

GEORGETOWN-SCOTT COUNTY EMS JOB DESCRIPTIONS

Position Classification: Paramedic / Director of EMS

Department: Emergency Medical Services

Immediate Supervisor: Scott County Judge Executive

Supervises: All EMS Departmental Personnel.

Characteristics of Position: Plans, organizes, directs, coordinates and evaluates all programs of the Emergency Medical Services. Serves as liaison between EMS, the public, government bodies, boards or other departments and medical organizations. Administers advanced life support care to sick and injured persons in the pre-hospital setting as authorized and directed by the physician medical director, especially when additional experience, direction, supervision or man-power is needed at a scene. These procedures may be done in a controlled environment or the individual may be called to hazardous scenes which includes: fires, floods, crime scenes, scenes with illicit drugs and manufacturing equipment, traffic accidents, combative patients, etc. The individual may also be exposed to communicable/infectious diseases. The individual will have to work in extreme weather conditions to include excessive heat, below freezing temperatures, rain, sleet, snow and thunderstorms. May have to work many hours without rest.

General Duties and Responsibilities:

Essential: Includes, but not limited to:

- Executes the plans and goals of the Scott County Fiscal Court.
- Prepares annual budget for presentation and approval by the Scott County Fiscal Court.
- Prepares and presents financial and activity reports for the Scott County Fiscal Court.
- Oversees or directs all financial operations, including monthly payouts to the City of Georgetown and the Scott County Fiscal Court.
- Maintains personnel records and files as required by state and local regulations and policy.
- Provides a mechanism for continuous quality improvement within the department.
- Assures that personnel remain certified, licensed, qualified and competent to deliver emergency medical care.
- Assures that all vehicles and equipment are maintained in proper working order.
- Develops and administers all departmental guidelines.

GEORGETOWN-SCOTT COUNTY EMS JOB DESCRIPTIONS

- Assures the service complies with all applicable Kentucky and federal regulations.
- Responds to emergency scenes when additional manpower is needed or when staffing is compromised due to employee absences and when the need for expanded operational command is required.
- Prepares employee payroll timesheets to include sick and vacation time.
- Prepares and submits worker compensation claims to Scott County Personnel Officer.
- Third step in disciplinary action and second step in appeal of such actions.
- Responsible for any other EMS related duties as assigned by the County Judge Executive.

Non-essential: None

Qualifications/Requirements:

Training and/or Experience: Graduation from an accredited high school or GED equivalence. A minimum of an Associate Degree in the medical or management field and a minimum of 5 years clinical EMS field experience as a paramedic. In lieu of a college degree, candidate must possess 10 years EMS field experience with a minimum of five (5) years field experience as a paramedic. A Bachelor's degree preferred. Possess and maintain the following: Driver's License; Kentucky Paramedic License; Healthcare Provider CPR certification; ACLS certification; PALS, PEPP, or EPC certification; ITLS, PHTLS, TCCC or TECC certification; ASLS certification; ICS 100, 200, 300, 400, 700, 800. National Registry certification preferred. Kentucky level III EMS instructor certification or instructor credentials in a minimum of one of the previously mentioned certifications.

Special Knowledge, Skills and Abilities:

Knowledge: Extensive knowledge in the delivery of Emergency Medical Services and the departmental Standard Operating Guidelines. Extensive knowledge of the operation and maintenance of emergency vehicles and their related equipment. Extensive knowledge of the roadways in Scott County.

Abilities: Ability to manage and supervise departmental personnel. Ability to function as a Paramedic. Ability to oversee and coordinate mass casualty incidents and to utilize appropriate personnel and assure that normal run demands are met.

Special Licensing Requirements: Must remain current on above listed certifications and licenses.

GEORGETOWN-SCOTT COUNTY EMS JOB DESCRIPTIONS

Additional Requirements:

Training: Must complete the required minimum of annual training to maintain current certifications and licenses.

Availability: Work schedule will be Monday thru Friday during regular business hours. Must be available to respond to emergencies at all hours including weekends and holidays. Must be available to be contacted by phone twenty-four hours a day, seven days a week.

Instructions: General.

Processes: Frequently refines existing methods and develops new techniques, concepts or programs within established limits.

Review of Work: General.

Analytical Requirements: Decisions based on training and experience and carried out under emergent conditions. Must be able to make rational decisions under extreme conditions.

Public/Internal Contact: Public 70%; Internal 30%.

Interruptions: Constant.

Physical Demands:

Standing/Walking: *Frequently.* Must be able to stand and walk for long periods of time and for long distances. Standing and walking could be on all types of surfaces, including but not limited to: asphalt, concrete, dirt, wood, sand, etc. The individual must be able to go up and down slight inclines or declines that may be found at roadsides, agricultural areas, etc.

Sitting: *Frequently.* Must be able to sit for long periods of time without standing. Some patient transports may last up to 3 hours. The time performing the sitting activity on a call would depend upon the specific situation.

Lifting and Carrying: *Occasionally.* Must be able to lift and carry a minimum of 150lbs. Employee will need to lift and carry, with one team member, adult patients, lifting them from various positions (such as a bed or a chair) onto various patient movement devices, such as an ambulance stretcher, a stair chair, long back boards, etc., and then efficiently move them into an ambulance. Other object that would need to be carried include oxygen cylinders, stair chair, medical bags, cardiac monitor, office equipment, furniture, etc.

GEORGETOWN-SCOTT COUNTY EMS JOB DESCRIPTIONS

Bending and Stooping: *Frequently.* Throughout a work shift the individual will be required to bend in a range of 1 to 90 degrees. The average situation will require the individual to work in a range of 35 to 65 degree bends. This would involve: lifting a patient, lifting equipment, lifting boxes of medical supplies, treating a patient at ground level, sitting on a bench located in the ambulance. This activity may be prolonged and last up to 30 minutes or more. During any given call, the provider may have to bend and/or stoop multiple times.

Crouching and Kneeling: *Occasionally.* Crouching and kneeling may be performed when on the scene picking up equipment, assisting patients or accessing patients or when performing maintenance checks on vehicles. The actual number of times this is done depends on the incident.

Climbing: *Occasionally.* Must be able to climb up and down steps and or climb a ladder. Generally, the climbing would require lifting and carrying heavy objects such as medical equipment or a stretcher loaded with a patient. Balancing may be required when backing down staircases.

Reaching: *Frequently.* Must be able reach continuously throughout the work shift to operate monitoring equipment, communication equipment and other medical equipment and supplies used in providing medical care. May be required to reach in precarious positions, such as in a vehicle which has been crushed in an accident or in other confined spaces. Reaching will involve partial to full extension of the arms.

Pushing and Pulling: *Frequently.* Must be able to push and pull stretcher loaded with a patient and/or medical equipment up hills, across uneven terrain and through grass, gravel, mud and snow.

Use of Equipment: Must remain proficient in the use of several pieces of equipment, including but not limited to: Cardiac Monitor with all components, ventilator, CPAP, computer, fax machine, copier, telephone and two-way radio.

Vehicle Operations: Must operate an emergency response vehicle and an ambulance in emergency and non-emergency situations.