



PARAMEDIC

Hopi Emergency Medical Services
Department of Public Safety & Emergency Services

Reports To: Paramedic Supervisor
Salary/Hourly Range: 40
FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED
PD Revised: 8/20/2021

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. 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. 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 requirement.

KEY DUTIES AND RESPONSIBILITIES

(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 extend 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 through 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 HIPPA 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) Must adhere to all Center for Disease Center (CDC), Arizona Department of Health Service-Bureau of EMS (ADHS-BEMS), Hopi Health Care Center (HHCC) and Hopi Tribe Guidelines and Requirements in the event of an epidemic or pandemic.
- 12) Performs other duties as assigned or authorized to achieve Tribal/Program goals and objectives.

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, 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

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

Training: Arizona Department of Health Services Paramedic Certification; AND

Experience: Two (2) years work experience as an Emergency Medical Technician; OR

Equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have knowledge of vehicle operations and emergency vehicle operations course.
- Must have knowledge of helicopter operations and safety.
- Must have knowledge of hazardous materials.
- Must have knowledge of the incident command system.
- Must have knowledge and use of IV pumps and drips.
- Must have knowledge and of ventilator use and management.
- Must have knowledge and use of Auto pulse operation and management.
- Must have knowledge and skill in remote view intubation.
- Must have knowledge of technical vehicle extrication.
- Must have knowledge of Technical high angle rescue (rope rescue).
- Must have knowledge of ABG blood gases and end tidal CO2.
- Must have knowledge of Cardiac monitors use and troubleshooting.
- Must have knowledge of decontamination of person, equipment and vehicle.
- Must have knowledge of advanced PPE.
- Must have knowledge of Medication security and chain of custody.
- Must have knowledge of report writing and billing.
- Must have knowledge of simple triage and rapid transport (START).
- Must have knowledge of Pediatric simple triage and rapid transport.
- Must have knowledge of GPS and navigation.

- Must have knowledge of traumatic brain injury management.
- Must have knowledge of active shooter and response.
- Must have knowledge of Interfacility transport and procedures.
- Knowledge in advanced patient assessment and treatment techniques.
- Knowledge of Basic and Advanced Cardiac Life Support.
- Knowledge of vehicle extrication and high angle technical rescue procedures.
- Knowledge of Pediatric and Neonatal Advance Life Support.
- Knowledge in the maintenance and preparation of emergency care equipment and supplies.
- Knowledge and respect for the culture, tradition, political and socio-economic environment of the Hopi reservation.
- Knowledge of state and local emergency medical guidelines, rules and regulations.
- Knowledge of the principles and practices of emergency medical care.
- Knowledge of basic pharmacology and medical terminology.
- Knowledge of Cardiopulmonary Resuscitation (CPR).
- Knowledge of maintenance and preparation of emergency care equipment and supplies.
- Advance skills in all aspects of care and treatment at the Paramedic Certification.
- Skills in advance airway techniques, i.e., intubations, chest compression, cricothyroidotomy, nasogastric tubes, etc.
- Skill in intravenous therapy and in administration of medication according to Medical Direction and Northern Arizona EMS Guidelines.
- Skill in recognition, assessment and management of emergency situations.
- Skill in interpreting electrocardiograms (including 12 lead and performing necessary treatment according to American heart Association, Advance Cardiac Life Support guidelines.
- Skill in pre-hospital communication of all pertinent information to Medical Control and receiving facility.
- Skill in advance airway techniques, i.e. intubations, chest decompression, cricothyroidotomy, nasogastric tubes, etc.
- Ability to coordinate agencies and personnel involved with patient care and transportation.
- Ability to make sound decisions regarding patient care and transfers, vehicle usage and EMS staff assignments.
- Ability perform as incident Commander in emergency situations, including medical, fire, bomb threats, search and rescue until command can be transferred.
- Ability to perform as Medical Control in multi-casualty incidents and perform effective triage.
- Ability to understand, document and communicate pertinent medical information in written and verbal form.
- Ability interpret diagnostic signs and symptoms.
- Ability to cope in stressful situations.
- Ability to maintain confidentiality of patient information.
- Ability to maintain a healthy and physical fitness regime to perform duties of a Paramedic.
- Ability to work odd working hours; 12 hour shifts; Day 0700-1900 or Night 1900-0700; or 24 hour shifts; 0700-0700 or 1900-1900.
- Ability to perform in and promote a "Drug Free and Alcohol-free" environment.
- Ability to establish and maintain professional working relationships with others.
- Ability to maintain, prepare and use emergency care equipment and supplies.

NECESSARY SPECIAL REQUIREMENTS

- 1) Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (tribal insurance qualifications are independent of DMV issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass the pre-employment screening.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.
- 7) Maintain Paramedic certification through the Arizona Department of Health Services-Bureau of EMS every two (2) years.
- 8) Obtain 60 hours of continuing medical education (CME) hours in accordance with ADHS-EMS Bureau every two (2) years.
- 9) Maintain the American Heart Association-Basic Life Support certification.
- 10) Maintain the American Heart Association-Advanced Cardiac Life Support certification.
- 11) Maintain the International Trauma Life Support or Pre-hospital Trauma Life Support certification.
- 12) Maintain Pediatric Advanced Life support (PALS) certification.
- 13) Maintain Neonatal Resuscitation Program (NRP) certification.
- 14) Attend minimum required run reviews conducted by Flagstaff Medical Center-Pre-hospital care.
- 15) Perform 36 advanced life support ambulance runs; six (6) must be trauma and six (6) cardiac runs.
- 16) Observe a minimum of two (2) child births.
- 17) Attend approved Flagstaff Medical Center-Pre-hospital Care Advance Airway course.
- 18) Attend all required ADHS-EMS Bureau and Flagstaff Medical Center Advance Airway course
- 19) Maintain and update all State and Federal Immunization requirements for Healthcare workers.