

BROOKLINE AMBULANCE SERVICE

Job Description

EMERGENCY MEDICAL SERVICES PROVIDER

EFFECTIVE DATE: 26 July 2021

REVISED DATE: 22 February 2022

REPORTS TO: Ambulance Chief

JOB STATUS: Non-exempt

I. JOB SUMMARY

The Brookline Ambulance Service Emergency Medical Service Provider is responsible for the safe and efficient response, treatment, and transport of all persons requesting or requiring emergent or non-emergent medical services in compliance with their specific NH State EMS Provider License.

II. DUTIES AND RESPONSIBILITIES

- Provide quality patient care in accordance with clinical operating policies, NH Patient Care Protocols, and accepted standards of care.
- Attend to all patients, families, bystanders, and other personnel in a courteous, professional manner.
- Must be able to perform all the physical requirements of a Nationally Registered and NH State Licensed EMS Provider with or without reasonable accommodation.
- Operate the ambulance in accordance with safety rules and regulations; BAS policies and procedures; federal, state, and local laws, regulations, and statutes.
- Perform appropriate documentation of response requests, patient interactions and care provided in the pre-hospital setting in compliance with BAS Policies and NH rules and regulations.
- Complete and submit all documentation/paperwork requirements by the end of their respective shift, preferably immediately following the call (within 1 hour for critical patients).
- Communicate effectively and professionally with Public Safety agencies, physicians, other health care providers, municipal staff, residents, visitors, and the public at large.
- Inspect, clean, and restock the ambulance at the end of the call to ensure it is compliant with minimum stock requirements, proper function of and cleanliness of all equipment and is in a state of readiness for the next call. If items are unable to be restocked or are low in volume, document accordingly.
- Report any deficiencies, issues, or concerns with the operation of the Ambulance, any equipment, the Safety Complex, or any interactions with the Public or Patients to the Ambulance Chief in a timely manner either by email or cell phone.

- Maintain a safe and efficient workplace and report any concerns or suggestions to the Ambulance Chief in a timely fashion either by email or cell phone.
- Participate in monthly trainings and meetings as required.
- Attend all mandated department training functions or submit proof of completing equivalent training to the Ambulance Chief in a timely fashion.
- Be knowledgeable of and comply with all department policies, procedures, and guidelines.
- Maintain all required certifications as an active BAS EMS Provider and supply valid copies of all certifications and driver's license prior to their expiration dates to the Ambulance Chief or their designee.
- Complete other duties as assigned by the Ambulance Chief.

III. JOB IMPACT

The EMS Provider is a member of the Brookline Ambulance Service and is an employee of the Town of Brookline, New Hampshire. They are responsible for the effective treatment and safe transport of each patient. The BAS EMS Provider maintains a constant state of readiness to respond to any and all calls as directed by the Dispatcher when on-duty. The EMS Provider assists in maintaining a safe and efficient workplace for colleagues and visitors.

IV. JOB AUTHORITY

The BAS EMS Provider exercises full authority over all the duties and responsibilities in this job description. The BAS EMS Provider cannot issue written warnings or discipline coworkers.

V. QUALIFICATIONS

- ✓ Nationally Registered and State licensed at the level for which they have been hired or progressed into, i.e., Emergency Medical Responder, Emergency Medical Technician, Advanced Emergency Medical Technician, or Paramedic.
- ✓ Possess a valid State issued Driver's License with an acceptable driving record.
- ✓ Successful completion of ICS 100, 200, & 700 or obtain such within the first 45 days of employment.
- ✓ Successful completion of HAZMAT Awareness or obtain such within the first 90 days of employment.
- ✓ If Paramedic level Pediatric Advanced Life Support (PALS) or willing to obtain within the first 6 months of employment.
- ❖ Prehospital Trauma Life Support (PHTLS) or International Trauma Life Support (ITLS) credential preferred.

Number of employees supervised by this job: 0

PHYSICAL DEMANDS & PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS:

FREQUENCY CODE:

- Never = 0% of work time = N*
- Occasional = 1 - 33% of work time = O*
- Frequent = 34 - 66% of work time = F*
- Continuous = 67 - 100% of work time = C*

PHYSICAL ACTIVITY (please indicate frequency code):

<i>Sitting: F</i>	<i>Standing: F</i>
<i>Walking: F</i>	<i>Lifting/carrying: F (Maximum weight 100 lbs.)</i>
<i>Squatting: O</i>	<i>Bending: F</i>
<i>Kneeling: F</i>	<i>Crawling: O</i>
<i>Climbing: O</i>	<i>Climbing: Stairs – F Ladders – O Equipment – F</i>
<i>Telephone: O</i>	<i>Writing: C</i>
<i>Reaching overhead: O</i>	<i>Reaching forward: O</i>
<i>Push/pull: F (Maximum weight 100 lbs.)</i>	<i>Twisting: O</i>
<i>Typing / Computer Use: F</i>	

PERSONAL PROTECTIVE EQUIPMENT REQUIRED (please indicate frequency code):

<i>Hand: F</i>	<i>Head: O</i>
<i>Foot: O</i>	<i>Respiratory: O</i>
<i>Outer clothing: O</i>	<i>Eye: F</i>
<i>Isolation/precaution: O</i>	<i>Other: O</i>

Equipment and/or tools used (please list):

- **Standard Pre-hospital Emergency Medical Services Equipment:**
(ECG Monitors, IV Pumps, Stretchers, Stair Chairs, Car Seats, etc.)
- **Vehicles:** Ambulance & Off-Road Vehicle / All-terrain Vehicle
- **Standard Office Machines:** (computers, copiers, fax, etc.)

The above items & descriptions are intended to describe the general nature and level of the work being performed by the person/people in this position. This is not an exhaustive list of all duties, responsibilities, knowledge, skills, and abilities associated with this position.

I acknowledge that I have received a current copy of my job description. I understand that I am responsible for complying with all the requirements of my job as written in the job description. I further understand that BAS and the Select Board reserves the right to change, update, or revise this description at any time.

Employee Name & Certification

Employee Signature

Date