

University of Medicine and Dentistry of New Jersey Competency Based Job Description

Job Title: Paramedic
Department: Emergency Medical Services (EMS)
Operating Unit: University Hospital
Reports To: EMS Supervisor
Approved By: DHW *[Signature]*
Approved Date: May 2011

MISSION STATEMENT:

"To improve the quality of life for all those we touch through excellence in patient care, education, research, and community service."

SUMMARY (Basic purpose of the job):

The primary purpose of the **Paramedic** position is to provide and direct prehospital Basic and Advanced Life Support (BLS, ALS) in all weather conditions, in concert with other EMS employees and as a member of the patient care team under the direction of a licensed Medical Control Physician (MCP) and under the supervision of an EMS Supervisor, to patients of all ages and from all populations who experience any serious illness or injury, using age and population appropriate equipment and techniques to safely assess, treat, lift and move patients to the transport vehicle, and transport them to an appropriate medical facility, while completing all required documentation and other assigned duties supporting efficient EMS operations and representing UMDNJ, UH, and EMS in a positive and professional manner.

Age/Patient Population(s) Served
Double click Box(es) for Your Selection
Select Checked; Click OK for All that Apply

AGE/PATIENT POPULATION(S) SERVED KEY

Age of Patient Population Served	Population
<input type="checkbox"/> Neonate (Birth – 28 days)	<input type="checkbox"/> Bariatric Patients: BMI is > 40, or > 35 with weight related comorbidities
<input type="checkbox"/> Infant (29 days – < 1 yr)	<input type="checkbox"/> Patient with exceptional communication needs
<input type="checkbox"/> Pediatric (1 – 12 yrs)	<input type="checkbox"/> Patient with developmental delays
<input type="checkbox"/> Adolescent (13 – 17 yrs)	<input type="checkbox"/> Patient at the end of life
<input type="checkbox"/> Adult (18 – 64 yrs)	<input type="checkbox"/> Patient under isolation precautions
<input type="checkbox"/> Older Adult (65 yrs & older)	<input checked="" type="checkbox"/> All Populations
<input checked="" type="checkbox"/> Nonage Specific Task (N/A)	

ESSENTIAL DUTIES, RESPONSIBILITIES, AND PERFORMANCE STANDARDS include the following. Other duties may be assigned. *(List Essential Duty Responsibility Statements.) Core Competency is the demonstrated ability to carry out the primary responsibilities of the job, which should be reflected in the essential duties section of the job description.*

1. Responds as dispatched to requests for Basic and Advanced Life Support and performs accurate scene, primary, and secondary assessments.
 - a. Immediately responds to all emergency assignments without delay.
 - b. Ensures safety of self, coworkers, patient(s) and bystanders.
 - c. Uses appropriate standard and transmission based precautions and other Personal Protective Equipment (PPE) 100% of the time.
 - d. Requests appropriate additional resources as needed.
 - e. Identifies and manages immediate life threats 100% of the time.
 - f. Identifies and prioritizes the chief complaint 100% of the time.
 - g. Performs clinically relevant history and physical assessment.
 - h. Correctly identifies and interprets normal and abnormal assessment findings.
 - i. Considers and prioritizes differential diagnoses to form a clinically relevant field impression.

2. Provides pre-hospital emergency advanced life support to patients within the populations served.
 - a. Forms and implements a clinically relevant treatment plan based on the field impression.
 - b. Is clinically competent in skills performed.
 - c. Is clinically knowledgeable and competent in the use of all equipment and medications used.
 - d. Considers and meets needs of ages and populations served, using age and population appropriate techniques and equipment 100% of the time.
 - e. Operates within scope of practice and NJ Standing Orders as contained in N.J.A.C. 8:40-1.1 et seq. N.J.A.C. 8:40A-1.1 et seq, N.J.A.C. 8:41-1.1 et seq, and N.J.A.C. 8:41A-1.1 et seq.
 - f. Protects and maintains patient privacy and confidentiality.

3. Uses age and population appropriate equipment to safely lift, move, and transport patients to an appropriate medical facility.
 - a. Ensures personal, partner, and patient safety when lifting, moving, and transporting 100% of the time.
 - b. Considers patient, clinical, scene, weather, and environmental factors in patient lifting, moving, and transportation decisions.
 - c. Uses age, population, and situation appropriate personal, passenger, and patient safety restraints 100% of the time.
 - d. Transports patients to a clinically appropriate medical facility.
 - e. Safely operates vehicle in nonemergency and emergency modes.
 - f. Uses appropriate visible and audible warning devices 100% of the time.

4. Displays excellent communication and documentation skills according to departmental policy.
 - a. Accurately relays history, assessment, and treatment to partner, other EMS providers, MCP, and receiving facility.
 - b. Repeats verbal orders back to MCP 100% of the time.
 - c. Uses appropriate etiquette when communicating via radio.
 - d. Accurately and legibly completes the Patient Care Report (PCR) in a timely fashion.
 - e. Accurately and completely documents the chief complaint, events of incident and all clinically relevant history, assessment, treatment, and other relevant information on the PCR.
 - f. Uses appropriate terminology and abbreviations on the PCR.
 - g. Ensures accuracy and completeness of PCR and billing information.
 - h. Obtains and records on PCR patient disposition at least 90% of the time.
 - i. Completes all required shift paperwork, including but not limited to, FASTRACKS, vehicle check sheets, narcotic log, tally sheets, equipment logs and time sheets.
 - j. Identifies and completes other appropriate paperwork.
 - k. Reviews, signs, and returns all QA/PI in a timely fashion.
 - l. Uses QA/PI feedback to improve documentation and clinical performance.

5. Displays excellent interpersonal interaction skills.
 - a. Maintains a clean, neat and orderly personal appearance in accordance with the UMDNJ Dress code and the UH-EMS Uniform Policy.
 - b. Functions independently and as a member of the patient care team.
 - c. Provides leadership and direction to the patient care team when ALS interventions are being provided.
 - d. Provides excellent Customer Service to customers of all ages and from all populations.
 - e. Interacts with all customers in a positive and professional manner.
 - f. Represents UMDNJ, UH, and EMS in a positive and professional manner 100% of the time.
 - g. Considers and meets the expectations and needs of customers of all ages and from all populations 100% of the time.

6. Supports efficient EMS Operations.
 - a. Familiarizes self with the service area, demonstrates ability to successfully locate emergency calls.
 - b. Maintains a clean, neat, and orderly work environment.
 - c. Follows directions of EMS supervisor.
 - d. Is knowledgeable of, competent in, and complies with applicable policies and procedures.
 - e. Is knowledgeable of, competent in, and complies with applicable medication and controlled substance policies and procedures 100% of the time.
 - f. Is knowledgeable of, competent in, complies with, and reports to work in accordance with applicable Time and Attendance Management System (TAMS), Attendance Control and/or Inclement Weather policies.
 - g. Familiarizes self with the Department's emergency operating plan and follows ICS principles during major events.
 - h. Fingernails and facial hair comply with applicable policies and procedures 100% of the time.
 - i. Checks the vehicle at the start of each shift for required equipment and supplies, restocks and replaces equipment as used.
 - j. Inspects and checks equipment for proper function at the start of each shift.
 - k. Reports missing, malfunctioning, and/or damaged vehicles and/or equipment both verbally and in writing to the on-duty supervisor immediately, or as soon as otherwise feasible.
 - l. Reports employee, bystander, or patient injury or exposure to the on-duty supervisor both verbally and in writing immediately or as soon as otherwise feasible.
 - m. Cleans/ Decontaminates/ Disinfects equipment in accordance with applicable policies and procedures.
 - n. Disposes of Hazardous/ Biomedical waste and Sharps in accordance with applicable policies and procedures 100% of the time.
 - o. Attends or completes mandatory training and in-services in a timely fashion 100% of the time.
 - p. Actively participates in educational and research opportunities.
 - q. Complies with all applicable aspects of N.J.A.C. 8:40-1.1 et seq., N.J.A.C. 8:40A-1.1 et seq., N.J.A.C. 8:41-1.1 et seq and N.J.A.C. 8:41A-1.1 et seq.

7. Understands and adheres to UMDNJ's compliance standards as they appear in UMDNJ's Corporate Compliance Policy, Code of Conduct and Conflict of Interest Policy.

8. Keeps abreast of all pertinent federal, state and UMDNJ regulations, laws, and policies as they presently exist and as they change or are modified.
9. Performs other related duties as assigned.

JOB REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed must be representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The **Paramedic** *must* be able to pass a medical evaluation and a respirator fit test and wear an N95 particulate filter respirator mask in accordance with PEOSHA standards as a condition of employment.

It is *desirable* that the **Paramedic** speak Spanish.

The **Paramedic** *must* have at least two (2) years emergency 9-1-1 EMS experience

- It is *preferred* that the **Paramedic** have urban EMS experience

The **Paramedic** *must* possess and maintain current and active credentials in good standing (as determined by initial and periodic Primary Source Verification) as follows:

- Certification as a NJ Mobile Intensive Care Paramedic or NJ Mobile Intensive Care Nurse
- Driver's license with NJ driving privileges. Driver's license must be in accordance with the DOT/MVC regulations for the type/size/weight of the vehicle(s) as assigned. Must be an authorized driver approved by Logistical Services.
- American Heart Association (AHA) BLS for the Healthcare Provider
- AHA Advanced Cardiac Life Support (ACLS) Provider
- AHA Pediatric Advanced Life Support (PALS) Provider
 - **OR** Pediatric Education for Pre-hospital Professionals –Advanced (PEPP-A) Provider
- Incident Command System (ICS) Level 100 or higher
- National Incident Management System (NIMS) Awareness (FEMA IS-700 or equivalent)
- Hazardous Materials Awareness or higher
- CBRNE or WMD Awareness or higher

Primary Source of Verification: The University approved verification service AND

- **For Mobile Intensive Care Paramedics:**
 - NJ Department of Health and Senior Services Office of Emergency Medical Services
- **For Mobile Intensive Care Nurses:**
 - NJ Department of Health and Senior Services Office of Emergency Medical Services AND
 - NJ Division of Consumer Affairs, Board of Nursing

It is *preferred* that the **Paramedic** have at least two (2) years of EMS driving experience with satisfactory driving record

It is *preferred* that the **Paramedic** possess a valid Pre-Hospital Trauma Life Support (PHTLS) or an International Trauma Life Support (ITLS) provider card.

-Primary Source Verification: TABB, Inc.

PHYSICAL DEMANDS:

The **Paramedic** must be in excellent physical condition and will, on a routine and daily basis, be required to see colors, hear voice, phone, and radio communications, read, speak and communicate in English, both verbally and in writing, smell, sit, stand, walk, lift, operate a motor vehicle, and operate computer, wireless, and other electronic equipment. The **Paramedic** will, on a routine and daily basis, reach with hands and arms and use hands to finger, handle or feel. Good manual dexterity and intermittent moderate to heavy physical exertion are required when performing job activities. In certain situations the **Paramedic** may be required to stoop, kneel, crouch, crawl, climb, run, or jump. The **Paramedic** must be able to lift a minimum of 50 lbs. frequently and up to 125 lbs. occasionally.

WORK ENVIRONMENT:

The **Paramedic** must be able to work in all weather and environmental conditions, including varying or extreme temperatures, and lift and move patients in all circumstances. The **Paramedic** must be able to perform all duties consistent with providing BLS and ALS in the pre-hospital environment. The **Paramedic** will be intermittently exposed to moderate or greater noise and subject to unpredictable situations and patient crises, both medical and psychiatric. The **Paramedic** may occasionally be exposed to patients exhibiting assaultive behaviors. There is a potential risk of exposure to blood-borne and respiratory pathogens for the **Paramedic** which requires the use of personal protective equipment.

EMPLOYEE ACKNOWLEDGEMENT

I, _____, Acknowledge Review of This Job Description.
(Employee's Name -PRINT Name)

Employee's Signature

Date: _____

Supervisor's Signature

Date: _____