



Eastern Band of Cherokee Indians

PARAMEDIC

Position Description

Program:	EMS	Reports to:	Shift Captain - EMS
Division:	Operations	Position Number:	911021002; 911021004; 911021005; 911021006; 911021007; 911021008; 911021010; 911021011; 911021012; 911021013; 911021019; 911021021; 911021026; 911021027; 911021028; 911021029; 911021032; 911021033; 911021034; 911021035; 911021036; 911021037; 911021038; 911021040; 911021041; 911021042; 911021043; 911021044; 911021045; 911021046; 911021047; 911021048; 911021049; 911021050; 911021051 911045001; 911045003; 911045004 911045007; 911045011; 911045024 911045030; 911045031
Classification:	Non - Exempt	Revision Date:	10/01/2022
Pay Level:	11	Safety Sensitive:	Yes

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EB CI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

The primary purpose of this position is to provide emergency live-saving treatment to patients, while responding to emergency rescue situations involving bodily injury and potential loss of life.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Responds to all emergency/non-emergency calls providing basic and advanced life support treatment to patients.
- Responsible for staffing an ambulance as part of a 2 person team for 24 hours at a time.
- Responds to emergency calls and provides assistance to Cherokee Police Department, Cherokee Fire Department and neighboring ambulance services.
- Performs extrication of victims from motor vehicle collisions, hiking trails, waterfalls, and other adverse locations following department procedures and policies.
- Responsibly operates an emergency services vehicle.
- Properly secures all patients and belongings in the patient compartment area.
- Appropriately, proficiently, and accurately performs all necessary cardiac life save skills such as: Transcutaneous pacing, manual defibrillation, manual defibrillation, 12-lead EKG application, interpretation & transmission, basic 3-lead EKG application and interpretation, cardiac cardioversion

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- Appropriately, proficiently, and accurately performs all necessary airway management procedures such as: Blind insertion airway placement, surgical airway cricothyrotomy, oral and nasal intubation, video guided laryngoscope intubation, tracheostomy management, drug assisted intubation, airway suctioning, naso/oro-gastric tube placement, manual ventilations, mechanical ventilator placement and management
- Appropriately, proficiently, and accurately perform all necessary vascular access techniques such as : intravenous (IV) access, intraosseous (IO) access, central line maintenance, drawing blood for laboratory analysis, external jugular access, ultrasound guided venous access.
- Appropriately, proficiently, and accurately perform all necessary patient assessments such as: Adult and pediatric physical assessments, stroke screens and stroke severity examinations, verbal deescalation techniques, capnography measurement and waveform interpretation, blood glucose measurement, non-invasive blood pressure measurement, orthostatic blood pressure management, temperature measurement, pulse oximetry measurement.
- Appropriately, proficiently, and accurately perform all necessary respiratory procedures such as: non-invasive continuous positive airway pressure, nebulizer inhalation therapy, basic and advanced airway suctioning, basic respirator operation, advanced mechanical ventilator operation.
- Appropriately, proficiently, and accurately perform all necessary wound care and trauma procedures such as: chest decompression via needle thoracotomy, spinal motion restriction, splinting, hemostatic gauze placement, tourniquet placement, taser-probe removal, general wound care.
- Appropriately, proficiently, and accurately perform all necessary universal procedures such as: childbirth, decontamination, intramuscular and subcutaneous injections, physical restraints, urinary catheter placement.
- Appropriately, proficiently, and accurately doses medications, selects medications, initiates infusions via an IV pump, administers medications in a safe manner.
- Maintains a constant state of readiness and is prepared to respond to an emergency medical dispatch or other event at a moments notice.
- Effectively and appropriately communicates patient condition, assessment findings, and interventions to physicians, nurses, and other EMS providers.
- Appropriately examines, assesses, and treats patients appropriately to the standard of a North Carolina Paramedic.
- Prepares required reports regarding patient care, reflecting data required for insurance, Medicare, Medicaid, and other legal purposes.
- Maintains files, reports, and other paperwork as required by department policies and procedures. Serves as a preceptor for students riding with Cherokee Tribal EMS.
- Oversees medical care provided by other personnel on scene to ensure safe and appropriate practices.
- Ensures adequate supplies are always on hand and completes all required inventory checklists.
- Inspects all equipment to ensure proper working order including cardiac monitors, ventilators, stretchers etc.
- Completed all assigned duties for the EMS facilities.
- Attends in-service/continuing education classes as required to maintain knowledge and proficiency of policies and procedures.
- Performs all duties according to established safety guidelines, EMS, and Tribal policies.
- Stand-by at events as needed. Assist with instruction of classes as needed.
- Participate in approved medical research and follow all parameters and requirements of the medical study.
- Maintain an understanding of patient privacy requirements.
- Serves in an on-call capacity for emergencies or as uncommon situations arise 24/7.

Scope of Supervision:

This position is supervised by program leadership. This position is not responsible for supervising others.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | One (1) year of related EMS experience preferred. |
| Education: | High School Diploma or GED Equivalent required. Completion of a State or national approved Paramedic course meeting current national standards and at least 1,000 hours in length required. |

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Licenses & Certifications: Valid, insurable NC Driver's License required. Certification as a paramedic by NCOEMS required. Advanced Cardiac Life Support, an approved Pediatric life support, and Pre-hospital trauma life support certification. FEMA 100,200, 700, & 800 certifications.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Must have the ability to assist with planning, organization, supervision, and direction of operations of the department.
- Requires a thorough knowledge of the Public Safety and EMS policies, procedures, and guidelines.
- Must be knowledgeable of all OSHA and HIPAA Safety Rules and Regulations, Infection Control Policy, Tribal Personnel Policy, and the Cherokee Tribal EMS Standard Operating Procedures/Rules and Regulations.
- Must adhere to all NC State regulations as well as Tribal regulations complete with applicable reporting, training, compliance and other regulatory mandates.
- Ensure compliance with all local, State, and Federal laws, regulations, and protocols.
- Must have a thorough knowledge of FEMA's policies and procedures.
- Good communication skills, both verbal and written, are required.
- Must be knowledgeable of all equipment and medical procedures applicable to certification level of a Paramedic.
- Must maintain appropriate continuing education hours as set by NCOEMS.
- Understand and know local street, road, and traffic patterns of the Qualla Boundary, so that future responses can be made with minimal difficulty or delay.
- Participate regularly in training or review of medical care protocols, ambulance operations, and equipment functionality.
- Possess basic computer skills including accessing the internet, completing patient care reports, scheduling work shifts, completing time sheets, documenting other incidents or reports that may be requested. Be able to type at least 30 words a minute in a professional and accurate way.
- Be able to communicate in a respectful, professional, and polite manner with all people encountered.
- Understand how to multi-task and remain focused during high stress situations.
- Working knowledge of common Microsoft products such as: Word, Excel, Powerpoint, Outlook.
- Must successfully complete a technical scope of practice approved by the medical director.

Safety/Accuracy Focus:

This position has been designated as safety-sensitive based upon position tasks, and required knowledge, skills, and abilities. Must make accurate and rapid decisions including medication calculations, which could have life threatening impact if incorrect. Reporting and reviewing procedures should occur on a regular basis.

Key Relationships:

Internal contacts occur on a regular basis with department personnel. External contacts may include but not be limited to patients, other health care providers, the general Tribal population, visitors to the Qualla boundary, and other healthcare agencies. Contacts require strict adherence to rules of conduct, general orders, and procedures. A high degree of tact, courtesy, and professional decorum are required to maintain good public relations.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes.

Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. Has access to all departmental files, memos, financial records, and medical information, all of which are considered confidential. Must adhere to all applicable Tribal confidentiality policies and procedures while performing job duties, including HIPAA.

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Complexity of Duties:

This position includes completing tasks of varying complexity levels. Duties can be highly complex and varied. This position may require planning and coordination of several activities at one time. Above average problem-solving skills are required as problems may be subject to frequent changes and interruptions.

PREFERRED QUALIFICATIONS

No other preferred qualifications.

WORK ENVIRONMENT

Work Environment: This position can involve exposure to various hazards in the work environment. Work is performed in both inside and outside environments, including inclement weather, with personal injury hazards, and exposure to biohazards and infectious disease. Paramedics will be exposed to contagious diseases and viruses such as COVID-19 and will mitigate spread with the use of proper and appropriate interventions. Additionally, paramedics are subject to violent situations involving mental health crises, as well as combative patients due to substance abuse. Must ensure safety of self, partner, and the wellbeing of patients exhibiting emergencies.

**Mental/Visual/
Physical Effort:** Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis. May lift up to 400 pounds with assistance. Job duties can be mentally, physically, and emotionally stressful at times. A high level of concentration and attention to detail are required along with necessary general observation, depending on the task at hand. Job duties require physical efforts of walking, running, climbing, bending, reaching with arms and hands, crawling, kneeling, crouching, good eye/hand/foot coordination, manual dexterity, and visual acuity. Must be able to speak, hear, and occasionally smell. Must pass an annual physical examination.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

Background Investigation: All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

Drug Screening: All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

Disclaimer: *The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

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ACKNOWLEDGMENT

I have reviewed the content of the **Paramedic** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date