

Adopted: 9/2013
Revised: 8/2015, 9/2019

TITLE: COMMUNITY PARAMEDIC

REPORTS TO: COMMUNITY OUTREACH MANAGER

EXEMPT/NON-EXEMPT: Non-Exempt

SUMMARY:

Administers basic and advanced life support care to sick and injured persons in the prehospital setting under direction of an Emergency Department Physician consistent with state and local operating protocols. Performs continuation of care and observation during inter-facility patient transfers per direction of responsible physician. Supports existing health services; provides integrated health services in partnership with other health professionals; extends access to health services delivery in underserved and general populations, including primary care, public health, disease management, prevention and wellness, mental health, and dental health; and performs other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs all Primary Job Responsibilities listed for Paramedic;
- Examines, screens, treats and coordinates health services for patients;
- Conducts post-hospital release follow-up care including, but not limited to, monitoring medication, dressing changes, and checking vital signs;
- Observes, records, and reports to physician, patient's conditions and reactions to drugs, treatments, and significant incidents;
- Conducts patient education, including diabetes prevention/treatment, hypertension, Congestive Heart Failure (CHF), Chronic Obstructive Pulmonary Disease (COPD), falls assessment, injury evaluation, geriatric frailty visits, and nutrition;
- Administers patient care consistent with department protocols and physician orders;
- Coordinates appointments and follow-up with physicians and hospitals;
- Develops and completes appropriate reports and templates for the Community Paramedic Program; and
- Attends meetings as requested and available.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

May supervise one or more employees.

MEDICAL RESPONSIBILITIES:

See Paramedic job description.

JOB RESPONSIBILITIES RELATED TO PATIENT PRIVACY

Expected to protect the privacy of all patient information in accordance with the District's privacy policies, procedures, and practices, as required by federal and Colorado law, and in accordance with general principles of professionalism as a health care provider.

May access protected health information and other patient information only to the extent that is necessary to complete job duties. May only share such information with those who have a need to know specific patient information to complete their job responsibilities related to treatment, payment or other company operations.

Encouraged and expected to report, without the threat of retaliation, any concerns regarding the District's policies and procedures on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer.

Expected to actively participate in District privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with District policy.

VALUES BASED EXPECTATIONS:

Expected to act in accordance with our Mission, Vision and Values at all times.

Mission: The Mission of Eagle County Paramedic Services is to provide skilled, professional, and compassionate healthcare to our community.

Vision: Our vision is to be a world leader in out-of-hospital healthcare.

Values:

- **Integrity**
 - Be honest, committed and consistent in your words and actions.
- **Excellence**
 - Strive to continuously improve knowledge, practice & skills.
- **Community**
 - Be helpful, compassionate, and respectful in all interactions.
- **Patient Advocacy**
 - Act in the best interest of your patients.
- **Professionalism**
 - Be loyal, ethical and team oriented.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Language Skills:

Ability to effectively interact and communicate with patients, co-workers and District staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports, correspondence, proposals, etc. with a high degree of professionalism and accuracy. Computer proficiency required.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and interpret EKG charts.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Must practice sound decision making skills.

Certificates, License, Registrations:

Current Paramedic Certification from the State of Colorado

Must possess a Community Paramedic Endorsement from the State of Colorado, or have the credentials to obtain one.

Must possess from an accredited paramedic training center or an accredited college or university a certificate of completion for a course in community paramedicine with competency verified by a passing score on an examination offered nationally and recognized in Colorado for certifying competency to serve as a community paramedic.

Current certification in Advanced Cardiac Life Support and Cardiopulmonary Resuscitation.

Valid State of Colorado motor vehicle operating license, with continued safe driving history.

Education:

Associate's Degree required. Bachelor's Degree preferred. Course work in principles of supervision and leadership helpful.

Experience:

Minimum of 5 years of EMS experience with at least 3 years as a paramedic. Prefer 3 years as a paramedic supervisor. Training, CQI, marketing and/or public

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Sedentary work, lifting 20 pounds frequently and occasionally lifting and/or carrying articles such as binders and boxes. Lifting, talking, hearing, reaching, handling, feeling, and seeing. Frequent driving.

Moderate to high emotional effort. Work environment sometimes hectic with periods of high stress. Positions require managing multiple tasks in a time critical manner.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Inside generally 100% - however may include outside work on occasion.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

I understand that signing this job description does not create a contract of employment nor guarantee employment for any definite period of time. I understand that I have been hired **at the will** of the Eagle County Health Service District and my employment may be terminated at any time, with or without cause and with or without notice.

I have read and understand the above, and by my signature consent to these statements.

Employee Signature

Date

Supervisor

Date