

**SUSSEX COUNTY EMERGENCY MEDICAL SERVICES**  
**PARAMEDIC I**  
**JOB DESCRIPTION**  
(01/05/07)

**Minimum Qualifications:**

Graduation from an accredited high school or G.E.D.; current Nationally Registered EMT-Paramedic; ability to be certified by the Delaware Office of Emergency Medical Services as a Paramedic in Delaware; current certifications in Basic Cardiac Life Support, Advanced Cardiac Life Support, Pediatric Advanced Life Support and Pre-hospital Trauma Life Support or Basic Trauma Life Support. They shall be in possession of a Delaware Class "D" driver's license, or equivalent from another state, and a Delaware Emergency Vehicle Operator's card or certificate. Must be at least 18 years of age.

**Primary Functions:**

The employee in this class performs highly responsible and technical advanced lifesaving and emergency medical treatment, and safe transportation to the hospital of injured or ill patients. The Paramedic I shall perform related work as required. Work is performed under the general supervision of the Paramedic Supervisor or senior Paramedic.

**Principal Duties and Responsibilities:**

**1) Emergency Care Skills and Knowledge**

Possesses the ability to accurately assess and treat injured or ill victims of traumatic or medical emergencies.

**Performance Criteria**

- A) Performs patient assessments and initiates patient care under the correct protocol.
- B) Performs Basic Life Support procedures in accordance with recognized Standard of Care.
- C) Performs Advanced Life Support procedures in accordance with recognized Standard of Care.
- D) Knows paramedic pharmacology, dosage calculations and delivery methods.
- E) Possesses the ability to operate and interpret data from diagnostic equipment such as cardiac monitors/defibrillator, pulse oximeter, etc.
- F) Possesses the ability to interpret and follow written protocols or physician directed verbal orders.
- G) Possesses the ability to calmly and professionally manage an emergency scene.

## **2) Education and Professional Development**

Participates in a program of education and professional development

### **Performance Criteria**

- A) Consistently maintains BCLS, ACLS, PHTLS (BTLS) and PALS certifications as required without lapse in expiration.
- B) Participates in the department's Continuing Education programs and successfully completes all quizzes, tests and evaluations.
- C) Seeks to maintain paramedic skills to departmental and state Medical Director standards.
- D) Participates in Quality Management processes as assigned

## **3) Teamwork/Cooperative Efforts**

Functions as a member of a paramedic team and works with other members of the health care team.

### **Performance Criteria**

- A) Communicates and cooperates effectively with partner and coworkers.
- B) Cooperates with and utilizes skills of Basic Life Support, fire, rescue and police personnel to affect optimal patient care.
- C) Communicates effectively with patient and family members.
- D) Maintains composure during stressful situations.
- E) Follows written procedures or verbal commands from Supervisors and senior Paramedics.
- F) Demonstrates routine knowledge/compliance of departmental Standard Operating Procedures and policies.

## **4) Written Reports**

Prepares accurate and complete written patient care reports.

### **Performance Criteria**

- A) Enters accurate patient data in computer database within time frame specified per SOP.
- B) Uses correct grammar, spelling and department approved abbreviations.
- C) Enters pertinent and detailed patient care reports in written format.

## **5) Daily Duties**

Performs daily station and vehicle maintenance. Performs other tasks and duties as assigned.

### **Performance Criteria**

- A) Performs routine maintenance/inspection of station including daily cleaning and minor maintenance and repairs.
- B) Performs routine maintenance/inspection of vehicles including checking fluid levels and emergency lighting and radio systems.
- C) Performs minor vehicle maintenance as outlined in SOPs.
- D) Performs and accurately completes maintenance and inventory checklists.

- E) Performs additional assigned tasks and duties as required in a timely manner.
- F) Performs all duties in a safe manner.

### **6) Emergency Vehicle Operations**

Possesses the ability to operate an emergency vehicle in a safe manner.

#### **Performance Criteria**

- A) Possesses the ability to operate the vehicle in a safe manner under normal, non-emergent conditions.
- B) Possesses the ability to operate the vehicle in a safe manner under emergency and/or hazardous conditions.
- C) Can read road maps and effectively direct unit to call scene.
- D) Possesses driving record with no more than 4 current points.

### **7) Teaching Ability**

Has the ability to teach lesser-trained individuals about emergency care topics.

#### **Performance Criteria**

- A) Provides rider/observers with basic knowledge about paramedic program.
- B) Provides on-scene instruction in BLS skills and techniques to BLS personnel on a continuous basis.

### **8) Professional Conduct**

Maintains appearance and hygiene in accordance with departmental policies. Demonstrates and displays a constructive attitude and professional demeanor in the workplace and in public. Reports to work when required and in a timely fashion.

#### **Performance Criteria**

- A) Promotes a professional appearance through grooming, hygiene, and uniform appearance.
- B) Fosters and maintains a positive and professional attitude within the department.
- C) Consistently reports to work in a timely manner.
- D) Consistently follows requirements of leave policies.
- E) Maintains personnel record clear of disciplinary action.