



Westfield Fire Department

JOB DESCRIPTION: Civilian Paramedic

REPORTS TO: COMPANY OFFICER (Lieutenant or Captain)

WORK SCHEDULE: 24 HOUR SHIFT

STATUS: FULL-TIME

FLSA STATUS: NON-EXEMPT

DATE REVISED: September 29, 2023

PURPOSE

Paramedics perform public safety work involving the protection of life and property by responding to emergency incidents, using Emergency Medical Services (EMS) skills, and engaging in fire code enforcement, public education, hazardous materials and technical rescue operations including station and equipment maintenance activities. This class is responsible for performing related duties as required.

QUALIFICATIONS

Minimum Qualifications Required. Must possess a valid Indiana Driver's License. The paramedic will understand and have a working knowledge of the current protocols. Paramedic must have at minimum of the State of IN a licensure of Paramedics, ACLS, and PALS.

The candidate must complete six A&R's a year, either by attendance, video or Division Chief Presentation of material presented by the Medical Director.

ESSENTIAL FUNCTIONS

Communication: The Paramedic must possess and apply knowledge and skills necessary to perform the duties of an Emergency Medical Technician Paramedic, in a dignified and compassionate manner, including but not limited to responding to emergency and non-emergency calls calmly, efficiently and promptly. Effectively communicating with professional medical personnel and treatment facilities to obtain instructions regarding further treatment and/ or to arrange reception of patients to the

appropriate center.

Maintaining order at scenes, including crowd disbursement and restraint of family and friends. Participate in education and training of EMS trainees, the public, and crew members. Communicate with patients and others with empathy and respect. Establish and maintain effective working relationships with all levels of personnel within the medical community, Westfield Fire Dept., outside agencies, patients and members of the community.

Manual/Physical: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. The position requires significant physical strength and dexterity and the ability to function in very adverse environments with exposure to numerous safety risks typically found at emergency scenes. The following guidelines are used to describe the frequency of activities in this position;

Occasionally equals 1%-33%; frequently equals 34%-66%; and continuously equals 67%-100%

Standing/Walking: Frequently too continuously when responding to calls. Standing or walking is optional while at rest at the station. This usually includes: going to and from the emergency vehicle, getting patients from their locations, and rendering treatment. Most walking would be for short distances, as emergency vehicles are allowed to get as close to the location as possible. However, the Paramedic must also be able to run these same distances, in case of an emergency where time is of the essence. Walking and running may vary, as the patient may be located inside large, multi-floor facilities. Standing, walking, and running could be on all types of surfaces, including but not limited to: asphalt, cement, concrete, soft/packed dirt, linoleum, wood, hardwood floors, etc. The individual must be able to go up and down slight inclines or declines that may be found at roadsides, agricultural areas, etc. At a location, standing would occur more often than walking or running. Standing would occur on a wide variety of surfaces mentioned above. Standing could last from a few minutes to hours, depending on the situation. Standing could occur in the standard erect position, the kneeling or squatting position, etc.

Sitting: Frequently when responding to a location, the individual will sit in the emergency vehicle. The emergency vehicles are equipped with a standard installed vehicle seat. The time performing the sitting activity on a call would depend upon the specific situation.

Lifting and Carrying: Frequently required to lift and carry weights ranging from a few pounds to ten (10) and above. Occasionally required to lift and carry weights scaled at above 100 pounds or more. The Paramedic will need to lift and carry along 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 heavier objects in the high range category would be 5-foot tall, 10-inch diameter oxygen cylinders, and medical equipment boxes. The oxygen cylinders can be made of

quarter- inch steel and weigh up to 113 pounds. The medical equipment boxes can weigh approximately fifty pounds or more.

Bending and Stooping: Frequently throughout a work shift, the Paramedic 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, 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 bend and /or stoop 1 to 15 times per incident.

Crouching/Kneeling: Frequently, crouching and kneeling may be performed when on the scene picking up equipment or assisting patients. The actual number of times this is done depends on the particular incident but may be up to 15 times for a duration up to 30 min. or greater.

Climbing: Occasionally, this is required when climbing steps up and down with a patient on a stretcher or other device, and when entering or exiting the emergency vehicle.

Balancing may be required when backing down stairs.

Reaching: Frequently to continuously throughout the work shift in order to remove monitoring equipment, operate communication equipment, administer oxygen, and/or operate equipment. The paramedic may also be required to reach in precarious positions, such as in a vehicle, which has been crushed in an accident or in other confined spaces. If working inside with patient and supplies, reaching will involve partial to full extension of the arms.

Pushing and Pulling: Frequently the activities that would require the most force in pushing and pulling is when removing or returning a cot to the ambulance with or without a patient on the cot. The weight requires to push/pull will vary, depending on the weight on the cot. Slight pushing will be required if the paramedic is performing CPR, which can require repetitive pushing and may range from a few minutes to hours. Pushing and pulling is required when operating and closing vehicle doors.

Handling or Grasping: Continuously, while working at any given location, continual bilateral gross manipulation is performed in this position. This may be involved when: opening/closing doors and using, handling, carrying and/ or operating medical equipment boxes that may weigh approximately fifty (50) pounds or more, such as cot rails, various handles attached to equipment, and tools. The arm and hand must be able to perform all types of positions, including supination and pronation, hyperextension, extension and flexion of the fingers. Ulnar and radial deviation and abduction and adduction of the hand and wrist will be required. These are not all encompassing or limited to these items.

Hazards: The paramedic, when responding to emergencies, can be exposed to dust, fumes, gases, fire, smoke, adverse weather conditions, and chemicals. There is potential

for bodily harm or death from violent patients, bystanders, or other dangers. At all times, the paramedic is expected to adhere to all applicable policies and procedures concerning safety and the prevention of contamination and infection due to blood borne pathogens.

Mental: Administering basic and advanced life support to patients at the scene, in route to the hospital and in a pre-hospital setting in accordance with federal, state and local laws, regulations and standards. Assessing the nature and extent of injury or illness to establish and prioritize medical procedures to be followed. Treating patients at the scene, in route to the hospital, and in a pre-hospital setting in accordance with federal, state, local, laws, regulations and standards and in accordance with Westfield Fire EMS policies rules and guidelines. Completing patient care forms, insurance forms, evaluation forms, and all other forms in a competent and timely fashion. Adhere to and follow all policies and procedures concerning safety and contamination by blood borne pathogens.

Handle a significant number of stressful situations and be able to function calmly, coolly, and collectedly under all types of stressful situations. Get along well with diverse personalities. Create and maintain a positive and cooperative working environment in stressful situations. Work professionally and effectively in a team. Analyze and interpret difficult and complex patient care and personnel situations. Work independently with minimal supervision for assigned tasks. Exercise sound independent judgment within general policy and procedural guidelines. Anticipate and identify problems and take initiative to prevent or correct them. Understand and follow federal, state and local laws, Westfield Fire Dept. policies, procedures and rules and follow orders.

Job Responsibilities Related to Patient Privacy

The Paramedic must perform all job responsibilities in a manner that protects patient privacy:

The Paramedic is expected to protect the privacy of all patient information in accordance with Westfield Fire Departments HIPAA Policy, procedures, and practices, as required by Federal (and State) law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with Westfield Fire Department HIPAA policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment.

The Paramedic may access protected health information and other patient information only to the extent that is necessary to complete their job duties. The Paramedic may only share such information with those who need to know specific patient information the Paramedic has in their possession to complete their job responsibilities related to treatment, payment, or other company operations.

The Paramedic is encouraged and expected to report, without the threat of retaliation, any concerns regarding Westfield Fire Department policies and procedures on patient privacy

and any observed practices in violation of that policy to the designated Privacy Officer.

The Paramedic is expected to actively participate in company privacy training and is required to communicate privacy policy information to co-workers, students, patients, and others in accordance with Westfield Fire Department HIPAA policy.

Additional Obligations and skills: The Paramedic must possess and apply knowledge and skills necessary to perform the duties of a driver of ambulance equipment, including but not limited to:

Promptly responding to instructions from a dispatcher and driving and operating specially equipped emergency vehicles to specified locations at a safe and controlled speed, in accordance with federal, state, local laws, regulations and standards; and in accordance with Westfield Fire Department driving policies, rules and guidelines. Assuring that vehicles are in good working condition at all items, are properly maintained and stocked, have all necessary equipment, and reassure this equipment is in good working order at all times. Cleaning, organizing, and restocking vehicles in a ready condition after each transport. Receiving requests for emergency and non-emergency ambulance service and other duties related to communication via two-way radio and other communication devices.

Maintaining accurate records of ambulance equipment and other emergency equipment and /or personnel dispatched to each emergency and non-emergency request and other operation and administrative data as required to maintain the operational continuity of Westfield Fire Department policies and procedures and as directed by superiors. Properly document each transport, SOR or patient contact, on the approved Patient Care Report in accordance with Westfield Fire Department policies and procedures. Handling telephone communications professionally and efficiently with careful regard to the divulgence of information respecting confidentiality requests at all times.

Knowledge /Skill/Abilities

Knowledge of:

- Emergency medical methods and procedures
- Skill in the operation and care of fire dept. apparatus and equipment
- Hazardous materials and technical rescue operations and

procedures. Ability to:

- Function effectively in emergency situations
- Engage in moderate to strenuous physical activity and work long hours under emotional stress during emergency situations
- Participate in physical fitness programs, and comply with department medical and fitness requirements
- Learn the street system and physical layout of Westfield
- Understand and follow oral and written instructions

Place where work is performed: At the various Westfield Fire Dept. stations, roadways, homes, extended care facilities, personal residence, these are not exclusive or limited too.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City of Westfield and the Westfield Fire Department as the needs of the City and the fire department requirements of the job change.

This position is identified as having occupational exposure to blood or other potentially infectious materials.

The City of Westfield is an affirmative action/equal opportunity employer and will not discriminate, or tolerate discrimination, against any employee or applicant in any manner prohibited by law.