

GONZALES COUNTY ESD #1

APPLICATION PACKET

JOB TITLE: Emergency Medical Technician (EMT)
Basic/Intermediate/Paramedic/Licensed Paramedic

OBJECTIVE: To provide emergency care to those who are sick or injured.

FLSA: Non-Exempt

REPORTS TO: EMS Administrator, Director of Operations, Director of Personnel, ESD Medical Director.

DIRECTS: None

GENERAL STATEMENT OF DUTIES:

Provides emergency care to the sick and injured, to include: the assessment of the illness and/or injury, documentation, and patient care to the receiving emergency medical facility per Gonzales County Emergency Service District #1 Clinical Care Guidelines and SOPs under the direction of the Gonzales County Emergency Services District # 1 Medical Director.

ESSENTIAL FUNCTIONS: (TO INCLUDE BUT NOT LIMITED TO)

- Responds to emergency medical requests as they arise;
- Renders on-site emergency assistance to patients;
- Performs the initial assessment and management of illness and/or injury to emergency patients in accordance with GCESD #1 Clinical Care Guidelines, SOPs, and Department of State Health Services guidelines;
- Ensures preparations and compliance of patients for transport;
- Provides direct patient care as required for each individual;
- Follows emergency medical transport regulations, protocols, and procedures;
- Provides direct patient care as required for each individual;
- Follows established departmental policies and procedures including safety and/or infectious control guidelines;
- Inspects emergency vehicles and equipment to ensure they are properly cleaned, stocked, and serviceable;
- Completes and transfers patient care information following Health Insurance Portability and Accountability Act (HIPAA) guidelines, along with proper documentation;
- Keeps station, general areas, and living quarters clean;
- Be in communication contact at all times while on shift by radio or ambulance cell phone;
- Regular and punctual attendance required;
- Performs other duties as may be assigned by supervisor and/or administration.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the equipment and supplies used in an EMS system;
- General office and computer skills;
- Knowledge of basic vehicle maintenance;
- Ability to maintain certification as EMT-B or advanced level certifications for position;
- Ability to maintain all training or advanced level training certifications;

PHYSICAL REQUIREMENTS:

- Ability to work shifts of up to of 48 hours;
- Ability to work different locations within the department
- Ability to lift 200lbs with partner and 100lbs individually;
- Frequent use of computer and other office equipment;
- Frequently reach, lift, pull, and twist;
- Ability to work and drive in all weather conditions.

CERTIFICATES AND LICENSES REQUIRED:

- High School diploma or GED equivalent;
- Valid Texas Drivers License with an insurable driving record;
- Must possess current Texas Department of Health EMT-B*, AEMT*, EMTP*, or Licensed Paramedic* certification. Must have a current valid BLS CPR card*.

**Must remain current for employment*

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of "At Will" employment, and under no circumstance is this a contract of employment.

CLINICAL PHASE REQUIREMENTS FOR EMTB

During the clinical phase, the candidate will be expected to complete the objectives outlined below. The following items are required but not limited to:

1. Conduct a detailed physical assessment as a skilled BLS provider;
2. Conduct safe and effective patient care within the clinical care guidelines established by GCESD #1 medical director;
3. Knowledge of Basic Life Support maneuvers in conjunction with assisting paramedic with Advanced Life Support;
4. Ability to communicate well with others(i.e. patients, nursing staff, ED physicians);
5. Ability to safely package and transport a patient to and from the EMS unit using all EMS equipment;
6. Thorough knowledge of safe operations of all EMS equipment and medical devices carried on the EMS unit;
7. Ability to document patient care records using electronic patient software;
8. Successfully complete a 30 question protocol competency exam (minimum score of 70);
9. Become familiar with the service area in regards to navigation purposes;
10. Ability to successfully complete random skills testing assigned by the FTO(s) per GCESD #1 standard of care;
11. Thorough knowledge of the adopted Standard Operating Procedures of GCESD #1;
12. Ability to operate GCESD #1 ambulances in a safe manner according to GCESD #1 Emergency Response Procedure;
13. Ability to work as a member of a team;
14. Ability to successfully complete any additional assigned tasks per request of the FTO(s).

CLINICAL PHASE REQUIREMENTS FOR AEMT

During the clinical phase, the candidate will be expected to complete the above objectives listed above in addition, but not limited, to:

1. Successfully complete a 40 question protocol competency exam (minimum score of 70);
2. Complete a detailed physical assessment as a skilled ALS provider.

CLINICAL PHASE REQUIREMENTS FOR EMTP OR LP

1. Successfully complete a 50 question protocol competency exam (minimum score of 80);
2. Complete a detailed physical assessment as a skilled ALS/Paramedic provider.

JOB TITLE: EMS Captain

OBJECTIVE: To provide emergency care to those who are sick or injured in a leadership capacity.

FLSA: Non-exempt

Reports to: EMS Administrator, Director of Operations, Director of Personnel, EMS Medical Director

Directs: EMTs and Paramedics on his/her shift.

GENERAL STATEMENT OF DUTIES:

All shift captains are responsible for the safety and health of the employees of GCESD #1 and for the safety and health of individuals who interact with GCESD #1. To fulfill his/her duty, each shift captain must:

- Become familiar with all applicable safety and health laws and regulations, and with the organizations SOPs and Clinical Care Guidelines relating to workplace safety and health;
- Ensure all employees are properly trained in workplace safety and health. This includes training in general safe work practices, as well as specific instruction with respect to hazards specific to each employee's job assignment;
- Ensure that all employees do, in fact, perform their work in a safe and healthy manner consistent with the organization's rules and policies;
- Take all reasonable steps necessary to avoid unsafe working conditions, accidents, injuries and illnesses;
- Regularly inspect GCESD #1 offices, stations, and equipment for workplace hazards and submit a written Incident Report to report any unsafe workplace conditions;
- Ensure that unsafe and unhealthy working conditions are corrected promptly;
- Display higher standards than the average shift personnel and lead by example;
- Create a learning environment at all times;
- Be present at 0700 to facilitate shift relief of the previous Captain. This includes narcotic inventory and transfer of the Captain's phone, radio, and pager;
- Fulfill and deliver supply requests. Call the stations on the first day of your shift to hear their needs. Visiting both Nixon and Waelder stations during your 48 hour shift;
- Be able to counsel staff when the need arises, up to and including the relieving of an employee for the remainder of their shift;
- Treat your staff with respect;
- Maintain the Captain phone at all times;
- Maintain public relations at all times (Call hospital and keep an open line of communications);
- Ensure all station duties are performed prior to leaving shift;
- Approve or deny Trade or PTO requests according to Employee Handbook;
- Ensure that all vehicles are response ready at the beginning and throughout your shift;
- Scene and equipment accountability at all times;
- Make sure everyone's reports are done prior to the end of shift by logging onto EMS charts and verifying;
- Take reports from FTO's on new employees' training;
- Be willing to teach CE classes as prescribed;

- Manage call offs;
- Subject to call back and be available to cover an open shift;
- Ensure all calls are written down on supervisor log. This includes refusals, cancellations, and stand bys;
- Be able to work in a Chain of Command Structure and exhibit team leadership;
- Sits on an Interview Panel for candidates seeking employment and being involved for the skills stations for candidates;
- Perform shift huddle at beginning of shift, to discuss any updates on issues, policies or procedures that may have occurred;
- Perform all other job duties as assigned;
- Determines compliance with patient care through established Quality Assurance program;
- Participate in selection and promotion processes of subordinates.
- Prepare counseling statement for subordinates to address policy or performance issues;
- Perform annual evaluations of subordinates.

REQUIREMENTS, KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the equipment and supplies used in a EMS system.
- General office and computer skills
- Knowledge of basic vehicle maintenance
- Knowledge of Gonzales County area and reside within 30 miles of Gonzales station.
- Ability to Maintain certification as EMTP
- Ability to Maintain all training or advanced level training certification *
- At least 10 years experience as an EMT with leadership skills

PHYSICAL REQUIREMENTS:

- Ability to work shifts which consists of 48 hours
- Ability to lift 180lbs with partner and 80lbs individually
- Frequent use of computer software and other office machines
- Ability to work and drive in all weather conditions
- Frequent reach, lift, bend, and twist

CERTIFICATES AND LICENSES REQUIRED:

- High School diploma or GED equivalent
- Valid Texas Drivers License with an insurable & acceptable driving record
- Must possess current Texas Department of Health EMTP/LP* certification.
- Acceptable Criminal History Report **

**Must remain current for employment CPR card, ACLS, PALS, and PHTLS*

***Acceptability determined by administrative review*

