



Position: Paramedic, Full-Time	
Department: Emergency Medical Services (EMS)	
Reports To: EMS Manager	
FLSA Status: Non-exempt	OSHA Exposure Category: (I)
Effective Date: 10/01/20	Revised:

Job Objective: Northern Rockies Medical Center Emergency Medical Services provides the citizens of the surrounding communities with navigation of medical care and services. A Paramedic will respond to medical emergencies and provide Basic Life Support up to prehospital Advanced Life Support care to victims of injury or illness and to transport the patient to a medical facility.

Qualifications:

1. Must be a citizen of the United States of America
2. High school diploma or equivalent
3. Be at least 18 years of age
4. Must possess Montana driver’s license
5. Agree to a full background check
6. Current Montana Paramedic licensure with National Registry Paramedic certification
7. Driver’s motor vehicle record must meet requirements set out for insurability of auto insurance provider for Northern Rockies Medical Center EMS
8. Must maintain state-mandated continuing education requirements, including current American Heart Association (AHA) certification in Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) or equivalent, and Prehospital Trauma Life Support (PHTLS)

Paramedic Job Specific Duties, 50% Unless Otherwise Required:

1. Provide state of the art Paramedic care through basic life support in the pre-hospital 911 setting and inter-facility environment.
2. Communicate professionally and respectfully with nursing staff, medical providers, managers, supervisors, law enforcement, other EMS providers, co-workers, citizens, and all others.
3. Writing and spelling skills appropriate for completion of patient care reports and other required forms.
4. Assist with data collection and generation of patient reports.
5. Ability to work well under pressure, independently, and with excellent customer service skills.
6. Competencies with all required EMS computer programs while ensure timely and thorough documentation in Electronic Health Records within 24 hours of completion of a call.

7. Assist in transferring a patient within a home or into a vehicle.
8. Ensure and/or remain in compliance with local, state, and federal regulations while adhering to the National Patient Safety Goals as defined by Joint Commission.
9. PR event assistance that may include participation, set up, clean-up, and planning; assist with company and service promotion & advertising, experience with public speaking & education training. May perform educational group training for community & staff.
10. Must be readily available and reliable for on-call duty when needed.
11. Must have the ability and knowledge to successfully and carefully operate Motor Vehicles/Ambulances, Communication Devices/Portable radios, GPS, phones, Fax machine, Desktop and Mobile computer forms.
12. Must have knowledge of Patient care equipment- IV Pumps, Cardiac Monitors, Pulse Oximeter, Oxygen, Portable suction, and extraction equipment.
13. High understanding of potential liability concerns for patient care errors, and quality control processes.
14. Provide direction and assistance to any crew member or public safety personnel as needed, Provide ALS assessment to patient's determined to be in need of ALS level of care and transport, Assist the incident commander at scene responses and provide direction in the areas of patient care expertise. If necessary, act as EMS incident commander at scene as needed or in absence of on-scene supervisor.
15. Monitor equipment for proper function. Report malfunctioning equipment in a timely manner. Restock supplies as needed including checking expiration dates of medications and potentially daily narcotic checks. Clean vehicles and ambulance vehicle areas and complete assigned duties with check list.
16. Provide standby coverage at various high-risk activities in our primary service area
17. Able to take and follow through with delegated tasks and accountability

Emergency Room Technician Job Specific Duties, 50% Unless Otherwise Required:

1. Demonstrates a commitment to professionalism, civility, teamwork, and customer service while undertaking all tasks and interactions with others.
2. Exhibits knowledge of policies and procedures as they relate to specific job duties, patient care, and safety.
3. Operates and maintains equipment to departmental standards. Maintains ED standards of care.
4. Executes patient care, demonstrates knowledge of and maintains the patient's right to diversity, privacy, and confidentiality.
5. Provides support for the Triage Nurse. Greets patients and family as they enter the triage area. Provides ongoing communication with patients and family members. Answers the telephone, relays message and directs customers/visitors to appropriate areas. Inputs patient information and vital signs into the electronic medical record (EMR). Keeps the triage area, including the waiting room, clean, tidy, and stocked.
6. Appropriately stocks the area assigned. Performs outdate checks as assigned. Exhibits knowledge of staffing standards and a demonstrated commitment to cost containment with all resources.

7. Communicates all appropriate and critical changes in the patient's condition, status and findings to the appropriate nurse or charge nurse.
8. Completes and demonstrates required competency/currency in ER specific areas as defined by the Trauma Coordinator and CNO.
9. Complies with and maintains regulatory compliance requirements as defined for the nursing care on the unit and according to hospital standards. Knowledge and understanding of EMTALA compliance.
10. Performs wound care and non-sterile dressings.
11. Performs phlebotomy and ensures accurate labeling of specimens. Proficient in CLIA waived testing.
12. Serves as a scribe for Traumas and Codes for those situations as warranted.

Disclaimer – Not all inclusive – other duties as assigned. Every effort has been made to make this position description as complete as possible. However, it in no way states or implies that these are the only duties required. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

Mission: Northern Rockies Medical Center provides quality healthcare that serves our communities in a private, safe and caring environment.

Vision: Northern Rockies Medical Center will be the provider of choice, setting the standard for quality healthcare in the region.

Values: Values PEOPLE

- The needs of the patient come first.
- Patients, families, and staff will be treated with courtesy and compassion.

Values QUALITY

- Excellence through continuous improvement in safety and care.
- Teamwork through the unity of all departments to serve our communities and each other.

Values OWNERSHIP

- Doing what is right for those we serve.
- Having pride in our work.
- Holding ourselves accountable for efficient management of NRMC resources.

Schedule: The Paramedic position follows the Kelly Shift Schedule with rotating 24 hour shifts that may include weekdays, weeknights, weekends and holidays. During each 24 hour shift, the position requires 12 consecutive hours of each shift to encompass the responsibilities of an Emergency Room Technician outlined in this job description. If an emergency call is received during the 12 hours as an Emergency Room Technician, the employee must resume the responsibilities of a Paramedic until the requirements of the emergency call are satisfied.

Compliance Plan and Code of Conduct: Northern Rockies Medical Center Inc. is dedicated to the highest ethical standards as it is essential to meeting our commitment to our mission and vision. Individual responsibilities include adhering to our organizational Compliance Plan and Code of Conduct.

- (A) Maintains awareness and understands the organization-wide compliance plan. Familiar with and adheres to NRMC's published Code of Conduct which provides guidance and expectations regarding confidentiality, conflict of interest, billing, controlled substances, Emergency Medical Treatment and Labor Act (EMTALA), payments for referrals, gifts, anti-kickback laws, safety and health, waste disposal, and compliance with antitrust laws, advertising and marketing, discrimination, insider trading and government requests.
- (B) Reports any violation or suspected violation of this Code or other hospital policies or procedures to supervisor, Compliance Officer or through the compliance hotline.
- (C) Attends and/or completes mandatory training regarding organizational compliance.

Work Environment: Full-time personnel will be scheduled 48 hours weekly with 24 hours of scheduled call time and scheduled shift time while performing the duties of an Emergency Room Technician. This can vary in shift type but commonly will be two 24-hour shifts per week. The schedule may fluctuate to meet the needs of the organization. Full-time staff will be subject to call back duty in the event of a mass casualty involving personnel shortages. Working conditions include being indoors or outdoors anytime of the day and in any kind of weather with frequent exposure to disagreeable elements, danger, and noise. The setting may be in bright daylight, indoor lighting or no lighting at all. Temperature ranges may include very hot to very cold. It may be noisy and fumes may be present from equipment or machines.

OSHA Exposure Category: (I) Tasks that involve exposure to Blood/Body fluids or Tissues. All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids, or tissues, or a potential for spills or splashes of them, are Category I tasks. Use of appropriate protective measures is required for every employee engaged in Category I tasks.

Dress Code: Must comply with Northern Rockies Medical Center Dress Code Policy Admin.0012 and departmental guidelines.

Physical Demands:

1. Required to perform lifting occasionally to regularly, lifting up to 100 pounds without assistance
2. Assist lifting patients as well as pushing and pulling of wheelchair.
3. Essential job functions include lifting, standing, walking, sitting, bending, and climbing
4. The noise level of the office is usually moderate.
5. Sustained physical effort- standing, sitting, stooping, squatting, kneeling, lifting, pushing, pulling and climbing.
6. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
7. Lift and carry medical equipment as necessary to deliver emergency care to patients.
8. Lift and carry ill and/or injured patients as well as pushing and pulling of stretcher.

9. Climbing stairs or terrain in order to access patients and to remove them from location found.

Employee Certification: I have read the above JOB DESCRIPTION and accept the responsibilities as outlined. I know of no reason that will keep me from performing the duties as described without reasonable accommodations being made by Northern Rockies Medical Center (NRMC). I agree to inform my supervisor immediately if I am unable to perform as expected.

Employee Signature

Date