



Columbia Emergency Medical Service

JOB DESCRIPTION

Part-Time

EMT – PARAMEDIC

General Information:

Job Title: Emergency Medical Technician – Paramedic

Based at: 1020 N. Main Street, Columbia, IL 62236

Position reports to: EMS Chief

Key Responsibilities:

- *Responds quickly to all manner of calls dispatched
- *Evaluate scenes for safety of self and partners
- *Use of personal protective equipment appropriate to the scene
- *Recognize the nature and seriousness of the patient's condition or extent of injuries to assess requirements for emergency medical care.
- *Administer appropriate emergency medical care based on assessment of findings of the patient's condition.
- *Lift, move, position and otherwise handle the patient to minimize discomfort and prevent further injury.
- *Effective operation of medical equipment within scope of practice allowed by Memorial Hospital and IDPH Region IV.
- *Appropriate use of medications within scope of practice allowed by Memorial Hospital and IDPH Region IV.
- *Safely operates the emergency vehicle
- *Follows the Illinois Department of Transportation Guidelines on scene safety / requirements

- *Appropriate Radio language and resource requests when communicating with dispatch center
- *Report pertinent information regarding medical condition of the patient via radio / phone to receiving hospital
- *Effective / appropriate communication with Medical Control
- *Cooperation with other local police, fire, coroner and EMS agencies
- *Accurate documentation when using patient reporting software
- *Accurate completion of call paperwork
- *Restock of all supplies used on call
- *Appropriate disinfection of ambulances and equipment to maintain sterile environment for patients/staff
- *Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations

Other Responsibilities:

- *Daily Chores
- *Weekly Chore
- *Daily log completion for all medical equipment
- *Daily logging of hours / mileage of all EMS vehicles
- *Daily ALS checklist at start of shift
- *Duties as assigned by the Chief, Director or Full-time staff member

Certifications Required per Level of Licensure:

- *IDPH License
- *CPR Certification from American Heart or American Safety and Health Institute
- *ACLS
- *PALS
- *ITLS
- *Current / unrestricted driver license

Continued Education Units:

- *Obtain all necessary CEU credits under the IDPH guidelines to maintain licensure within the state of IL

Physical Demands:

Physical demands include but may not be limited to the following:

- *Lifting, carrying and balancing patients in excess of 150 pounds (300 with assistance)
- *Motor Coordination – Coordinates vision, finger and hand movements (example when used position / remove dressings, measuring medications, IV insertion)
- *Finger Dexterity (example when used applying bandages and splints)
- *Manual Dexterity (example when used artificial respiration)

*Eye-Hand Coordination (example when used ambulance operation, balancing, lifting, positioning, transporting patient.)

*Color Discrimination (example when used recognizing color of tissue, hue and saturation of body parts.)

*Standing / Walking / Sitting / Lifting / Carrying Pushing / Pulling / Climbing / Stooping / Kneeling / Crouching / Crawling / Reaching / Feeling / Talking / Hearing / Seeing

Job Description

EMT– Paramedic

I _____ have received and read a copy of the City of Columbia’s EMT-Basic/Paramedic job description and will adhere to its content.

Signature

Date