

# Sacramento Metropolitan Fire District

## ADMINISTRATION POLICY

POLICY TITLE: Job Description – Paramedic

OVERSIGHT: Administration

POLICY NUMBER: 02.805.03

EFFECTIVE DATE: 06/05/12

REVIEW DATE: 12/09/22

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Exempt  Non-Exempt

### *Job Summary*

Under direction of the assigned Captain/Supervisor, provides ambulance transport services as a member of the Sacramento Metropolitan Fire District (District).

### *Characteristics*

The non-firefighter position of Paramedic (EMT-P) works under the direct supervision of the assigned Captain in conjunction with other District Staff and the overall direction of the Operations Division. The primary responsibility of the EMT-P is to provide Advanced Life Support (ALS) care and transport of patients as a component of the Sacramento County 911 EMS System.

An EMT-P is required to be able to make critical decisions that impact the safety, well-being, or life of patients and members of the District in stressful situations. The EMT-P is expected to execute sound judgment that demonstrates the highest of ethical and moral standards in the performance of job duties and other situations with and without explicit direction. The EMT-P is not authorized to make budget expenditures.

### *Essential Functions*

This job description is intended to convey information essential to understanding the scope of the position; it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.

Regular and reliable attendance is a requirement of the job.

The incumbent will be required to perform a full range of EMS skills and services, including but not limited to:

1. Operate District owned ambulances and other District vehicles as directed, including driving to and from medical emergencies as part of the ambulance transportation team.
2. A licensed Paramedic is authorized to do any of the following procedures utilizing both BLS and ALS level skills during training, while at the scene of an emergency, or during patient care but is not limited to:
  - a. Evaluate the ill and injured and document findings and actions on a patient care report.
  - b. Render both basic and advanced life support, rescue and first aid to patients.

- c. Obtain and document diagnostic signs including but not limited to temperature, blood pressure, pulse and respirations rates, level of consciousness, pupil status and electrocardiogram interpretations.
  - d. Perform cardiopulmonary resuscitation, including the use of mechanical adjuncts to advanced cardiopulmonary resuscitation and both manual defibrillators and automated external defibrillators. (AED)
  - e. Use the following adjunctive airway breathing aids:
    - i. Oropharyngeal airway; nasopharyngeal airway;
    - ii. Advanced airways to include Subglottic and endotracheal intubation
    - iii. Waveform capnography
    - iv. Suction devices;
    - v. Basic and advanced oxygen delivery devices; and
    - vi. Manual and mechanical ventilating devices designed for pre-hospital use.
  - f. Use various types of stretchers and body immobilization devices.
  - g. Provide initial pre-hospital emergency care of trauma.
  - h. Perform basic field triage.
  - i. Transport patients.
  - j. Manage patients within their scope of practice.
  - k. Administration of emergency medications per Sacramento County EMS Protocols.
  - l. Lifting patients into ambulances on a gurney.
  - m. Contact and obtain direction from base hospitals regarding patient care.
3. Cleans and decontaminates equipment including but not limited to, ambulances and EMS equipment.
  4. Collection and documentation of patient billing information per District policy.
  5. Maintains and restocks inventory of ambulance and station EMS supplies through logistics orders.
  6. Performs preventative maintenance inspections (PMI) on assigned apparatus.
  7. Follows all Federal, State, County, Local, and District laws, regulations, protocols, and policies including the Health Insurance Portability and Accountability Act (HIPAA).
  8. Attend and successfully complete District and hospital training sessions and drills.

9. Participates in overseeing operational readiness and cleanliness of apparatus and equipment.
10. Performs other duties as directed by District Staff in accordance with the chain of command.

### *Minimum Qualifications*

Offers of employment are contingent upon successful completion of a background check and a physical to include a drug screen.

The education or experience requirements may be modified or waived at the sole discretion of the Fire Chief. At least one of the education or experience requirements must be met; both requirements cannot be modified or waived. The Sacramento Metro Fire District Board of Directors shall be notified of any such modifications or waivers.

#### **Age**

Must be at least eighteen (18) years of age.

#### **Education and Experience**

Education must be obtained through a post secondary institution currently accredited by any accreditation body recognized by either the Counsel for Higher Education Accreditation (CHEA) or the United States Department of Education.

Education:

1. High School Diploma or equivalent.
2. Possession of and ability to maintain current California EMT-P License or greater with a current CPR card.
3. Must be accredited as an EMT-P by the Sacramento County Emergency Medical Agency prior to completion of academy.

Experience:

1. Work experience on a transporting ambulance is highly desirable.

#### **Knowledge Of:**

1. Applicable Federal, State, County, and District regulations, practices, and procedures.
2. Principles of emergency ambulance and transportation procedures including first aid, resuscitator, and gurney operations, including safe emergency work practices.
3. Infectious disease control procedures.

4. Emergency radio communication procedures.
5. Medical terminology and documentation.
6. Emergency vehicle maintenance and operation, including all applicable federal and state driving licenses.

**Ability To:**

1. Read electronic and incident maps and follow map directions.
2. Work effectively in difficult and hazardous emergency situations and environments and carry out work assignments as instructed.
3. Safely and properly transport patients during ambulance transportation.
4. Follow oral and written instructions.
5. Communicate effectively with the public and fellow employees.

***Physical Requirements***

Maintain physical ability and stamina to meet position tasks and responsibilities. Physical abilities must commensurate with the essential functions of the position. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the position.

No person shall pose a threat to themselves or to the health and safety of other individuals in the work place, or to the public they serve.

Essential Duties described in the EMT–P job description are performed in and affected by the following environmental and operational factors:

1. Operate both as a member of a team and independently at incidents of uncertain factors.
2. Spend extensive time outside exposed to the elements.
3. Work in wet, icy, or muddy areas.
4. Perform a variety of tasks on slippery, hazardous surfaces such as on roadways.
5. Work in areas where sustaining traumatic or thermal injuries are possible.
6. Face exposure due to working in proximity to emergency scenes where carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, acids, carbon monoxide, or organic solvents are present either through inhalation or skin contact.

7. Face exposure to infectious agents such as but not limited to Hepatitis B or HIV.
8. Wear designated personal protective equipment while performing essential functions.
9. Perform complex tasks during life-threatening emergencies.
10. Work for long periods of time, requiring sustained physical activity and intense concentration
11. Face life and death decision during emergency conditions.
12. Exposed to grotesque sights and smells associated with major trauma and burn victims.
13. Make rapid transitions from rest to near maximal exertion without warm-up periods.
14. Operate in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces.
15. Rely on senses of sight, hearing, smells, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confused, chaotic, and potentially life threatening environment throughout the duration of the incident.

### *License*

Possession of and ability to maintain a current valid California Driver's License, Class C, is a condition of employment.

### *Health Exposure*

This is a Department of Health and Human Services Category I position. Tasks involve exposure to blood, body fluids, or tissues.