



# Anchorage Middletown Fire & EMS Administrative Policy Manual

Policy Number 307.037	Policy Title <b>Paramedic</b>		
Date Effective 04/19/2018	Policy Category 307.00 Job Descriptions	Document Owner Bradford Michel Chief Officer- Division Chief	
Version 1	Related Documents:	Next Review 04/19/2019	Page Page 1 of 3

**Job Title:** Paramedic **Job Reports To:** EMS Shift Captain

**Division:** Operations  Exempt  Non-Exempt

## I. Position purpose

This non-suppression position requires the employee to perform emergency medical response duties approved by the Board of Trustees. The Paramedic performs routine and regular maintenance of equipment, facilities, and the apparatus of the Department. This position also provides public education and training on topics of life safety, health, fire prevention, and other related topics as deemed necessary by the Department.


## II. Minimum Qualifications

- A. High School Diploma or G.E.D.
- B. National registered Paramedic or Kentucky certified Paramedic
- C. AHA certifications:
  - II. Advanced Cardiac Life Support
  - III. Pediatric Advanced Life Support
  - IV. BLS Healthcare Provider
- D. Effective written and oral communication skills.
- E. Willing to work any assigned schedule as required.
- F. Maintain a valid motor vehicle operator's license.

## III. Desirable Qualifications

- A. Associate's degree in Emergency Medicine, Fire Science, or related field.
- B. Operations level Hazardous Materials certification.

*Note: Nothing in this job description restricts the Department's right to assign or reassign duties and responsibilities to this job at any time within the limits allowed by the Kentucky Fire Commission, Kentucky Board of EMS, State, or Federal regulation.*

	<h1>Anchorage Middletown Fire &amp; EMS</h1> <h2>Administrative Policy Manual</h2>		
<b>Policy Number</b> 307.037	<b>Policy Title</b> <b>Paramedic</b>		
<b>Date Effective</b> 04/19/2018	<b>Policy Category</b> 307.00 Job Descriptions	<b>Document Owner</b> Bradford Michel Chief Officer- Division Chief	
<b>Version</b> 1	<b>Related Documents:</b>	<b>Next Review</b> 04/19/2019	<b>Page</b> Page 2 of 3

#### IV. **Responsibilities/Duties/Functions/Tasks**

- A. Abide by the requirements of the Administrative Policies and the Standard Operating Procedures of the Department.
- B. Respond to all given calls for service when on duty and perform such duties as requested by the Officer in charge, to the best of his/her ability.
- C. Attend assigned training sessions.
- D. Remain at any incident scene, fire station, or training until dismissed by the Officer in charge.
- E. Responsible for his/her issued equipment (i.e. PPE, uniforms, radios, etc.), including routine upkeep and maintenance. Shall return issued equipment to the appropriate Division upon request, termination or inactivity with the Department.
- F. Treat superior officers, associates, and the public respectfully and with a professional demeanor.
- G. Do not publicly criticize instructions or orders they have received.
- H. Become familiar with the Administrative Policies and Standard Operating Procedures of the Department, and obey all provisions outlined therein.
- I. Notify their supervisor of any change of address or phone number within two (2) weeks of the change.
- J. Notify their supervisor or the Station Captain of any equipment malfunction, lost or missing equipment, and/or needed equipment including personal, station or apparatus.
- K. Participate in training, serve as an instructor as needed, and assist the Division of Workforce Development in conducting training sessions.
- L. Remain familiar with the medical equipment on all apparatus of the Department.
- M. Maintain licensure as a Paramedic. Notify their supervisor of any change in status of their certification or their ability to function as a Paramedic in the Commonwealth of Kentucky.

*Note: Nothing in this job description restricts the Department's right to assign or reassign duties and responsibilities to this job at any time within the limits allowed by the Kentucky Fire Commission, Kentucky Board of EMS, State, or Federal regulation.*



# Anchorage Middletown Fire & EMS Administrative Policy Manual

Policy Number 307.037	Policy Title <b>Paramedic</b>		
Date Effective 04/19/2018	Policy Category 307.00 Job Descriptions	Document Owner Bradford Michel Chief Officer- Division Chief	
Version 1	Related Documents:	Next Review 04/19/2019	Page Page 3 of 3

- N. Maintain driver certification on Ambulance.
- O. Take primary responsibility for patient care unless relieved by a higher-ranking officer capable of providing equal care, or delegate care to an EMT-Basic if a full patient assessment indicates that BLS is appropriate.
- P. Participate in daily work assignments as assigned by the Station Captain where they are assigned including but not limited to:
  - 1. Building and grounds maintenance
  - 2. Vehicle maintenance
- Q. Respond to call backs as requested.

#### V. **Special Position Requirements**

The employee may be required to perform certain job functions under hazardous and/or austere conditions; while being exposed to all weather types and/or under extreme stress.

*Note: Nothing in this job description restricts the Department's right to assign or reassign duties and responsibilities to this job at any time within the limits allowed by the Kentucky Fire Commission, Kentucky Board of EMS, State, or Federal regulation.*