



Memorandum

To: All Paramedics
From: Paul Fillebrown
Date: March 1, 2010
Re: Full-Time Paramedic Position

United Ambulance Service is currently accepting internal cover letters and external applications for the position listed below:

Job Posting Notification

Job Title: Paramedic

Employment Category: Full-Time

Job Location: Bridgton EMS

Application Deadline: When an appropriate candidate has been chosen.

Additional Notes:

- This position is based on an average 84 hour work week (40 on duty and 44 on call) and has a built in overtime schedule.
- There is a residency requirement for this position. Employee must live within 12 minutes of the Bridgton Division Station (32 Hospital Dr., Bridgton).
- Attached is the "Job Description" for this particular opening.



Job Description

Job Title: Paramedic

Division/Location: Ambulance Division/All Locations

Reports to: Supervisor or Manager

Purpose of Position and Scope of Responsibility: To provide high quality pre- hospital and inter-facility care at the Paramedic level as set forth by current Me. EMS Protocols, to the patients of United Ambulance.

Primary Accountabilities/ Responsibilities:

1. Must demonstrate competency in assessing a patient, handling emergencies utilizing Basic Life Support Equipment and procedures within their specific licensure level; have the ability to perform CPR, control hemorrhage, provide non-invasive shock treatment, fracture and spinal stabilization, manage environmental emergencies, emergency child birth, and use of a semi-automatic defibrillator, advanced life support airway(ET intubation and any other techniques approved by the Maine EMS Board) IV/IO therapy(non-medical fluids, blood sampling, cardiac monitoring/defibrillation(SAED or Manual): use Magill forceps for FBAO; administration of all medications approved for paramedics by the Maine EMS Board, chest decompression, transtracheal jet insufflation, surgical cricothyrotomy, interfacility transport program medications and skills, and any other practices approved by the Maine EMS board.

2. Must have good communication skills, being able to verbally communicate in English, in a clear, concise, and positive manner with a)patients and their families, b)management and co-workers, c)other health care providers, and d)the general public.

3. Must have the ability to interpret and execute written and oral instructions.

4. Must have the ability to use good judgment and remain calm in high stress situations; ability to function efficiently throughout an entire work shift without interruption.
5. Contributes to a positive work climate and team effort in both the Division and Company.
6. Performs related accountabilities/ responsibilities as required or directed.
7. Must have the ability to read English language manuals, road maps, accurately discern street signs and address numbers, and to demonstrate good knowledge of major arteries and route numbers.
8. Must have the ability to interview patient, family members, and bystanders
9. Prepares run reports in accordance with Me. EMS standards and company quality assurance guidelines.
10. Complies with all departmental policies and procedures. Obeys all laws and governmental regulations.
11. Maintains familiarity with all ambulance equipment and supplies used by United Ambulance.
12. Generalized summary of tasks:
 - A. Receives call from dispatcher, responds verbally to emergency calls, may either be a driver or attendant of the ambulance while responding to the scene, uses most expeditious route, and observes traffic ordinances and regulations relative to emergency vehicle operations.
 - B. Determines nature and extent of illness or injury, takes vital signs, does patient assessment, establishes priority for emergency care, renders appropriate emergency care (based on license level). May use equipment (based on license level).

- C. Assists in lifting, carrying, and transporting of patient to ambulance and ultimately to a medical facility. Reassures patient, family members, and bystanders. Avoids mishandling patient. Extricates patient from an entrapment, assess extent of injury. Uses established and accepted emergency medical techniques, procedures, and devices.
 - D. Reports nature and extent of illness or injury to receiving facility via radio or cell phone. Establishes on line medical control as needed. Continually reassesses patient while enroute to a medical facility, providing care as needed.
 - E. Assists in the removal of the patient from the ambulance at the receiving facility and moving the patient to the emergency department or other assigned area within the facility. Facilitates the transfer of patient care by reporting both, verbally and in writing to the person responsible for patient care at the receiving facility.
 - F. Replaces used supplies and cleanses equipment and ambulance as appropriate. Checks all equipment for future readiness and maintains ambulance in an operable condition.
 - G. Performs daily check sheets.
 - H. Does daily details and housework according to unit assignment.
13. Has ultimate responsibility for patient care rendered by said paramedic and his/her lower licensed partner.

Job Description – Requirements

Minimum Qualifications

Knowledge/ Education: High School Graduate or equivalent. Successfully completed Paramedic course. CPR certified.

Experience:

License, Registration, Certification: Valid Maine drivers license. Valid Maine Paramedic license and regional sticker. Valid CPR certification.

Desired Qualifications

Knowledge/ Education: All of the above, plus current PHTLS, ACLS, and PALS, certificate. Current AVOC certificate.

Experience: 1 year working as an EMT-B for a service, 1 year as an EMT-I, and 1 year as a paramedic.

License, Registration, Certification: All of the above , plus current PHTLS, ACLS, and PALS certificate. Current AVOC certificate.

Physical Requirements: Normal good health. Must have the ability to lift, carry, and balance 270 lbs with another co-worker. Must possess good manual dexterity, with an ability to perform all tasks related to the highest quality patient care; ability to bend, stoop, and crawl on uneven terrain; ability to withstand varied environmental conditions such as extreme heat, cold, and moisture; ability to work in confined spaces.

Other Requirements: Insurability for vehicle operation; 18 years of age.

Signatures of Approval:

Operations Manager: _____

Executive Director: _____

Revised:
03/17/09

