



Job Description

Title: Paramedic

Effective: March 1, 2024

1. **Scope and Purpose**

- A. **Scope.** This job description identifies the minimum job performance requirements for career employees whose duties are EMS in nature.
- B. **Purpose.** The purpose of this job description is to specify the minimum requirements for the position of Paramedic.
- C. **General.** Job performance requirements will be in accordance with the requirements of:
 - 1) Danville Fire Department policies and procedures
 - 2) **NFPA 1500** (Standard of Fire Department Occupational Safety and Health Program)
- D. The current employee evaluation tool will be used.

2. **Job Summary**

- A. Responds to emergency 911 calls as dispatched, manages emergency scenes, treats, stabilizes, and transports patients, safely operates an ambulance to/from the scene, all in accordance with Hendricks County Emergency Medical Service ALS and BLS Protocols and under medical director supervision.

3. **In General**

- A. Daily operations are coordinated through the EMS Division Chief.
- B. Duties include, but are not limited to the following:

4. **Essential Functions**

- A. Emergency Incident Response – respond to 911 calls as dispatched. The paramedic will stabilize, treat and transport patients under medical direction and all ALS/BLS Hendricks County Protocols, transporting the patient to the most appropriate facility, a hospital emergency department. The paramedic may intercept BLS crews as needed.
- B. Possesses complex knowledge and skills necessary to provide appropriate patient care and transportation, functioning as part of a comprehensive EMS and fire response.
- C. Performs interventions with the basic and advanced equipment found on the ambulance, within the paramedic's scope of practice.
- D. Demonstrates competency of both Basic and Advanced Life Support protocols and procedures in the following areas, including but not limited to, airway management, IV/IO access, both trauma and medical management of patients, interpretation and management of cardiac arrhythmias, and various routes of medication administration as defined in the paramedic scope of practice.
- E. Maintains an appropriate and acceptable work environment within the ambulance, including but not limited to ensuring the ambulance is response ready at the start of and throughout the shift, restocks and replaces all supplies, used linens and equipment, as needed, throughout their shift.
- F. Decontaminates the interior of the vehicle after the transport of a patient and

equipment following appropriate disinfecting procedures and ensures all equipment in the ambulance is ready for the next run.

- G. Collaborates with all members of the EMS, fire and healthcare team(s) to coordinate the medical care of the patient.
- H. Operates the ambulance and equipment in a safe and prudent manner, adhering to all departmental policies, procedures, and applicable ordinances or laws governing such operation.
- I. Completes all patient care documentation in a timely manner as to comply with departmental policies as well as state requirements.
- J. Demonstrates initiative and flexibility in completing assignments and responsibilities.
- K. Requirements to be Paramedic Preceptor
 - 1) Must meet and maintain all requirements of Paramedic
 - 2) Must not be on probation
 - 3) Must have served one year with Danville Fire Department and Hendricks County EMS System
 - 4) Must complete preceptor training

5. **Additional Requirements**

- A. Knowledge of current EMS skills, patient care and Hendricks County Protocols.
- B. Maintain knowledge of Danville Fire Department Rules & Regulations and Standard Operating Guidelines.
- C. Ability to manage personnel on emergency scenes.
- D. Communicate professionally with co-workers and the public.
- E. Maintain a valid State of Indiana driver's license.
- F. Maintain a valid ALS Provider certification.
- G. Maintain a valid ACLS Provider certification.
- H. Write and maintain accurate patient care records.

6. **Working Conditions and Physical Abilities**

- A. Work in various indoor settings, including living quarters and office areas
- B. Hazardous tasks performed under emergency conditions may require strenuous exertion under such handicaps as:
 - 1) Limited visibility
 - 2) Exposure to hazardous or toxic chemicals or gases
 - 3) Extremes in temperatures
 - 4) Cramped surroundings
- C. Contact with death, emotional stress, trauma, contagious disease and terminal illness.
- D. Exposure to extreme heat, contaminated environments, emotionally upset people, noise, physical hazards from traffic, fire and falling objects, as well as atmospheric conditions such as smoke, fumes odors and gases.
- E. May be required to communicate clearly in noisy and stressful situations.
- F. Must pass the current Work Performance Evaluation annually.

7. **Employment Requirements**

- A. Must maintain all pre-hire requirements
- B. Must maintain a current State of Indiana Paramedic License.