

**LifeNet, Inc.**

*POSITION DESCRIPTION*

**POSITION TITLE:** Paramedic  
**DEPARTMENT:** Operations  
**REPORTS TO:** Director of Operations  
**STATUS:** Non-exempt  
**DATE:** 8/15/10

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**SUMMARY:** Provide safe, quality advanced and basic emergency medical care and transportation under the guidelines of state protocols and LifeNet standards of care. Maintain equipment and vehicles utilized in providing service.

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**DUTIES AND RESPONSIBILITIES**

- Maintain high quality of patient care by assuming responsibilities for medical care of the patient and carrying out established policies and procedures.
- Respond to requests for emergency medical care, examine patients, and report on patient medical condition to an emergency room nurse or physician via two-way radio or telephone.
- Utilize medical equipment and procedures including defibrillator and EKG monitor, telemetry equipment, oxygen and suction devices, intravenous fluids, injections, CPR, and other procedures and medications as required.
- Maintain patient confidentiality.
- Prepare and submit EMS pre-hospital forms according to LifeNet standards, patient records, and other forms as required.
- **All aspects of patient movement including, but not limited to, lifting from the ground, lifting a patient while on the cot, lifting a patient in a stair chair, carrying a patient down step in a stair chair or cot, moving patients from one surface to another (cot to bed, cot to bench seat, etc.).**
- Follows LifeNet guidelines for customer service.
- Administer wound care and apply traction and/or splinting.
- Read maps and route ambulance unit.
- Transport patients to medical facilities.
- Gather patient billing information and appropriate billing signatures.
- Assure that emergency vehicle is completely inventoried, stocked and in good

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running order throughout the work shift.

- Complete daily report. Report mechanical problems to Maintenance Department and/or Supervisor.
- Maintain the cleanliness of vehicle and area stations.
- Comply with continuing education requirements and maintain all relevant licenses, certifications and other documents required for employment.
- Maintain verbal contact with the Communications Center via two-way radio regarding unit readiness, crew identities, location, etc.
- Adhere to established pre-hospital care protocols.
- Function as a public relations representative when dealing with facilities, agencies, etc.
- Responsible for adhering to all company policies and procedures.
- Perform other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED. Current Paramedic license in Oklahoma. Current drivers license with acceptable driving record. Negative DOT drug screen. Pass DOT physical & lifting requirement. Current ACLS Provider and BCLS Health Provider certifications. HAZMAT & START training within 12 months of employment. Must be at least 21 years of age, prefer at least 23 years of age. Must pass a written & oral evaluation, psychomotor evaluation, and complete a field training evaluation period as part of the credential establishing process during the first 90 days of employment. At least one-year experience preferred. Ability to locate hospitals and major medical facilities in the area, and ability to maintain effective communication skills with co-workers, patients, patient families, and the personnel of base station hospitals and interacting agencies. Effective oral and written communications skills. Effective interpersonal skills.

### **STRESS FACTORS**

**Occasionally:** Boredom, MCIs, life and death situations, intense tasks.

**Frequently:** Fatigue, high call volume.

**Constantly:** Repetitive tasks, high pressure, hazards, patient care.

### **PHYSICAL REQUIREMENTS**

**Occasionally:** Climbing, kneeling, running distance, reaching above shoulder level, lifting patients weighing greater than 150 pounds

**Frequently:** Smelling, sitting, leaning, stooping, bending, climbing, standing, twisting, walking inside & outside, lifting patients weighing not greater than 150

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**pounds, pushing, pulling, reaching, balancing, carrying equipment and supplies no greater than 70 pounds, fine hand & finger movement, driving ambulance.**

**Constantly:** Hearing/listening, clear speech, touching, seeing, upper and lower body flexibility, multiple physical & mental activities performed simultaneously.

**WORKING CONDITIONS**

**Occasionally:** Extreme heat and cold, wet and/or humid conditions, vibration, pressurized equipment, burning materials, moving objects, high places, fumes/odors/mists, gases, toxic conditions.

**Frequently:** Extended days, inside, outside, temperature changes, mechanical & electrical equipment, confined areas, noise, dirt/dust, other hazardous conditions, human excrement, blood, urine, mucous, tissue.

**Constantly:** Work with and around others, face to face and verbal contact with others, shift work.

**MENTAL REQUIREMENTS**

**Occasionally:** Math skills.

**Frequently:** Complex writing, clerical, analyzing, perception/computation, problem solving, memorization.

**Constantly:** Simple and complex reading, simple writing, judgment, reasoning, decision making.

**EQUIPMENT USED**

**Occasionally:** Facsimile, kitchen appliances, vacuum cleaner, protective devices and clothing, computer.

**Frequently:** Telephone, cleaning equipment and supplies.

**Constantly:** Ferno & Stryker stretchers, maps, pager, IV supplies, bandaging, medications, monitor/defibrillator, radio, suction equipment, airway equipment/bag, disposable supplies, durable equipment, trauma bag/box, drug box.

<b>Date:</b>	
<b>Employee Name (Print):</b>	
<b>Employee Signature:</b>	
<b>Witness Name (Print):</b>	
<b>Witness Signature:</b>	