

## CIVILIAN PARAMEDIC

### JOB DESCRIPTION

**Classification Responsibilities:** A Civilian Paramedic responds to medical incidents and provides Advanced Life Support (ALS) and medical transportation services to patients. Civilian Paramedics are responsible for providing advanced Emergency Medical Services (EMS) patient care both on-scene and en route to the hospital, which involves using mobile computers, electronic patient care reporting (ePCR) software, and mobile radios; interacting with patients and performing physical examinations; communicating their examination findings to the hospitals; setting up, operating/administering, and monitoring medical equipment, including cardiac monitors, intravenous solutions (IVs), and defibrillators; performing medication administration, cardiopulmonary resuscitation (CPR), endotracheal intubation, and other advanced airway procedures; applying splints, backboards, cervical collars, and other stabilizing measures; completing patient care reporting and transportation documentation; inventorying, requesting, and stocking drugs and EMS supplies and equipment; and participating in EMS related programs and training, as well as other department activities. Civilian Paramedics serve as the lead/functional supervisor for the Civilian Emergency Medical Technician (EMT) on medical scenes. This class is also responsible for performing related duties as required.

**EMS Assignment:** A Civilian Paramedic assigned to manage the medication distribution and compliance program for the EMS Division will organize, manage, and monitor medication use and distribution, as well as monitor control measures that are in place to maintain medication security. Responsibilities include: ordering and tracking shipment of medications; managing and tracking medications; auditing drug check-offs and administration of medication; monitoring mobile security and access to medication refrigerators; safely delivering medications to pharmaceutical vending machines and appropriately recording transactions; accounting for medical equipment and medications at fire stations and at Fire Resource, including replacing expired controlled medications; teaching fire crews how to appropriately use the pharmaceutical vending machines and account for medication; researching, writing, and developing guidelines; understanding and following Mesa Fire and Medical Department (MFMD) policies and procedures, and State and Federal statutes and laws; measuring the quality and effectiveness of programs; and assisting the EMS Division with providing operational training for Civilian EMTs and Paramedics.

**Distinguishing Features:** This civilian class participates in the Arizona State Retirement System (ASRS). Civilian Paramedics are assigned to Emergency Transportation Division responding to EMS calls and are not engaged in fire suppression work. Civilian Paramedics report to an Emergency Transportation Administrator. Civilian Paramedics and EMTs also take medical direction from a senior Paramedic on-scene (which may be a Fire Captain, Fire Engineer, or Firefighter), the Department's contracted Medical Director, and/or the hospital receiving the patients and then continuing their treatment. Civilian Paramedics may work on a 12-hour or 24-hour shift schedule, which may include evenings, weekends, and holidays, and may require working overtime. Civilian Paramedics assigned to the EMS Division work on a 40-hour schedule, which may also include evenings, weekends, and holidays, and may also require working overtime. This class is FLSA nonexempt.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** High School Diploma or GED.

**Special Requirements.** At least 18 years of age. Valid Arizona Paramedic Certification OR National Registry Paramedic Certification at time of application AND valid Arizona Paramedic Certification by hire or promotion date. Pediatric Advanced Life Support (PALS), Advanced Cardiac Life Support (ACLS), and Cardiopulmonary Resuscitation (CPR) certifications are required by application date. Must maintain all required certifications throughout employment and complete all required continuing education hours. Class D Arizona Driver's License by hire or promotion date and acceptable driving record. Must not be on the Office of Inspector General (OIG) list of Excluded Individuals/Entities (LEIE). Must pass the Emergency Vehicle Operator Course (EVOC) and obtain driver certification within 60 days of hire or promotion date. Must successfully complete and pass an MFMD Paramedic Integration Evaluation within 90 days of hire or promotion date.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** One year of full-time Paramedic or EMT experience. Pediatric Education for Prehospital Professionals (PEPP) certification. Bilingual in Spanish. **EMS Assignment:** Proficient in personal computer (PC) technology, including Microsoft Word, Excel, PowerPoint, and Outlook, as well as Internet research. Experience managing pharmaceutical dispensing programs and conducting audits using related software (example: patient care reporting, pharmaceutical tracking, and security access software).

## **ESSENTIAL FUNCTIONS**

**Communication:** Establishes and maintains positive, effective working relationships with customers and patients, Department members and management, other City of Mesa staff, the Department's Medical Director, staff from receiving hospitals, and partner agencies. Effectively communicates with patients regarding their medical emergencies, to perform physical examinations, and to provide patient care. Communicates information and directions to the Civilian EMT on medical scenes. Communicates examination findings to senior Paramedics, the Department's Medical Director, and receiving hospitals; and in writing for patient care reporting and transportation documentation. Monitors and responds appropriately to radio traffic, including communication with Dispatch and Deployment, and other Department and partner agency personnel at emergency scenes. Maintains the confidentiality of patient information. **EMS Assignment:** Communicates orally and in writing with personnel at all ranks within the Department. Instructs and trains Civilian EMTs and Paramedics in the proper use of pharmaceutical vending machines, mobile medication security through the use of PIN identity verification, and general accountability of medication. Prepares or reviews written documents, including program policies, memos, and training curriculum, by providing clearly organized thoughts using proper sentence structure, punctuation, and grammar. Communicates successes and challenges of the program. Communicates procedural, operational, and other work-related issues with the EMS Captain.

**Manual/Physical:** Provides patient care both on-scene and en route to the hospital. Drives, navigates, and operates emergency transport vehicles requiring a standard Class D Arizona Driver's License. Uses mobile computer terminals (MCTs), ePCR software, and mobile radios primarily to communicate with

others and to enter patient care reporting and transportation documentation. Performs physical examinations of patients. Sets up, operates, and monitors medical equipment, including cardiac monitors, IVs, and defibrillators. Performs CPR, endotracheal intubation, and other advanced airway procedures. Applies splints, backboards, cervical collars, and other stabilizing measures. Inventories, requests, and stocks drugs and EMS medical supplies and equipment. Climbs steps or ladders, navigates uneven surfaces, and lifts and moves patients with assistance to treat and transport from scenes. Moves objects weighing up to 50 pounds or more (example: EMS equipment, drug, and trauma boxes, etc.) for more than 150 feet. Works in small, cramped areas to provide patient care to trapped, endangered, or injured patients. Uses appropriate personal protective equipment (PPE) to minimize and mitigate exposure to bloodborne pathogens, airborne pathogens, bodily fluids, cleaning solutions, etc. Works outdoors in inclement weather, including extreme heat, rain, etc. Distinguishes colors to identify drugs, chemicals, and hazardous materials by color. Detects odors to identify solutions and detect potential natural gas leaks. Detects traffic sounds at vehicle accidents, sounds of impending building collapse, calls for assistance, and alarms, sirens, or other warning signs to assist others and to escape hazardous situations. Participates in EMS related programs and training, as well as other department activities. Cleans and maintains transportation units and department facilities. Meets scheduling and attendance requirements. **EMS Assignment:** Coordinates and monitors medications in fire response apparatuses, transportation apparatuses, pharmaceutical vending machines, and the medication warehouse. Monitors and reviews the documentation of crews to ensure compliance with medication standards and practices set forth by the Arizona Department of Health Services (AZDHS) and the federal Drug Enforcement Administration (DEA). Operates a motor vehicle requiring a standard Arizona Class D Driver's License to travel to various locations to stock medication and replace expired medications, and to attend meetings. Operates a variety of standard office equipment, such as PCs, copiers, and audio-visual training equipment. Moves and/or carries medical equipment and supplies, moving up to 100 feet or lifting a maximum of 50 pounds.

**Mental:** Maintains composure and makes medical assessments and patient care decisions in response to medical emergencies and to provide patient care both on-scene and en route to the hospital. Directs the Civilian EMT on medical scenes. Comprehends and follows medical direction from senior Paramedics, the Department's Medical Director, and/or the receiving hospital. Comprehends and complies with Arizona laws and AZDHS rules and regulations, medical protocols and algorithms, and Department and City policies and procedures. Analyzes patient findings and documents information using ePCR software. Comprehends readings and data from medical equipment, including cardiac monitors, and makes inferences. Learns job-related information from written materials, on-the-job training, and classroom settings. **EMS Assignment:** Plans and coordinates the restocking of medication with crews and stations. Comprehends and makes inferences from written materials such as patient records.

**Knowledge/Skills/Abilities:**

Knowledge of:

Arizona laws, and AZDHS rules and regulations, medical protocols, and algorithms;  
transportation units and EMS equipment and their proper use and maintenance;  
the principles and practices of patient care delivery;  
drugs and their proper administration and management; and  
emergency scene operations and incident command structure.

***EMS Assignment:***

DEA rules and regulations; and  
research techniques, methods, and practices to improve medication accountability and distribution.

Skills in:

providing ALS patient care;  
communicating with patients, staff, and partners; and  
using MCTs and radio systems to communicate clearly and effectively, assist in providing patient care and transportation, and completing related documentation.

***EMS Assignment:***

operating computer databases for medication records and other information.

Ability to:

effectively work with and direct the Civilian EMT;  
establish and maintain effective work relationships;  
understand and perform in accordance with departmental policies, rules, instructions, and written material in the field of emergency medical services;  
exercise initiative and independent judgement;  
follow medical direction;  
understand and comply with the confidentiality and requirements of the Health Insurance Portability and Accountability Act (HIPAA);  
effectively communicate appropriate medication information to providers;  
recognize and verify medication concentration based on labeling and packaging;  
operate and maintain transportation units and EMS supplies and equipment; and  
maintain the confidentiality of patient information.

***EMS Assignment:***

research patient care reports to determine which medications were used on calls;  
demonstrate strong attention to detail;  
file and maintain accurate records;  
prepare detailed reports;  
serve as the subject-matter expert on medication distribution;  
develop partnerships with outside agencies to understand regional trends and best practices; and  
monitor program status, schedules, and expenditures.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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CLP/lv/ah

CS3701.DOCX (12-hour)

CS3909 (24-hour)

CS4219 (40-hour)

CS4224 (Part-time, Non-benefitted)

EEO-PSW

JOB FCTN-PUB

Non-DOT Safety-Y

Non-DOT Random-N

DOT-N

INCREMENTS 88-200

PAY GRADE: 45

PAY GRADE: 42

PAY GRADE: 45

PAY GRADE: 45

IND-7705

SWORN-No

Non-DOT Security-N

CDL-N

RESP-N