

TO: Honorable Mayor and City Council

FROM: Tim Malchow, Ambulance Director

SUBJECT: Community Paramedic Job Description

DATE: April 4, 2016

BACKGROUND

On January 19, 2016 the City of Cannon Falls approved an agreement between the Cannon Falls Ambulance Service and Mayo Clinic Health Systems – Cannon Falls to offer a community paramedic program. MCHS-CF has developed a procedure to refer patients to the Cannon Falls Ambulance to have a community paramedic come out to their home and provide medical treatment. Cannon Falls Ambulance will report their findings to MCHS-CF.

With an agreement and the procedure in place the City needs to have a job description for the community paramedic position. I have attached a job description for you review. The community paramedic job description follows the current format of our current job descriptions.

REQUESTED COUNCIL ACTION

Request a motion for the approval of the community paramedic job description.

CITY OF CANNON FALLS POSITION DESCRIPTION

POSITION:	Community Paramedic
DEPARTMENT:	Ambulance
REPORTS TO:	Ambulance Director
FLSA STATUS:	Non-Exempt
JOB POINTS:	215
PAY GRADE:	Pay Grade 9 plus premium pay

POSITION OBJECTIVE

Provides primary care and/or advanced life support, including medical evaluation, treatment and stabilization of the critically ill and injured with the goal of reducing morbidity. Supports existing health services; provides integrated health services in partnership with other health professionals; extends access to health services delivery in underserved and general populations, including primary care, public health, disease management, prevention and wellness, mental health, and dental health; and performs other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Is responsible for performing the pre-hospital care duties defined by the State of Minnesota EMS Regulatory Board for an Emergency Medical Technician-Paramedic, including, but not limited to, field patient care, emergency vehicle operation, and interagency communication and operations.
- Performs all essential functions as listed in the paramedic job description
- Examines, screens, treats and coordinates health services for patients;
- Conducts post-hospital release follow-up care including, but not limited to, monitoring medication, dressing changes, and checking vital signs;
- Observes, records, and reports to physician, patient's conditions and reactions to drugs, treatments, and significant incidents;
- Conducts patient education, including diabetes prevention/treatment, hypertension, Congestive Heart Failure (CHF), Chronic Obstructive Pulmonary Disease (COPD), falls assessment, injury evaluation, geriatric frailty visits, and nutrition;
- Administers patient care consistent with department guidelines and physician orders;
- Coordinates appointments and follow-up with physicians and hospitals;

- Develops and completes appropriate reports and templates for the Community Paramedic Program
- Attends meetings as requested and available.

OTHER DUTIES AND RESPONSIBILITIES

- Works with other City employees, as a team, to build a unified organization
- Works with emergency responders and public safety agencies on emergency 911 calls and inter-facility transports
- Promotes a positive image for the City and its staff
- Performs other job related duties as assigned or apparent

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Maintain a minimum of National Registry and State of Minnesota certification as a Community Paramedic
- Must be CEVO (Certified Emergency Vehicle Operator) certified, or be able to obtain same as soon as a suitable class opening can be found
- Valid driver's license
- High School graduate or equivalent
- Skill in operating listed tools and equipment
- Ability to carry out assigned projects to their completion
- Effective oral and written communication skills, as well as the ability to establish and maintain effective working relationships with those individuals contacted in the course of work
- This position works with data and people relationships requiring a high level of confidentiality, ethics and trust

TOOLS AND EQUIPMENT USED

- Must have a working knowledge of all equipment and supplies carried on board the City's ambulances for Basic Life Support calls
- Must have a working knowledge of all equipment and supplies carried on board the City's ambulances for Advanced Life Support calls

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by the employee to successfully perform the essential

functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands and fingers to handle, feel or operate objects, tools or controls; reach with hands and arms. The employee is further required to face exposure to infectious biological agents such as hepatitis B or HIV; to spend excessive time outside, exposed to the elements; to encounter a variety of physical hazards, to make decisions that could have life or death consequences, under difficult and stressful conditions, with limited information, during emergency conditions; be exposed to potential grotesque sights, sounds, and smells associated with major trauma and burn victims; maintain personal safety and make critical decisions in a confused, chaotic environment.

The employee must occasionally, with the help of a partner(s), lift and/or move patients and equipment which may exceed 300 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the environment is usually moderate, but can occasionally be high due to vehicle warning devices being utilized or equipment being operated at some scenes

ADDITIONAL INFORMATION

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Requirements are representative of minimum levels of knowledge, skills and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.