



Evergreen Fire Protection District

Part Time Paramedic Job Description

Job Title: Paramedic

Reports to: EMS Shift Supervisor, then to the EMS Coordinator, then to the District Fire Chief

Department: EMS Division

FLSA Status: Non-exempt

Supervisory Responsibility: None

Position Summary:

It is the responsibility of this position to follow the philosophy that patient care has to be one of appropriateness. We shall strive to be appropriately conservative, yet appropriately aggressive when the situation calls for it. We must remember that every intervention, primarily pharmacologic and procedural, has risk for complications. Thresholds for action must correlate to the degree of acuity, taking into account the benefits to the patient verses risks of the intervention.

In addition to adhering too and promoting the Mission, Vision and Values of EFR, safety must always be at the forefront, EFR Paramedics shall strive to provide excellent patient care and advanced emergency medical services to the sick and/or injured, while at the same time being cognizant of the safety of others on scene and or involved in the call. EFR Paramedics are responsible for all aspects of patient care including rapid, safe and appropriate response. Paramedics must possess the ability to adequately assess, stabilize, treat, and transport patients. Paramedics must also possess a thorough knowledge of the Denver Metro Protocols (DMP) and the St. Anthony's Specific Protocols (SASP) understanding that protocols are a set of guidelines that reflect the most current standards in pre-hospital medicine. While protocols certainly do not support or solve all medical situations, when questions or situations arise that fall outside the protocols, the Paramedic must demonstrate good judgment. Knowing when to make base physician contact is extremely important. In the event of radio and cellular phone dysfunction, the Paramedic must possess the ability to collaborate between partners and or make split second decisions in the best interest of the patient/patients (being accountable for those decisions) in order to work through these situations.

Unlike customary EMS configurations, where you'll always have a trained partner to turn too, EFR Paramedics must possess the ability, the experience and confidence to manage all aspects of patient care needs "on their own", for potentially extended periods of time with, potentially only the assistance of an inexperienced first responder.



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Essential Functions:

- Respond to calls in a safe, timely and prudent manner.
- Ensure that professional interaction is provided at all times with other EFR personnel (paid staff and volunteer staff, board members), other responders, facility staff, patients, their families, friends and any bystanders you encounter.
- Provide professional medical assessment and treatments to all patients, abiding by the DMP, SAPS, EFPD SOGs and District policy.
- Represent EFR in a professional manner at all times while on duty or while wearing EFR issued apparel or operating an EFR vehicle.
- Advocate for all patients at all times by being caring, compassionate and empathetic to their needs.
- Ensure that patient privacy is protected at all times.
- Ensure that all PCR's are complete, concise and accurate reflecting a clear and concise picture of the patient's condition at the time of service, regardless of hand off reports, PCS notations etc. AND that all billing information is provided in order to maximize the patient's insurance coverage. PCR's will be completed and faxed to the receiving facilities prior to the end of each rotation.
- Ensure appropriate supplies are maintained and restocked on ambulances and in supply areas before the start of each shift and following each call.
- Ensure all equipment is functional and appropriate logs are kept, immediately removing and reporting equipment malfunctions to the on duty supervisor.
- Ensure crew quarters (including bays) are kept clean and presentable at all times adhering to the daily duty requirements.
- Ensure the logs of all controlled substances are accurate at that all controlled substances are maintained in the designated secured locations.
- Follow the Chain of Command for any problems or concerns encountered during shift by informing the EMS Shift Supervisor followed by EMS Coordinator and then Fire Chief.
- Work cooperatively with other agencies and facility staff
- Work as part of a team and consistently show respect to assigned partner and other staff members
- Attend 75% of monthly EMS staff meetings and SAC ALS trainings as required by EMS Coordinator.



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- Maintain the aesthetics of the stations and grounds by weeding, trash mitigation, snow removal minor building maintenance and cleaning.
- Assist on fire scenes with rehab, tracking par boards, warm and cold zone operations, overhaul and recuperation.
- Successfully complete an annual Emergency Vehicle Driving Course.
- Complete daily assigned duties in a timely manner, including housekeeping items.

Additional Functions: (May include some or all the following)

- Hold a current CPR Instructor Certification and assist or coordinate with annual and ongoing community CPR education as well as department recertification.
- Provide or assist in training for all Emergency Medical Responders and student riders, making sure the appropriate documentation is completed and appropriate records are kept.
- Assist with Fire Prevention activities as assigned by the EFPD Fire Marshal and or training officer.
- Hold a current lead EMTB Instructor Certification and assists in the coordination and teaching of the annual Probes, First Responder course and the EMT Basic classes
- Track and provide statistical information to the State of Colorado on a monthly basis and to St. Anthony's medical director as requested
- Provide monthly Continuing Medical Education training to the volunteer firefighters on a monthly basis or as requested.
- Participate in the Continued Quality Improvement (CQI) review process.
- Research, coordinate and teach public education on an ongoing basis.
- Research and coordinate non – emergent, community health events and teachings.
- Cooperatively work with local hospitals to obtain follow up information for patients transported by EFR for educational purposes.
- Function as the Privacy Officer following closely the rules and regulations of HIPPA as it pertains to the protection of Protected Health Information (PHI). Provide initial as well as ongoing training to all staff within EFR and third riders.
- Function as the High Plains Information Officer so as to provide trouble shooting and education on the intricate workings of High Plains to all EFR staff.



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- Assist with the in-house EMS billing audits.
- Work with the Training Officer to track EMS and Firefighter certifications and CE hours.
- Provide ongoing patient care management support, education and direction to volunteer staff at their monthly meetings.
- Research, track and provide immunizations to EFR staff on an annual basis.
- Coordinate an annual Skills Fair for EFR staff and volunteers.
- Stock, track and distribute first responder kits as needed to the volunteer staff.
- Assume the role of "acting supervisor" in the absence of the shift supervisor and or EMS Coordinator
- Other duties as assigned

Minimum Education and Experience:

- High School Diploma or equivalent
- Maintain a current Colorado State EMT- P Certified
- Maintain current BLS/ACLS/PALS/PEEP certified
- Obtain following certifications within one year of hire NIMS 100, 200, 700, MCICS 100, NRP, ATLS (audit).
- Five (5) years EMS field experience. Five years (5) working as a Paramedic on an ambulance is preferred, three (3) years experience may be considered based on past system acuity.

Additional Requirements:

- Successful completion of a physical examination as per EFR Handbook.
- Provide a driving record report which is acceptable to the EMS Coordinator and District Chief.
- Maintain good standing with the District's Medical Director or designee.
- Maintain a Current Colorado Divers License
- Must be FREE of felony convictions



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- Part Time Paramedics are responsible for picking up 10% of the open vacation requests and/or holiday requests.

Job Specifications:

- Must be capable of amicably living and working closely with others for extended periods of time understanding our scheduled shifts are a forty eight (48) hour shift (or more as assigned) with assigned partner. Assigned partners may be of the opposite sex.
- Be available for mandatory holdover and or call back in the event of staffing shortage.
- Must be able to read, write and understand English medical terms as they apply to EMS.
- Must be able to maintain confidentiality.

Working Conditions:

- Work is typically performed outdoors with frequent exposure to dirt, dust, extremes of temperatures and weather as well as noxious fumes/odors.
- Physical and Mental Demands- This position requires strenuous physical activity/work, including heavy lifting, pushing, pulling, hiking, carrying. Position is subjected to emotional situations which could include high levels of stress; this could include witnessing death and total human body destruction.
 - Vision – Employees must possess visual acuity necessary to perform the duties in lighting conditions that range from low, defused light to bright, direct light.
 - Hearing – Employees must possess hearing ability to detect patient conditions which may be muted. In addition employees must have the ability to work in situations which may produce exposure to noise in excess of 100 decibels while wearing protective hearing devices.
 - Lifting – Employees must be able to lift, carry, push or pull a minimum of 125 lbs. at waist level, this could include stairs or uneven terrain. Employees must be able to lift a minimum of 25lbs above their head.
 - Mobility – Employees spend time sitting, standing, walking, and hiking uneven terrain while performing the duties of the position. Employees must be able to stoop, kneel, balance, crawl, reach and crouch while performing the duties. Must be able to perform these tasks on uneven terrain, grades, roads, ditches and on snowy or icy surfaces etc.



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- Dexterity – Employees must have the ability to use eye hand coordination enabling the use of medical devices as well as automated devices.
 - Communication – Employee's must have the ability to clearly read, write and understand English and must be able to be understood while speaking.
 - Driving – Employees most posses a valid Colorado drivers license and must be able to drive safely under extreme weather conditions and emotionally stressful situations. Employees must be able to successfully complete emergency vehicle drivers training courses as assigned.
- Responsible for using proper and appropriate techniques when performing the physical demands of this position

Approval Signatures:

Employee Name: _____

Date: _____

Employee Signature: _____

Manager Name: _____

Date: _____

Manager Signature: _____