

## Civilian Paramedic – EMS Operations

**Reports To:** EMS Duty Officer; Chief of EMS & Personnel Development

**Supervises:** N/A

**Assigned To:** EMS Operations; shift-based assignment

**Classification:** Civilian EMS operational position; not a fire suppression role

**Compensation:** Hourly, non-exempt

### Position Summary

The Civilian Paramedic – EMS Operations is a civilian emergency medical services position responsible for delivering Advanced Life Support (ALS) patient care within the Allen County Fire & EMS District. This position responds to emergency medical incidents, provides comprehensive pre-hospital assessment and treatment, and transports patients to appropriate receiving facilities. The Paramedic – EMS Operations holds no fire suppression responsibilities and operates exclusively within the EMS chain of command. This position demands clinical professionalism, operational readiness, patient-centered care, and a steadfast commitment to public trust.

### Essential Duties & Responsibilities

#### Emergency Medical Response

- Respond to emergency medical incidents as dispatched, including cardiac events, trauma, respiratory emergencies, strokes, pediatric emergencies, and other life-threatening conditions.
- Conduct thorough pre-hospital patient assessment and establish an appropriate treatment plan.
- Operate emergency medical vehicles safely and in accordance with district driving standards.

#### Advanced Life Support – Patient Care

- Provide comprehensive ALS treatment including medication administration, advanced airway management, cardiac monitoring, cardioversion, and defibrillation.
- Manage traumatic injuries including hemorrhage control, spinal motion restriction, and wound management.
- Initiate and manage IV/IO access, fluid resuscitation, and pharmacological interventions per protocol.
- Provide ongoing patient reassessment and treatment adjustment throughout transport.
- Communicate patient condition and treatment updates to receiving facilities prior to arrival.

#### Transport Operations

- Transport patients safely to appropriate receiving facilities as directed by protocol and medical direction.
- Provide accurate, professional patient handoff to receiving facility clinical staff.
- Return unit to service promptly following patient transfer.

#### Documentation & Reporting

- Complete accurate, thorough, and timely patient care reports (PCRs) for every response.
- Document all assessments, treatments, medications, and patient responses in compliance with district and state standards.
- Maintain controlled substance accountability and documentation per DEA and district requirements.

#### Ambulance & Equipment Readiness

- Conduct and document daily ambulance inspection, equipment checks, and supply inventory at the start of each shift.
- Ensure cardiac monitors, airway equipment, ALS drug bags, and all EMS supplies are stocked, functional, and ready.
- Report equipment deficiencies, damage, or supply shortages to the EMS Duty Officer immediately.

#### Clinical Compliance & Infection Control

- Comply with all district EMS protocols, medical director directives, and clinical standards at all times.

- Follow infection control, PPE, and exposure prevention standards on every call.
- Participate in QA/QI review processes and respond to clinical feedback from medical direction.
- Maintain all certifications and continuing education requirements per district and state standards.

### **Public Interaction & Community Trust**

- Represent the Allen County Fire & EMS District with professionalism, compassion, and respect in every patient and public interaction.
- Communicate clearly and empathetically with patients, family members, and bystanders.
- Protect patient privacy and confidentiality in compliance with HIPAA requirements.

## **Qualifications**

---

### **Education**

- High school diploma or equivalent required. Associate degree in Emergency Medical Services or related field preferred.

### **Experience**

- Prior ALS field experience preferred. New paramedic graduates must successfully complete district orientation and probationary requirements.

### **Certifications / Credentials**

- State of Indiana Paramedic License, current and active.
- Must have or obtain within 6 months of hire current certification in CPR, ACLS, PHTLS, and PEPP or PALS.
- ICS 100 and 700 required.
- Valid Indiana driver's license with acceptable driving record.

## **Performance Measures**

---

### **Key Indicators**

- Accuracy, completeness, and timeliness of patient care reports.
- Controlled substance documentation compliance and accountability.
- Ambulance and equipment readiness verification each shift.
- Clinical performance as assessed through QA/QI chart review and medical director feedback.
- Certification currency and continuing education completion on time.

## **Working Conditions**

---

Work is performed in emergency medical environments including emergency scenes, ambulances, and hospital facilities. This position does not involve structural firefighting. Shift work including nights, weekends, and holidays is required. Physical demands include lifting and moving patients, extended periods of ambulance operation, and sustained clinical performance in variable environmental conditions.

## **Other Duties**

---

This job description is not intended to be all-inclusive. The Paramedic – EMS Operations may be assigned additional duties by the EMS Duty Officer or Chief of EMS & Personnel Development.