

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Public Safety
Division of Emergency Medical Services
Classified, GRADE 7

PARAMEDIC TRAINEE

GENERAL STATEMENT OF DUTIES: The employee in this class will be attending school at Delaware Technical and Community College or similar approved program learning to perform highly responsible and technical advanced lifesaving and emergency medical treatment, and safe transportation to the hospital of injured or ill patients. The Paramedic Trainee shall perform related work as required. Work is performed under the general supervision of the Administrative Officer.

MINIMUM QUALIFICATIONS: At least 18 years of age; graduation from an accredited high school or G.E.D. ; Delaware Class "D" driver's license; ability to pass required training institution entrance criteria; successful completion of Kent County selection process; psychiatric and physical examinations; physical agility testing; written, oral, and practical examination; background investigation (including driving, criminal and credit); and ability to be certified by the Delaware Board of Medical Practice as a Paramedic upon successful completion of approved training program.

ADA REQUIREMENTS: This is heavy work requiring the exertion of 100 lbs. of force occasionally, up to 50 lbs. of force frequently, and up to 20 lbs. of force constantly to move objects. Work requires climbing, balancing, stooping, kneeling, crouching, reaching, lifting, fingering, grasping, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to other accurately, loudly, or quickly; hearing is required to receive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deduction; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is subject to inside and outside environmental conditions, noise, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

EXAMPLE OF WORK EXPECTATIONS: (Illustrative only)

1) Emergency Care Skills and Knowledge

Will learn to accurately assess and treat injured or ill victims of traumatic or medical emergencies.

Performance Criteria

- A) Performs patient assessments and initiates patient care under the correct protocol.
- B) Performs Basic Life Support procedures in accordance with recognized Standard of

- Care.
- C) Performs Advanced Life Support procedures in accordance with recognized Standard of Care.
- D) Knows paramedic pharmacology, dosage calculations and delivery methods.
- E) Possesses the ability to operate and interpret data from diagnostic equipment such as cardiac monitors/defibrillator, pulse oximeter, etc.
- F) Possesses the ability to interpret and follow written protocols or physician directed verbal orders.
- G) Possesses the ability to calmly and professionally manage an emergency scene.

2) Education and Professional Development

Participates in a program of education and professional development

Performance Criteria

- A) Will become certified in BCLS, ACLS, PHTLS (or BTLS) and PALS.
- B) Will successfully complete National Registry as EMT-P and State certification.
- C) Participates in and successfully completes the DTCC Paramedic Education program.
- D) Seeks to gain paramedic skills to departmental and state medical standards.

3) Teamwork/Cooperative Efforts

Functions as a member of an educational system and works with other members of the health care team.

Performance Criteria

- A) Communicates and cooperates effectively with fellow students, partners, coworkers and instructors.
- B) Cooperates with and utilizes skills of Basic Life Support, fire, rescue and police personnel to affect optimal patient care.
- C) Communicates effectively with patient and family members.
- D) Maintains composure during stressful situations.
- E) Follows written procedures or verbal commands from Supervisors, Field Training Officers, and DTCC Training Coordinator.
- F) Demonstrates routine knowledge/compliance of departmental Standard Operating Procedures and policies.

4) Written Reports

Prepares accurate and complete written patient care reports.

Performance Criteria

- A) Enters accurate patient data in computer database within time frame specified per SOP.
- B) Uses correct grammar, spelling and department approved abbreviations.
- C) Enters pertinent and detailed patient care reports in written format.

5) Emergency Vehicle Operations

Possesses the ability to operate an emergency vehicle in a safe manner.

Performance Criteria

- A) Possesses the ability to operate the vehicle in a safe manner under normal, non-emergent conditions.
- B) Possesses the ability to operate the vehicle in a safe manner under emergency and/or

- hazardous conditions.
- C) Can read road maps and effectively direct unit to call scene.
- D) Possesses driving record with no more than 4 current points.

6) Professional Standards

Maintains appearance and hygiene in accordance with departmental and college policies. Demonstrates and displays a constructive behavior and professional demeanor in the workplace and in public. Reports to work/class when required and in a timely fashion.

Performance Criteria

- A) Promotes a professional appearance through grooming, hygiene, and uniform appearance.
- B) Fosters and maintains a positive and professional behavior within the department and the college.
- C) Consistently reports to work in a timely manner.
- D) Consistently follows requirements of leave policies.
- E) Maintains personnel record clear of disciplinary action.
- F) Demonstrates an ability to follow chain of command.

ADDITIONAL REQUIREMENTS: All motor vehicle violations must be reported to supervisor immediately and a good driving record is required to retain position. Must pass testing for substance abuse and criminal background investigation. Must pass testing for infectious diseases. May be required to pass testing of physical strength and agility to qualify for and retain position. May be required to pass testing of physical strength and agility to qualify for and retain position. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required. May be required to pass written test administered by the Kent County Personnel office and must sit for an oral interview.

Employee Acknowledgment

Est. 09/28/06

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