
**Aston Ambulance Authority
Job Description/Performance Appraisal**

| | |
|--|------------------------|
| Department: Emergency Medical Services (EMS) | Cost Center: |
| Title: Paramedic | Job Code: |
| Reports to: EMS Chief / Manager | N HR App: |
| Name Print: _____ /Sign: _____ | Pay Grade: |
| | Effective Date: |
| Annual | Review Date: |

Position Summary

- To provide quality emergency pre-hospital basic and advanced life support care to victims of sudden illness and/or injury
- To provide ALS/BLS individual ambulance unit leadership, in order to assure safe and efficient EMS operations and a quality team approach to patient care
- To provide one on one clinical training for pre-hospital providers of lesser certification and/or experience level
- To provide community volunteer fire company ambulance service assistance, and assurance of the timely delivery of quality pre-hospital basic and advanced life support emergency patient care
- To provide first aid, CPR, and EMS education to the lay public, industry, and other EMS agencies

Title: Paramedic

Department: Emergency Medical Services

Cost Center:

| Clinical Criteria | Performance Rating | | | |
|---|---------------------------|---------------------------|------------------|--------------------|
| | Unacceptable | Improvement Needed | Effective | Exceptional |
| Acts as a clinical provider at the Emergency Medical Technician-Paramedic level. Provides BLS and ALS skills as outlined by the Pennsylvania Department of Health, Delaware County Emergency Health Services Council and the Aston Ambulance Authority EMS Medical Director. | | | | |
| Performs detailed patient assessments, utilizing a systems approach, in which life-threatening conditions are rapidly identified and intervened upon and subsequently, other conditions are systematically identified and addressed. This includes data collection from all sources including physical examination, diagnostic findings, scene evaluation, and the interview of other persons on scene who have provided care to the patient, as well as family and bystanders. | | | | |
| Prioritizes patient care, based on clinical and operational needs. | | | | |
| Completes clinical tasks within the time frames established by PADOH ALS protocols and Dept EMS Medical Director. | | | | |
| Evaluates and treats patients, taking into consideration their age; mental, emotional, and physical condition; and developmental level and demonstrates the knowledge and skills required to do so. | | | | |
| Administers medications in accordance with protocols and procedures. | | | | |
| Performs patient treatments in accordance with protocols and procedures. | | | | |
| Evaluates patient status through ongoing assessment; reports significant symptoms, reactions, and/or changes in patient status to medical command; and makes appropriate interventions. | | | | |
| Makes BLS release decisions. | | | | |

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Cost Center:

| Clinical Criteria | Performance Rating | | | |
|--|---------------------------|---------------------------|------------------|--------------------|
| | Unacceptable | Improvement Needed | Effective | Exceptional |
| Communicates clinical information to peers, medical command, and receiving facility staff. | | | | |
| Communicates with medical command physicians about patient status, current and anticipated treatments, and goals of therapy. | | | | |

Title: Paramedic
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Cost Center:

| Operational Criteria | Performance Rating | | | |
|---|--------------------|--------------------|-----------|-------------|
| | Unacceptable | Improvement Needed | Effective | Exceptional |
| Acts on protocols and standing orders, without modification and/or personal interpretation, as provided by the Pennsylvania Dept. of Health and Medical Director. | | | | |
| Reports encountered areas of clinical merit or deficiency to EMS Chief / Manager. | | | | |
| Serves as EMT-Paramedic Crew Chief on an ALS Aide-Car Unit. | | | | |
| Requests assistance as dictated by policy and procedure and/or clinical or operational need. | | | | |
| Utilizes EMS Unit Mutual Aide, as operational or clinical need dictates, in order to assure safe and efficient EMS operations. | | | | |
| Responds to calls for assistance in a safe and efficient manner and in compliance with policy and procedure. | | | | |
| Plans and directs operational activities to assure that safety, efficiency, triage, and intervention are maintained. | | | | |
| Recognizes and follows the chain of command during multiple service response. | | | | |
| Adheres to the Aston Ambulance Authority policy and procedures. | | | | |
| Serves as Paramedic Crew Chief to all local EMS Depts | | | | |
| Plans operational tasks and patient care needs consistent with Aston Ambulance Authority policy, procedure, best practice and/or as directed by medical command. | | | | |

Title: Paramedic

Department: Emergency Medical Services

Cost Center:

| Administrative Criteria | Performance Rating | | | |
|--|---------------------------|---------------------------|------------------|--------------------|
| | Unacceptable | Improvement Needed | Effective | Exceptional |
| Documents data and patient care information in accordance with dept policy and procedure.. | | | | |
| Completes ALS/BLS prehospital charts, as prescribed by policy / procedure and DOH EMS Protocol | | | | |
| Reviews the completion of EMS charts for peer review QA. | | | | |
| Completes and reviews the completion of all Narcotic logs, maintenance records, daily vehicle check lists, log forms, equipment inventory forms, maintenance deficiency reports, incident reports, billing forms, research data collection forms and/or other administrative/clerical assignments according to policy and procedure. | | | | |

Title: Paramedic
Department: Emergency Medical Services
Cost Center:

| Professional Criteria | Performance Rating | | | |
|--|---------------------------|---------------------------|------------------|--------------------|
| | Unacceptable | Improvement Needed | Effective | Exceptional |
| Interacts with and instructs patients and families. | | | | |
| Manages operational and clinical situations through effective communication and teamwork. | | | | |
| Maintains patient confidentiality. | | | | |
| Identifies sources of stress and seeks appropriate help in resolving emotions. | | | | |
| Engages in public speaking activities representing the program. | | | | |
| Participates in departmental committees and special interest groups. | | | | |
| Attends required in-service programs, continuing education programs, and staff meetings. | | | | |
| Participates as a preparer/teacher of continuing education, case studies, CPR, and other in-service programs. | | | | |
| Participates in precepting and orienting new employees, under the direction of EMS Manger / Chief and Medical Dir. | | | | |
| Participates in precepting EMS students as needed. | | | | |

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Job Requirements

Education and Training:

- High school graduate, or GED
- Graduate of an approved school of paramedic training
- Pennsylvania Dept. of Health EMT-Paramedic or higher certification is required
- Ability to obtain Aston Ambulance Authority medical command authorization
- BCLS Provider cert. (AHA)
- ACLS Provider cert. (AHA)
- PALS Provider cert. (AHA)
- PHTLS Provider cert.
- Hazmat training at the Awareness Level
- Hazmat training at the Operational Level within 1 year of hire date
- ICS 100, 200, 700, 800 (300,400 Preferred)
- Valid driver's license
- Current PA DOH EMS EMSVO Designation
- Pennsylvania Dept. of Health emergency vehicle driver training (EVOC)
- Maintains licensure and certifications as per job requirements and provides documentation

Experience:

- Minimum 18 years of age
- Minimum of one (1) year of experience as an emergency paramedic preferred

Physical and Sensory Demands:

- **Emergency Vehicle Driving** - Operates an emergency vehicle at rapid speeds, during congested traffic, while encountering frequent distractions, such as radio usage, warning lights and sirens.
- **Hostile Encounters** - Exposed to verbal and physical abuse, while dealing with patients and bystanders. Participates in patient restraint and personal protection.
- **Victim Rescue** - Enters damaged and unprotected motor vehicles, hazardous material environments, biohazard situations, and other hazardous environments to physically remove victims in imminent danger and/or to provide emergency care.
- **Carries Patients / Performs Heavy Lifting** - Carries one half of a patient and ambulance stretcher, or other similar weight objects, up or down, multiple flights of stairs, while assuring balance, personal, and patient safety. Approximately weight of personal carry lift 100 - 150 lb.
- **Functions in Restrictive Breathing Atmosphere** - Performs strenuous activities while wearing N95 type mask for prolonged periods of time.
- **Operates in Dangerous Environments** - Operates in unpredictable, and frequently dangerous environments. Greater than normal potential for threat and/or personal injury.

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Examples:

- Operates around running helicopters, heavy equipment, and machinery.
 - Operates at height; bridges, girders, elevated platforms etc.
 - Operates over, around, and in water.
 - Operates on foot in and around heavy traffic.
 - Climb ladders and stairs.
- **Subject To Personal Injury** - Subject to lacerations, punctures, contusions, strains, sprains, fractures, and other bleeding injuries.

Working Conditions:

- Exposed to extremes of temperature, humidity, and inclement weather
- Exposed to electromechanical hazards
- Exposed to infections and contagious disease
- Exposed to loud noise stimulus
- Exposed to bright and flashing light stimulus
- Exposed to blood and body fluid or tissues
- Subject to long, irregular work hours
- Subject to periods of frequently disturbed sleep
- Subject to injury from distraction from excessive environmental stimulus
- Subject to stress caused from extended periods of inactivity, disrupted by periods of great physical and emotional exertion

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Additional Job Requirements

Education and Training:

- Successful completion of Aston Ambulance Authority EMS department orientation and verification of all required competencies by Chief of EMS / Manager, Medical Director and/or approved designee.

Experience:

- Minimum of one (1) year of experience as an emergency paramedic with documented competency in the following skills:
 - o Intubation
 - o Medication administration
 - o Trauma management
 - o CPAP
 - o Defibrillation, pacing, and cardioversion
- Successful completion of comprehensive patient care simulations / education on an annual basis with the Medical Director; this session may be used to verify competency in the above skills

Interpersonal and Behavioral:

- Establishes credibility with other emergency providers
- Makes favorable impressions and quickly develops rapport with others
- Demonstrates effective oral and written communication

Clinical:

- Demonstrates ability to coordinate patient care and control an emergency scene
- Demonstrates high clinical abilities and treatment strategies