Provide simple patient teaching and discharge instructions.
- Insert and remove peripheral intravenous therapy lines.
- Perform phlebotomy services when necessary.
- Collect samples from central line catheters.

- Perform wound care and dressing changes.
- Insert and remove gastric and urethral tubes.
- Apply plaster and fiberglass splints, casts and traction devices.
- Coordinate and maintain specific equipment or supply systems.
- Coordinate and maintain specific sterile processing systems.
- Operate patient monitoring systems specific to unit needs
- Administer oxygen under the direction of Provider.
- Assist nurses and physicians with sterile procedures.
- Organize patient care in a manner that contributes to the overall quality of the team.
- Communicate information pertinent to transfer of patient. (ie; admissions, ER transfer)
- Interact professionally with staff members, physicians, and patients.
- Maintain current knowledge of hospital policy, state, federal and other regulatory requirements.
- Demonstrate the ability to be flexible, organized and function under stressful situations.
- Demonstrate the value of team concept on a consistent basis.
- Offer supportive assistance to co-workers.
- Consult with other departments, as appropriate, to collaborate in patient care and performance improvement activities.
- Assist in compiling data for all necessary reports promptly.
- All of medication administration and skills as set forth by the New Mexico EMS scope of practice, (www.nmems.org).

Non-Essential Functions

- Perform other duties as assigned by mid-level or physician.

Professional Requirements

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

Qualifications

- Current EMT-P, EMT-I license
- Basic Life Support (BLS) certification
- One to three years of experience preferred

Knowledge, Skills, and Abilities

- Knowledge of EMS services
- Strong organizational and interpersonal skills
- Ability to determine appropriate course of action in more complex situations
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Ability to maintain confidentiality of all medical, financial, and legal information
- Ability to complete work assignments accurately and in a timely manner
- Ability to communicate effectively, both orally and in writing
- Ability to handle difficult situations involving patients, physicians, or others in a professional manner

Physical Requirements and Environmental Conditions

- Working irregular hours including call hours
- Physically demanding, high-stress environment
- Exposure to blood and body fluids, communicable diseases, chemicals, radiation, and repetitive motions
- Pushing and pulling heavy objects
- Full range of body motion including handling and lifting patients

- Position requires light to moderate work with 50 pounds maximum weight to lift and carry.
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing.

General Sign-off

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood and had the opportunity to ask questions regarding this position description.

Employee's Signature

Date