

COMMUNITY PARAMEDIC 1-2

CLASS DESCRIPTION

General Responsibilities:

This is responsible paramedic work within the Madison Fire Department's Community Paramedicine Program. Paramedics in this classification provide proactive care for at-risk individuals in the community. Employees promote and maintain the health of at-risk individuals through appropriate physical assessment and interventions, counseling, advocacy, referral and education. Work is performed independently within established standards and in collaboration with medical providers and other resource providers to assure coordination of care is provided. Employees are expected to exercise considerable judgment and initiative. The work is performed under the medical leadership of the Madison Fire Department (MFD) Medical Director, with a direct reporting relationship to the Division Chief of Medical Affairs.

This series is structured to provide advancement from a Community Paramedic 1 to Community Paramedic 2, as a function of the employee's career development, and generally after two years of starting employment as a Community Paramedic 1 and receiving the required license to become a 2.

Community Paramedic 1

This is the entry level of the Community Paramedic career progression series. This work is characterized by more structured and/or closely reviewed professional assignments. Under limited supervision, employees are expected to exercise professional judgment and discretion within established parameters.

Community Paramedic 2

This is the objective level of the Community Paramedic career progression series. Employees must exercise considerable judgment in releasing sensitive information. Under general supervision, employees are expected to exercise considerable professional judgment and discretion within established parameters.

Examples of Duties and Responsibilities:

Community Paramedic 1

Perform initial intake evaluations and ongoing assessment of clients. Provide direct patient care including performance of tasks such as taking vitals, performing wound care, IV care, ostomy care, blood draws, injections and disease management, and administering immunizations. Review, set-up and administer medications as necessary per the established plan of care. Verify that instructions are being followed and carried-out. Continually evaluate the patient's condition and the effectiveness of treatments, plan

of care, medications, and therapies. Based on provider availability and client preference, schedule reoccurring program visits.

Work with the Medical Director and other community care providers to develop an effective care plan to present to the client and their family. Work in collaboration with private physicians and other health professionals to formulate care plans and assure coordination of care is provided. Serve as a patient advocate and liaison. Provide consultation and referral services as needed.

Document visit notes, treatments, and care. Record and report symptoms and changes in patient's condition. Verify that physician orders are complete, accurate and cover the care and visits provided. Document patient refusal of visits or care. Prepare narrative and statistical reports as required.

Prepare and present health instruction and educational material. Assist in the development of processes and education materials pertaining to the Community Paramedic Program. Provide information, instruction and education to the patient, patient family members and caregivers in proper care. Conduct presentations on a variety of EMS-related functions to include CPR, first aid and related topics.

Perform outreach activities. Participate in activities that promote the MFD Community Paramedic Program and the MFD in general. Participate in related community relations activities.

Perform duties as an emergency medical technician, as required. Respond to and participate in medical emergencies. Provide emergency medical services to injured or severely ill persons (i.e., restore breathing, heart action, control of bleeding, care of broken bones, emergency maternity cases, conveyance to medical facilities, etc.).

Participate in various classroom, self-study and field training programs to develop and maintain required skills, proficiencies and abilities.

Perform related work as assigned.

Community Paramedic 2

Perform the work of a Community Paramedic 1, with a higher degree of professional complexity, independence, initiative, judgment, discretion, and personal accountability.

Perform related work as assigned.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Community Paramedic 1

Working knowledge of the principles, practices and techniques utilized in medical emergency response. Working knowledge of standard health assessment practices, protocols and equipment. Working knowledge of the role of various community health care providers, and social service and advocacy agencies within the community and the ability to effectively refer clients. Working knowledge of and ability to use computer software applicable to the duties of the position. Knowledge of end of life concept and the needs of the terminally ill. Ability to organize and present fire safety/prevention CPR, First Aid (and related) topics to groups. Ability to exercise sound judgment and make effective patient decision and accurate paramedical medical diagnosis and treatment decisions. Ability to operate all applicable emergency medical equipment and apparatus. Ability to manage a client case load, and maintain applicable and accurate records. Ability to maintain confidentiality of sensitive information. Ability to read and comprehend complex rules, regulations and procedures and to recall/apply them (often under adverse conditions). Ability to work well under pressure and during crisis situations. Ability to remain calm and exercise judgment under emergency conditions. Ability to perform standard mathematic calculations. Ability to follow oral and written direction. Ability to work with people of diverse backgrounds and across boundaries, such as class, race, gender, sexual orientation, literacy and other issues. Ability to communicate effectively both orally and in writing. Ability to develop and maintain effective working relationships with team members, patients, caregivers, referral sources, physicians and their staff, facility staff members and the community. Ability to work cooperatively in a team environment. Ability to serve the community in a caring, sensitive manner, and to demonstrate patience and tolerance. Ability to properly handle difficult issues and high emotional responses related to death and dying issues. Ability to adhere to professional standards incorporating honesty and integrity. Ability to manage time, resources and paperwork requirements while meeting the needs of patients and caregivers. Ability to perform physically demanding work, requiring judgment, under adverse working conditions. Ability to maintain adequate attendance.

Community Paramedic 2

Thorough knowledge of the principles, practices and techniques utilized in medical emergency response. Thorough knowledge of standard health assessment practices, protocols and equipment. Thorough knowledge of the role of various community health care providers, and social service and advocacy agencies within the community and the ability to effectively refer clients. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Working knowledge of end of life concept and the needs of the terminally ill. Ability to organize and present fire safety/prevention CPR, First Aid (and related) topics to groups. Ability to exercise sound judgment and make effective patient decision and accurate paramedical medical diagnosis and treatment decisions. Ability to operate all applicable emergency medical equipment and apparatus. Ability to manage a client case load, and maintain applicable and accurate records. Ability to maintain confidentiality of sensitive information. Ability to read and comprehend complex rules, regulations and procedures and to recall/apply them (often under adverse conditions). Ability to work well under pressure and during crisis situations. Ability to remain calm and exercise judgment under emergency conditions. Ability to perform standard mathematic calculations. Ability to follow oral and written direction. Ability to work with people of diverse backgrounds and across boundaries, such as class, race, gender, sexual orientation, literacy and other issues. Ability to communicate effectively both orally and in writing. Ability to develop and maintain effective working relationships with team members, patients,

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Training and Experience:

Generally, positions in this classification will require:

Community Paramedic 1

Two years of experience as a Paramedic at a recognized EMS system. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Community Paramedic 2

Two years of experience equivalent to a Community Paramedic 1 at a recognized EMS system. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

Possession of a current driver's license at the time of hire.

Possession of current CPR and ACLS cards at the time of application.

Must have and maintain State certification at the level of EMT-P or be nationally registered as an EMT-P at the time of application.

Community Paramedic 2

Must have and maintain certification as a Community Paramedic.

Physical Requirements:

The incumbent will be expected to occasionally lift/carry up to 50 pounds and carry no more than 70 pounds. Incumbents will also be required to push, pull, climb stairs, balance, kneel, stoop, bend, lean, and have upper and lower body flexibility. Must have the ability to drive an ambulance, car or truck and perform multiple physical activities at the same time (driving, talking and observing).

Working Conditions:

Incumbents will occasionally be exposed to confined areas, extreme hot and cold, wet and/or humid conditions, noise, vibration, mechanical and electrical equipment, moving objects, high places, fumes/odors/mists, dirt and dust, gasses, toxic conditions, human excrement, blood, urine, mucous, tissue, serious injuries and death.

Work is performed in patient homes of various conditions and may require working under stressful conditions to meet patient needs, and to make quick decisions and resource acquisition. Work is frequently performed alone, with and around others.

The incumbent may be expected to occasionally work outside the normal work schedule, including evenings and weekends.

Department/Division	Classification	Comp. Group	Range
Fire Department	Community Paramedic 1	16	15
Fire Department	Community Paramedic 2	16	17

Approved: _____
Brad Wirtz
Human Resources Director

Date