

**CITIZENS MEMORIAL HOSPITAL
CITIZENS MEMORIAL HEALTHCARE FOUNDATION
Job Description**

DEPARTMENT: PRE-HOSPITAL SERVICES

STATUS: EXEMPT or NON-EXEMPT

TITLE: Clinical Chief/ Paramedic

JOB CODE: 3511 CONTRACT: EMT P EC

REPORTS TO: DIRECTOR OF PRE-HOSPITAL SERVICES

CITIZENS MEMORIAL HEALTHCARE MISSION

Caring for every generation through exceptional services by leading physicians and a compassionate healthcare team.

DEPARTMENT OBJECTIVE

To coordinate and provide pre-hospital care and transportation.

JOB SPECIFICATIONS: Review and initial annually adding any new education, training, license, certifications, or experience.

REQUIRED Education & Training	REQUIRED Licensure & Certifications	REQUIRED LIFE SUPPORT Certifications	REQUIRED Experience
<ul style="list-style-type: none"> • Bachelor’s degree • Missouri EMS Instructor/Coordinator or equivalent • Knowledgeable about methods of instruction, testing, and evaluation of students. • Knowledgeable about the current versions of the National and Missouri EMS Scope of Practice, National EMS Education Standards, and evidenced-informed clinical practice. 	<ul style="list-style-type: none"> • Nationally Registered Paramedic • Missouri Paramedic License (or able to obtain within 90 days) 	<ul style="list-style-type: none"> • AHA BLS for Healthcare Provider CPR within 30 days of hire • AHA ACLS certification, within 90 days of hire • AHA PALS certification, within 90 days of hire • PHTLS, ITLS, or equivalent certification within 12 months of hire 	<ul style="list-style-type: none"> • At least two years paramedic clinical experience

Preferred Education & Training	Preferred Certifications	Preferred Experience
<ul style="list-style-type: none"> • Masters degree 	<ul style="list-style-type: none"> • AHA BLS Instructor • AHA ACLS Instructor • AHA PALS Instructor • NAEMT Instructor 	<ul style="list-style-type: none"> • Clinical experience as hospital-based paramedic • Lead instructor experience at EMT or above • Experience with CoAEMSP accreditation

JOB SUMMARY

Performs duties assigned under the direction of the Director of PHS. Provides leadership and administrative support to the Pre Hospital Service Department. Provides the administration, organization, and supervision of the education program. Meets the record-keeping requirements of the paramedic program director. Oversees continuous quality and improvements of PHS clinical performance to assure protocol compliance and provides education as indicated by quality review. May be tasked with additional duties to include assisting with paramedic program direction, EMT program direction, EMT instruction, EMS staff education and competencies, field training officer / preceptor education and

supervision, and/or cooperative involvement with the medical director. Additionally, in times of disaster or high demand on the clinical service, may be tasked with paramedic duties to treat and transport patients in accordance with EMS protocols. In emergency and disaster operations provides administrative and planning support.

FUNCTIONAL REQUIREMENTS

See appropriate Physical Requirements sheet for this position.

JOB SPECIFIC REQUIREMENTS

JOB SPECIFICS/RESPONSIBILITIES: NOT ALL INCLUSIVE NOR ALL REQUIRED FOR EVERY ROLE
EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC RESPONSIBILITIES
1. Provides pre-hospital services as per CMH policy and procedures, utilizing equipment, supplies, and procedures appropriate to the ages of the patients served including neonate, infant / pediatric, adolescent, adult, and geriatric patient populations for the subsequent duties:
A. Assess and determine scene safety and / or utilizes community / organizational resources to assure scene safety.
B. Initiates advanced life support and makes an accurate initial assessment of patient’s conditions.
C. Knows and performs patient care according to protocols and procedures, acting within limits established by the Bureau of EMS.
D. Maintains calm, professional composure during a crisis situation.
E. Functions as a team leader when necessary, effectively leading the patient-care team in the pre-hospital setting.
F. Utilizes appropriate radio, telephone, and / or other communication skills to effectively communicate patient status / needs to receiving facility / medical control.
G. Transports patients, utilizes other methods of transportation, or relinquishes patient care as per state guidelines and / or medical control.
2. Prepares and maintains ambulances, equipment, and inventory.
A. Demonstrates knowledge of location and function of department vehicles, equipment, and inventory.
B. At beginning of shift, checks vehicles and inventory, documenting checks, noting and correcting inventory shortages and equipment malfunctions.
C. Maintains ambulances and equipment in clean and sanitary condition as per departmental schedule.
D. Follows department-cleaning schedule.
E. Immediately cleans, restocks, and prepares ambulance after each response, keeping out-of-service time to an absolute minimum.
F. Maintains ambulance garage and other work areas in a neat and clean condition.
3. Cooperates and communicates with PHS, Emergency, and Communications Center staff.
A. Communicates ambulance and department status to oncoming staff at shift change, relaying appropriate information about vehicle, equipment, and patient status.
B. Communicates to Communication Center (911) unit status at any point status changes.
4. Prepares and maintains PHS logs, forms, reports, and documentation.
A. Accurately completes State Ambulance form after each run, attaching related documentation with each copy.
B. Completes PHS log for each patient and / or response.
C. Documents a complete assessment on each patient examined, using understandable language and / or organization-approved abbreviations.
D. Other duties as assigned.
Assists PHS the Director
Assuring pre-hospital staff provides services in conjunction with CMH policy and procedures, utilizing equipment, supplies, and procedures appropriate to the ages of the patients served including neonate, infant / pediatric, adolescent, adult, and geriatric patient populations.

JOB SPECIFICS/RESPONSIBILITIES: NOT ALL INCLUSIVE NOR ALL REQUIRED FOR EVERY ROLE

- Coordinating with the Medical Director to develops, modifies, and implements patient care protocols.
- With maintaining the license of the ambulance service.
- Assuring Department of Health State Bureau of EMS licensure regulation is implemented and ambulance service is considered in good standing.
- with Maintaining DEA and BNDD licensure of all stations
- Overseeing Orders and coordinates with Medical Director for controlled substances utilized in PHS.
- Oversees the development of mutual aid agreements for EMS law enforcement, fire departments, and EMS volunteer agencies.
- Continuous quality review and improvements of PHS clinical performance to assure protocol compliance
- Continuous quality review and improvements of PHS clinical performance to identify education needs
- Coordinate with the Operations Chief with QA initiatives
- Assists with coaching PHS staff to improve clinical performance
- Develops presents and/or coordinates department competencies.
- Assists the director with record keeping and data collection as assigned.

PHS EDUCATION COODINATOR RESPONSIBILITIES

- Administration, organization and supervision of the education program
- Continuous quality review and improvements of the education program
- Long range planning and ongoing development of the education program
- Assure effectiveness of the program to include instruction and faculty
- Assures cooperative involvement with the medical director
- The orientation, training, and supervision of field training officer and internship preceptors
- Supervises lead PHS instructors

Guiding Service Principles: Meets or exceeds established expectations of P= Positive; R= Respectful; I = Innovative; D = Dedicated; E = Empowered