

POSITION OVERVIEW

Job Title: Paramedic I
Business Title: Paramedic I, Paramedic I Float
Job Code: PARAMEDI
FLSA Status: Non-Exempt
Department:
Reports to: XXXXX
Location: OIC
Draft Date: 07/15/25
Revision Date: XXXXX
Approved By: XXXXX
Role: Individual Contributor

POSITION SUMMARY

Following Clinical Operating Guidelines, responsible for providing quality patient medical care and performing all duties in a safe and professional manner to ensure the safety of all patients, customers and teammates.

POSITION DUTIES AND RESPONSIBILITIES

- Performs daily check of supplies and equipment. Responsible for monitoring and maintaining adequate levels of equipment and supplies, reorders as necessary.
- Assesses patients to obtain medical history, medications, allergies, etc. Complete screening form to determine any contraindications for the procedure.
- Performs quality assurance of patient schedules throughout the shift; prepares for patient care as needed including, interventions, lab results, preps for sedation, verifies orders and implant screening with referring physician, etc.
- Performs clinical duties including patient advocacy, direct patient care, and meeting the physical and emotional needs of the patient.
- Responsible for performing insertion & removal of IV catheters on patients per policy.
- Assists with injection of contrast material as needed. Monitors patient post exam and acts accordingly to ensure safety.
- Performs i-Stat Creatinine testing.
- Ensures efficient patient workflow including positioning patient on exam tables as needed, including appropriate coil selections and anatomical landmarks.

Sedation / Medic Specific Functions:

- Ensures emergency equipment is in proper working order per established policy.
- Operates all emergency equipment, supplies, and monitoring devices including crash cart defibrillator, 12-Lead EKG, MRI Safe patient monitors, suction units, blood pressure monitors, oxygen regulators, capnography, etc.
- Responds to any medical emergency situation in the clinic, including allergic reactions, and takes appropriate action.
- Monitors and assesses all extravasations. Determines severity and contacts radiologist for further instructions. Completes all required documentation and follow-up per established protocol.
- Administers adult and/or pediatric sedation medications as ordered per established policy.
- Ensures accuracy for all medication orders.



- Meets established benchmarks for QA including charting/documentation skills.
- Informs and prepares patients for special procedures.
- Monitors patient's vital signs per established policy.
- Responsible for monitoring and maintaining controlled medications per established policy.
- Responsible for maintaining current skills and knowledge base, subject to review by the Chief Medical Officer.
- Proficient in performing and interpreting 12-Lead EKG for the purpose of patient assessment.
- Maintains competency in sterile techniques and procedures including port-a-caths, other central line access, Foley catheter placement, interventional procedures, myelograms, sterile tray set up, etc.
- Assists in providing PPD testing, as necessary.
- Documents and contacts patients for follow-up as necessary per established policy.
- Assists with orientation for all newly hired staff including physicians, paramedics, nurses, EMT's and technologists.
- Assists in maintaining all quality assurance records/controls required by the State Department of Health, the Federal Government and any other credentialing organization as required by law.
- Performs other related duties incidental to the work described herein.

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficient in all paramedic skills including patient assessment, IV access and oral written communication.
- Ability to deal efficiently & courteously with all co-workers and patients.
- Able to multi-task and provide proficient patient care in the clinical setting.
- Excellent time managing skills.
- Demonstrates ability to act independently upon information and make decisions that achieve optimal results.
- Demonstrates the ability to assess and identify needs and develop creative strategies.
- Highly motivated with great organizational skills.
- Demonstrates appropriate customer service attitudes and services in a variety of work settings.
- Proficient in word processing, spreadsheets, Internet, and e-mail.
- Demonstrates a results orientation for delivering appropriate products and services in an accurate, complete, and timely fashion.
- Must be skilled in written and verbal communications, requiring the ability to read and write effectively and efficiently.
- Successful incumbent possesses high energy, drive and positive attitude; is committed to customer service and teamwork; has the ability to multi-task; and is focused on achieving results.

REQUIRED QUALIFICATIONS

- Education – Graduate of a recognized, approved Paramedic program from the applicable State; State EMT-Paramedic.
- Current AHA Advanced Cardiac Life Support certification.
- Current AHA Pediatric Advanced Life Support certification.
- Current AHA Basic Life Support certification.
- One year of paramedic experience in EMS service and/or emergency room.

PREFERRED PROFESSIONAL SKILLS AND EXPERIENCE

- Two years preferred intensive care or radiology experience

Physical Activities

Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.

Never Occasionally Constantly

Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.

Never Occasionally Constantly

Remaining in a stationary position, often standing or sitting for prolonged periods.

Never Occasionally Constantly

Moving about to accomplish tasks or moving from one worksite to another.

Never Occasionally Constantly

Adjusting or moving objects up to 15 pounds in all directions.

Never Occasionally Constantly

Communicating with others to exchange information.

Never Occasionally Constantly

Repeating motions that may include the wrists, hands and/or fingers.

Never Occasionally Constantly

Operating machinery and/or power tools.

Never Occasionally Constantly

Operating motor vehicles or heavy equipment.

Never Occasionally Constantly

Assessing the accuracy, neatness and thoroughness of the work assigned.

Never Occasionally Constantly

Environmental Conditions

Low temperatures.

Never Occasionally Constantly

High temperatures.

Never Occasionally Constantly

Outdoor elements such as precipitation and wind.

Never Occasionally Constantly

Noisy environments.

Never Occasionally Constantly

Hazardous conditions.

Never Occasionally Constantly

Poor ventilation.

Never Occasionally Constantly

Small and/or enclosed spaces.

Never Occasionally Constantly

No adverse environmental conditions expected.

Never Occasionally Constantly

Physical Demands

Sedentary work that primarily involves sitting/standing.

Never Occasionally Constantly

Light work that includes moving objects up to 20 pounds.

Never Occasionally Constantly



Medium work that includes moving objects up to 50 pounds.

Never Occasionally Constantly

Heavy work that includes moving objects up to 100 pounds or more.

Never Occasionally Constantly

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my manager or a member of the Human Resources team.

I acknowledge that the job has been explained to me both verbally and in written format.

Support Teammate's Signature

Date