



Northwest EMS, Inc

Paramedic Job Description

Reports To: EMS Captain	FLSA Status: Non-Exempt
Department: Operations	Approved/Revised: Revised. 2021

Position/Job Summary:

The Paramedic is responsible for pre-hospital emergency care and transportation at the Advance Life Support (ALS) level as outlined in Pennsylvania Emergency Medical Service (EMS) laws and regulations and Northwest EMS, Inc. policies/guidelines. The scope of care applies to both emergent and non-emergent care and transport services.

Essential Duties and Responsibilities: (ability to perform with or without reasonable accommodations)

- Evaluate the nature and acuity of the patient illness/injury, establish patient care priorities and provide medical care and transportation for patient.
- Work within a team concept with primary unit and auxiliary personnel in the pre-hospital and hospital setting as a representative of NWEMS.
- Responsible for completing ALS trip forms on calls that function as ALS or MICU.
- Responsible for completing all required checklists and billing forms. This may include: vehicle checklist; medication and narcotics checklist; patient reports, patient billing forms.
- Responsible for adhering to all the requirements of a certified paramedic and all other requirements necessary to maintain medical command and function as a paramedic within the region and state.
- Maintain the preparedness of the operational and secondary vehicles at all times. Ensure adequate supplies and equipment, as well as the expected vehicle operational requirements such as gas, oil, and functioning equipment to safely drive the vehicle.
- Assist Supervisors in monitoring and calling personnel to fill any gaps in the monthly schedule.
- Responsible for the clean and orderly maintenance of work area and building, being sure all areas of the building are in a clean and neat condition at the end of each shift.
- Responsible for reporting events of personal injury, staffing problems, vehicle problems, equipment failure and/or property damage to the EMS Supervisor or Managers.
- Present on time for duty and in the appropriate approved NWEMS uniform at all times.
- Become familiar with and adhere to all policies and procedures for NWEMS in his/her function as the Paramedic and support goals and objectives of the organization.

Other Duties:

- Interact positively and professionally with all other EMS personnel, allied health providers, fire/rescue personnel, law enforcement officers, physicians, patients and their families, and the public.
- Maintain appropriate confidentiality of patient information in the performance of the Paramedic's duties.
- Adhere to safe driving requirements of local, state, and federal laws pertaining to the operation of an emergency vehicle.
- Perform other duties as necessary or as assigned.

Education, Experience and Competencies:

- High school or general education degree (GED).
- PA Department of Health Paramedic certification for at least one year, or precepted at NWEMS, or show proof of calls ran with a volunteer or career department.

- Certifications for EVOC, Haz-Mat Awareness level, BBP, NIMS (100, 200, 700) PALS, ACLS and CPR.
- ESIP Backing Program.
- Hep B and TB tests.
- Ability to perform physical agility test.
- Ability to score 80% on NWEMS Inc. Paramedic Test.
- Valid Pennsylvania driver's license.
- Excellent verbal and written communication skills.
- Ability to work well under pressure and make quick decisions.
- Computer literate.
- Maintain confidentiality and adhere to HIPAA.
- Adhere to the policies, mission, vision, and values of the organization.
- Be available to work a variety of hours.

Work Environment:

Exposure to hazardous conditions/materials is negligible.

Physical Demands:

Lifting	Never 0%	Rarely <10%	Occasionally 11-35%	Frequently 36-70%	Continuously 71-100%
0-10 lbs.				X	
11-25 lbs.				X	
26-40 lbs.				X	
Body Position and Movement	Never 0%	Rarely <10%	Occasionally 11-35%	Frequently 36-70%	Continuously 71-100%
Sit				X	
Stand				X	
Walk				X	
Bend				X	
Push				X	
Pull				X	
Kneel				X	
Squat				X	
Reaching				X	
Twisting				X	
Balancing				X	
Climbing				X	
Carrying	Never 0%	Rarely <10%	Occasionally 11-35%	Frequently 36-70%	Continuously 71-100%
0-10 lbs.				X	
11-25 lbs.				X	
26- 40 lbs.			X		
Sensory Abilities	Specifically Required	Not Specifically Required			
Vision	X				
Hearing	X				
Touch/Feeling	X				
Taste		X			
Smell		X			

Disclaimer: This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with the job. It is intended to be a reflection of those principal job elements essential for recruitment and selection, for making fair job evaluations, and for establishing performance standards. The percentages of time spent performing job duties are estimates, and should not be considered absolute. The incumbent shall perform all other functions and/or be cross-trained as shall be determined at the sole discretion of management, who has the right to amend, modify, or terminate this job in part or in whole. Incumbent must be able to perform all job functions safely.