



EMERGENCY MEDICAL SERVICES

CERTIFIED EMERGENCY PARAMEDIC

INTRODUCTION: This position is responsible for responding to and providing emergency medical care, transporting the sick or injured to medical facilities to prevent loss of life or aggravation of illness or injury in support of the Hopi Emergency Medical Services. The incumbent works a rotation schedule of 12 or 24 hour shifts and shall report five (5) minutes prior to shift.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive)

1. Drives and operates specially equipped emergency vehicles in response to medical emergencies; provides initial on-site assessment of patient's condition to determine nature and extent of illness or injury and other pre-existing medical conditions; determines the need for additional assistance; renders advanced medical assistance to ill or injured patients; prepares or assists in the preparation of patient for transport, ensuring compliance with emergency medical transport regulations, guidelines and procedures; provides direct comprehensive patient care as required.
2. Transports patients to medical facility for emergency medical treatment; monitors and maintains radio communication with authorized medical personnel at emergency medical facility, gives detailed patient report and obtains instructions regarding treatment and arranges for reception of patient at medical facility; completes and transfers patient care information and records per established procedures; administers and monitors intravenous treatment; provides advanced cardiac life support; and assists physicians and other professional medical personnel in providing emergency treatment.
3. Prepares and submits activity or narrative reports to the supervisor as required or necessary.
4. Assists in maintaining the Hopi EMS system, i.e., ambulances, equipment and quarters in a clean and serviceable condition; performs regular and thorough vehicle inspections before and after every shift and upon completion of emergency calls; assures vehicles and equipment are in proper functioning condition; replenishes equipment and supplies.
5. Maintains all patient contact and medical information strictly confidential according to all HIPAA requirements. May have access to Protected Health Information (PHI) and other patient information only to the extent that is necessary to complete his or her job duties. May not share PHI with any person who does not have a need to know and without the approval of the Director.
6. Serves or represents the Hopi EMS on various emergency response teams, the Hopi Emergency Response Team (HERT) to plan tactical measures and respond to natural & other disasters for the Hopi reservation in coordination with the Hopi Health Care Center, BIA Hopi Law Enforcement, Hopi Agency Fire Department and other necessary agencies.
7. Conducts EMS training activities and classroom instruction including Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), Pediatric Advance Life Support (PALS), CPR and/or Emergency Medical Technician (EMT) programs; collaborates and conducts presentations with schools and community organizations to inform and encourage public interest in first-aid training; prepares public informational displays & notices for health fairs and other related events; and interacts with other agencies, i.e., police, fire, emergency medical services, etc., attends meetings, training and seminars.
8. Serves as a representative of the supervisor when in contact with other employees, officials, outside agency representatives, general public, etc.; issues instructions on behalf of the supervisor as delegated; makes oral presentations to Tribal Council, Budget Oversight Team and management groups in the absence of the supervisor; etc.
9. Assigned as the Shift Charge EMT/ Medic as scheduled.
10. Prepares and submits activity or narrative reports to the supervisor as required or necessary.
11. Performs other duties as assigned or authorized to achieve Hopi EMS goals and objectives.

COMPLEXITY: The work includes varied duties involving different and related processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each

assignment and the chosen course of action to be taken is by assessment, policy, guidelines and physician medical control.

SUPERVISION RECEIVED: The incumbent is under general supervision and line authority of the Supervisory Emergency Medical Paramedic. The supervisor makes assignments by defining objectives and priorities; and assists the incumbent with unusual situations which do not have clear precedents. The incumbent plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the occupation. Completed work is evaluated for technical soundness, appropriateness and conformity to policy and requirements.

PERSONAL CONTACTS: Contacts are with employees within/outside the immediate work area, supervisor, personnel of the Hopi Health Care Center, Tuba City Regional Health Care Corporation, Flagstaff Medical Center and other agencies in the incumbent's specialized area, law enforcement agencies, fire/rescue services, schools, villages & communities and the general public. The purpose of these contacts is to exchange factual information, provide assistance, coordinate services and foster a network of communication. Some contacts may create stressful situations and be reluctant to provide information.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work is performed in a pre-hospital & hospital setting; ambulance and in the public. The work requires physical & strenuous exertion such as lifting and carrying patients in excess of 125 lbs., supplies, material and equipment over varying terrain and in varying weather conditions. The incumbent must be able to hike ½ mile or longer, work in harsh environmental conditions, under stressful physical and mental conditions. The incumbent may be exposed to some occupational hazards such as blood-borne pathogens, which may include, but not limited to, Hepatitis B and Human Immunodeficiency Virus (HIV), and will require the incumbent to wear and use protective clothing and gear. The incumbent will maintain a flexible work schedule to work evenings, weekends and holidays. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education : High school diploma or G.E.D. certificate;

AND

B. Training : Arizona Dept. of Health Services Paramedic Certification;

AND

C. Experience : Two (2) years experience as an Emergency Medical Technician in a pre-hospital setting;

AND

D. Application: Apply and be accepted to Flagstaff Medical Center-Pre Hospital Care for Administrative Medical Direction.

2. Required Knowledge, Skills and Abilities

A. Knowledge:

- in advanced patient assessment and treatment techniques
- of Basic and Advanced Cardiac Life Support.
- vehicle extrication and high angle technical rescue procedures
- of Pediatric and Neonatal Advance Life Support
- in the maintenance and preparation of emergency care equipment and supplies
- and respect for the culture, tradition, political and socio-economic environment of the Hopi reservation
- of state and local emergency medical guidelines, rules and regulations
- of the principles and practices of emergency medical care
- of basic pharmacology and medical terminology
- of Cardiopulmonary Resuscitation (CPR)
- of the maintenance and preparation of emergency care equipment and supplies

B. Skills:

- advanced skills in all aspects of care and treatment at the Paramedic Certification
- in advance airway techniques, i.e., intubations, chest decompression, cricothyroidotomy, nasogastric tubes, etc

- in intravenous therapy and in administration of medication according to Medical Direction and Northern Arizona EMS Guidelines
- in recognition, assessment and management of emergency situations
- in interpreting electrocardiograms (including 12 lead) and performing necessary treatment according to American heart Association Advance Cardiac Life Support guidelines
- in pre-hospital communication of all pertinent information to Medical Control and receiving facility
- in advance airway techniques, i.e., intubations, chest decompression, cricothyroidotomy, nasogastric tubes, etc.

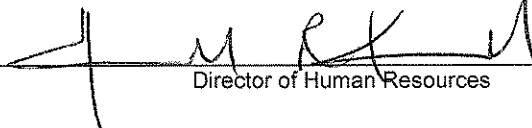
C. Abilities:

- to coordinate agencies and personnel involved with patient care and transportation
- to make sound decisions regarding patient care and transfers, vehicle usage and EMS staff assignments
- to perform as Incident Commander in emergency situations, including medical, fire, bomb threats, search and rescue until command can be transferred
- to perform as Medical Control in multi-casualty incidents and perform effective triage
- to understand, document and communicate pertinent medical information in written and verbal form
- to interpret diagnostic signs and symptoms
- to cope in stressful situations
- to maintain confidentiality of patient information
- to maintain a healthy and physical fitness regime to perform duties of a Paramedic.
- to work odd working hours; 12 hour shifts: Day 0700-1900 or Night 1900-0700; or 24 hour shifts: 0700-0700 or 1900-1900
- to be a team player and work well with others, EMS is a team effort and providers must provide necessary assistance to ensure proper care is given and adheres to quality assurance standards.
- to perform in and promote a "Drug Free and Alcohol-free" environment
- to establish and maintain professional working relationships with others
- to maintain, prepare and use emergency care equipment and supplies

NECESSARY SPECIAL REQUIREMENTS:

1. Possess or be able to obtain, within 30 days of employment, a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Maintain Paramedic certification through the Arizona Department of Health Services (ADHS)-EMS Bureau every two (2) years by accomplishing the following requirements:
 - a. Obtain 60 hours of continuing medical education (CME) hours in accordance with ADHS-EMS Bureau requirements.
 - b. Maintain the American Heart Association-Basic Life Support certification.
 - c. Maintain the American Heart Association-Advanced Cardiac Life Support certification.
 - d. Maintain the International Trauma Life Support or Pre-hospital Trauma Life Support certification.
 - e. Maintain Pediatric Advanced Life Support (PALS) certification.
 - f. Maintain Neonatal Resuscitation Program (NRP) certification
 - g. Attend minimum required run reviews conducted by Flagstaff Medical Center-Pre-hospital care.
 - h. Attend ADHS-EMS Bureau approved Advanced Life Support Refresher.
 - i. Perform 36 advanced life support ambulance runs; six (6) must be trauma and six (6) cardiac runs.
 - j. Observe a minimum of two (2) child births.
 - k. Attend approved Flagstaff Medical Center-Pre-hospital Care Advance Airway course.
 - l. Attend all required ADHS-EMS Bureau and Flagstaff Medical Center Pre-hospital care trainings.
 - m. Maintain and update all update all State and Federal Immunization requirements for Healthcare Workers

REVIEWED BY:  11/22/11
 Department/Office Hiring Authority Date

APPROVED BY:  11/22/11
 Director of Human Resources Date

Background 1B
NON-EXEMPT: SENSITIVE
Range 36
 11/2011