



POSITION DESCRIPTION Paramedic/EMT

POSITION SUMMARY:

The Paramedic will perform selected tasks for direct patient care according to hospital standards of care while under the supervision of a Registered Nurse. The Paramedic is responsible for collecting pertinent data within their certification and scope of education and reports clinical and psychosocial findings to the RN and ED physician as appropriate.

POSITION DESCRIPTION – Paramedic/EMT

STANDARD

Environment of Care: Demonstrates knowledge and practice of:

1. **Safety** - Department specific and hospital wide safety risks
2. **Security** – Processes for minimizing security risks
3. **Haz Mat/Waste** - Procedures for spills/MSDS
4. **Emergency Preparedness** – Role in emergency codes
5. **Fire Safety** – Role/response in Code Red actual/drill
6. **Med Equipment** – Safe operation of equipment (see specific list) user error education
7. **Utility Systems** – Emergency procedures for utility failures

Infection Control: Demonstrates knowledge and practice of:

8. Department specific policies and procedures
9. Hospital-wide policies and procedures
10. Location/use of personal protective equipment
11. CDC Hand Washing Guidelines

Performance Improvement: Demonstrates knowledge of:

12. Hospital-wide approach to Performance Improvement
13. How department is involved in hospital-wide PI program

Patient Rights: Demonstrates knowledge and practice of:

14. Patient Rights and Responsibilities
15. Confidentiality Policy – HIPAA
16. Ethical Issue Resolution
17. Organizational Ethics Policy
18. Restraint Policy & procedure, alternatives to restraints

Risk Management: Demonstrates knowledge and practice of:

19. Occurrence Reporting
20. Identify and report a sentinel event
21. Sexual Abuse/Allegation Reporting
22. Root Cause Analysis/FEMA

Certifications

23. BLS card Exp date:
24. ACLS card Exp date:

Patient Safety

25. Non-punitive medical/healthcare reporting
26. National patient safety goals
 - Accuracy of patient identification using patient's name and birth date
27. Fall prevention measures
28. Restraint alternatives/patient checks/use of seclusion
29. Verbal orders/critical test results repeated and verified

STANDARD

- 31. Clinical alarm safety
- 32. Infant abduction prevention and response
- 33. Inpatient suicide risk factors
- 34. Bed rail safety/risks of entrapment
- 35. Safe transport of monitored patient
- 36. Electrical safety related to monitoring equipment
- 37. Verification procedure for correct patient, site and procedure
- 40. Sentinel events alert
 - Potassium chloride
 - Wrong site surgery
 - Blood transfusion errors
 - High alert medications
 - Delays in treatment
 - Preventing needle sticks and sharps injuries
 - Nosocomial infections
 - Bed related entrapment deaths

Department Core Competencies

- 41. Care for patient belongings
- 42. Demonstrates appropriate pain management intervention
- 43. Demonstrates patient/family teaching from admission throughout hospitalization to discharge
- 44. Demonstrates responsibility/accountability for completion of assignments in a timely manner
- 45. Identifies cultural and religious needs, language barriers, physical and psychological limitations

Demonstrates knowledge and ability to safely and accurately perform and document the following tasks

- 46. Vital signs (respiration, pulse, blood pressure, temperature)
- 47. CPR
- 48. Airway adjuncts
 - Nasal cannula
 - Oral pharyngeal airways
 - Oxygen masks
 - Ambu bag
 - Nasal trumpet insertion
- 49. Phlebotomy blood draws
- 50. Lab specimen collection
 - Blood cultures
 - Urine cultures
 - Sputum
 - Wound cultures
- 51. IV cannulations or peripheral sites
- 52. Blood glucose monitoring
- 53. EKG monitoring
- 54. Basic ACLS arrhythmias
- 55. Bandaging and splinting
- 56. Manual traction
- 57. Dressing of wounds
- 58. Various splint applications and immobilization techniques
- 59. Suctioning – oral and tracheal
- 60. Foley catheter insertion
- 61. Restraint application and use
- 62. Demonstrates clinical competence to deliver care with RN supervision
- 63. Seeks necessary supervision and direction from other qualified staff as needed
- 64. Coordinates tasks in conjunction with the RN and other disciplines
- 65. Performs data collection for triage
- 66. Pulmonary system evaluation, intervention and documentation
 - Assist with intubation
 - ET suctioning
 - Nasal and oral pharyngeal airways
 - CO poisoning
 - Nasal packing
 - Throat cultures

STANDARD
67. Neurological system evaluation, intervention and documentation <ul style="list-style-type: none"> ▪ Glasgow comas score ▪ Neuro vital signs ▪ C-spine immobilization
68. Visual acuity <ul style="list-style-type: none"> ▪ Contact lens removal ▪ Eye irrigation
69. Psychosocial assessment <ul style="list-style-type: none"> ▪ Abuse policies – child/adult/elder/domestic/assault/rape
70. GI/GU system evaluation, intervention and documentation <ul style="list-style-type: none"> ▪ Assist with gastric lavage ▪ Assist with NG tube insertion ▪ Suction ▪ Straight cath versus Foley cath insertion
71. Skin/Wound evaluation, intervention and documentation <ul style="list-style-type: none"> ▪ Chemical exposure – decontamination ▪ Radiation exposure ▪ Hypo/hyperthermia ▪ Sterile technique ▪ Dressing applications ▪ Care of avulsions ▪ Care of arterial/venous bleeds ▪ Care of lacerations
72. Muscular/Skeletal system evaluation, intervention and documentation <ul style="list-style-type: none"> ▪ Application of ace wrap ▪ Application of cervical collar ▪ Application of finger splint ▪ Application of forearm/wrist splint (Colles) ▪ Application of ice bag ▪ Application of knee immobilizer ▪ Application of sling and swathe ▪ Use of crutches ▪ Assists/applies casting material and OCL ▪ Care of fractures
73. Care of dying patient <ul style="list-style-type: none"> ▪ Psychosocial aspects of patient/family support
74. Knowledge and application of: <ul style="list-style-type: none"> ▪ EMTALA ▪ ED guidelines
Age Specific Competencies
Knowledge
75. Demonstrate knowledge of growth and development
76. Criteria to identify victims of abuse and neglect
Skills
77. Demonstrates ability to assist with age specific data collection for ER nursing assessments
78. Demonstrate age appropriate communication skills
79. Demonstrates ability to provide age specific teaching
80. Demonstrates ability to assess age specific safety issues
81. Demonstrates ability to interpret patient data and react to changes in the monitored patient's condition
82. Assists with discharge planning for all patients focusing on special discharge and aftercare needs of the population served
83. Able to interpret arrhythmias and age specific response
Service Standards
84. Is proactive. Anticipates and responds to patient/physician/family members/coworkers needs. Demonstrates an energetic and positive approach to work. Is sensitive to customer's physical, social and cultural needs.
85. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.
86. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.
87. Gives all customers their full attention and treats them with dignity, respect and understanding.
88. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.
89. Safeguards patient confidentiality in all forms of communication.

STANDARD

90. Works effectively with others toward achieving common goals including morale and teamwork.

91. Interacts compassionately and in a timely manner with all customers.

Equipment – Demonstrate Safe and Effective Use

92. Hypothermia blanket

93. Doppler

94. Datascope

95. Wall suction

96. O2 flow meter

97. O2 tanks – storage and safety measures

98. Ring cutter

99. Over bed monitors – cardiac/BP/pulse oximetry

100. Telemetry units

101. Suture trays

102. Procedure trays

103. Crash cart

104. Glucometer

105. Computer/printer

106. EMS communications radio

107. 12 lead EKG machine

POSITION (MINIMUM) REQUIREMENT CHECKLIST

Position Title: Paramedic/EMT

Department: Nursing/Patient Care Services

EDUCATION

- Less than high school
- High school or GED
 - Vocational/Technical
- 2 year /Associate Degree
- 4 year/Bachelor's Degree
- Post Graduate Degree
- License/Certification – current EMT/Paramedic license in state of practice
- Knowledge of state, federal, JCAHO regulations
- Medical terminology

EXPERIENCE

- One year experience as a Paramedic/EMT in an acute care emergency department
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SKILLS

- Organizational
- Verbal/Follow verbal instructions
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Grammar/Spelling
- Read/Comprehend/Follow written instructions
- Transcription
- BLS
- ACLS
- Computer
- Management/Planning Skills

PRE-PLACEMENT

TESTING

- Minimum score of on Clerical test
- Minimum typing of wpm
- Minimum score of 84 on PCT test
- Minimum score of 84 on WS test
- Minimum score of 84 on MT test
- Minimum score of 100 on Filing test
- Minimum score of 84 on Nursing medication test

AGE OF PATIENTS SERVED (For Nursing/Patient Care Positions)

- Neonate/Infant (birth - 1 yr)
- Child/Peds (1 - 12 yrs)
- Adolescence (13 - 18 yrs)
- Adult (19 - 65 yrs)
- Geriatric (66 + yrs)

MENTAL AND EMOTIONAL REQUIREMENTS

- Manage stress appropriately
- Make decisions under pressure
- Manage anger/fear/hostility/violence of others appropriately
- Handle multiple priorities
- Work alone
- Work in areas that are confined and/or crowded
- Concentration to detail
- Memory for detail

HAZARDS

- Exposure to toxic/caustic/chemicals/detergents
- Exposure to extreme conditions, hot/cold
- Exposure to dust/fumes/gases
- Exposure to moving mechanical parts
- Exposure to potential electrical shock
- Exposure to x-ray/electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable diseases
- Exposure to blood and/or body fluids
- Exposure to excessive sunlight, or work outdoors
- Unprotected heights
- CRT (computer) monitor
- Operating heavy equipment
- OTHER:

PHYSICAL REQUIREMENTS (See definitions on next page)

- Sedentary work
- Light work
- Medium work
- Heavy work
- Very heavy work

The minimum requirements of this position require the individual to:

- Stand for 5 hour(s) per day
- Sit for 2 hour(s) per day
- Walk for 2 hour(s) per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Have clarity of vision
- Have good writing ability

Evaluate the requirements and activity percentage in time for this position based on the following:

- 1 - Not at all (0%)**
- 2 - Occasionally (1 - 33%)**
- 3 - Frequently (34 - 66%)**
- 4 - Continuously (67 - 100%)**

- 1 Climbing
- 2 Bending
- 2 Crouching
- 2 Squatting
- 2 Crawling
- 2 Kneeling
- 2 Balancing
- 2 Pulling with force
- 2 Reaching above head
- 2 Reaching above shoulder
- 3 Twisting at waist
- 2 Push/pull (up to 75 lbs.)
- 2 Lift/carry (up to 75 lbs.)
- 2 Lift from floor level up
- 2 Lift from waist level up
- 2 Lift above shoulders/head

POSITION (MINIMUM) REQUIREMENT CHECKLIST

LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

1. Gloves
2. Gown
3. TB mask (if respirator fit tested)
4. Goggles
5. Mask

LIST OTHER MINIMUM REQUIREMENTS:

OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

- A - Routine exposure
- B - Occasional exposure
- C - No exposure

OCCUPATIONAL EXPOSURE TO TB

- 1 - Routine exposure
- 2 - Potential exposure
- 3 - No exposure

COMPRESSED GAS USAGE

- Yes
- No

DEFINITIONS:

SEDENTARY WORK:	Prolonged periods of sitting and exert up to 10 lbs. force occasionally.
LIGHT WORK:	Exert up to 20 lbs. force occasionally, and/or up to 10 lbs. frequently.
MEDIUM WORK:	Exert up to 50 lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly.
HEAVY WORK:	Exert up to 100 lbs. force occasionally, and/or 50 lbs. frequently, and/or 20 lbs. constantly.
VERY HEAVY WORK:	Exert over 100 lbs. force occasionally, and/or over 50 lbs. frequently, and/or over 20 lbs. constantly.

I have reviewed these job requirements and verify that I am able to perform the minimum requirements and essential functions of this position.

Employee Signature

Date