

## **PARAMEDIC CREW CHIEF**

### **Employment Description**

The purpose of the class is to provide leadership and supervision of assigned staff on assigned shift in the performance of emergency medical services activities; to ensure prompt and proper response to medical emergencies; to enforce crew compliance with all applicable policies, procedures, protocols and standards of quality and safety; to respond to emergency calls and provide medical assistance at the paramedic level; and to perform related work as required. The class works within a general outline of work to be performed and develops work methods and sequences under general supervision.

### **Duties**

#### **ESSENTIAL JOB FUNCTIONS •**

Assists in managing an emergency medical service station, personnel and equipment at the assigned station and shift; ensures compliance with all applicable policies, procedures, regulations, protocols, and standards of quality and safety.

Supervises emergency medical crew in assigned unit. Supervisory duties include scheduling, instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; selecting new crew members; testing new hires; allocating crew; acting on crew problems; recommending crew discipline; and recommending discharge as appropriate.

Reviews the work of assigned crew for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed; and relays needs of crew to supervisor.

Inspects vehicles and equipment daily to ensure cleanliness, sanitation, decontamination if needed, proper condition of equipment, and an adequate inventory of supplies; reports any discrepancies of required equipment and tools necessary to perform job; cleans and sanitizes vehicles; and notifies proper personnel of equipment/vehicle maintenance needs. •

Drives ambulance in response to emergency calls; requests additional resources for the control of incidents as required; ensures safety at the scene; and serves as incident commander until relieved by higher authority.

Provides advanced life support and emergency care to the sick and injured; determines nature and extent of injuries or illnesses; assists in lifting and carrying patients in and out of ambulance; and transports patients to appropriate medical facility. • Performs such procedures as immobilization and bandaging, Cardiopulmonary Resuscitation (CPR), intubation, cardiac activity monitoring, preventing shock, administering medications, electrical cardioversion and/or defibrillation, IV therapy, and others as permitted according to certification; maintains constant awareness of patient condition; identifies and relays diagnostic signs to medical personnel while in route to medical facility; and reports verbally and in writing to emergency room personnel upon arrival. • Assists with extrication and other rescue procedures as necessary. • Works in conjunction with other first responders such as firefighters and law enforcement, hospital staff, and physicians. • Educates patients and their families about condition, medications and/or disease process. • Notifies dispatch personnel and Coroner's Office in the case of patient death; arranges for the protection of

property and evidence at the scene. • Ensures crew compliance with infection control procedures. • Documents accident scenes for reports as required. • Prepares and maintains detailed records as required. • Performs general housekeeping duties as required. • Receives and responds to public inquiries, complaints and requests for assistance in areas of responsibility.

Performs general clerical work as required including, but not limited to, preparing reports, copying and filing documents, entering and retrieving computer data, answering the telephone, etc.

Works at various extra special events or sporting events; makes public relations appearances. • Keeps abreast of new technology, methods and regulations for emergency medical assistance operations; attends meetings, training and continuing education classes as required and/or appropriate to enhance job knowledge and skills and maintain certifications. •

May need to be available 24 hours per day, seven days per week, for emergency response as assigned. • Performs other related job duties as assigned. All County employees are considered public servants for the citizens of Dorchester County. When requested before, during, or after an emergency event, County employees are expected to work and serve the public in coping with the emergency.

**Qualifications** Education and Experience: High school diploma or GED equivalent supplemented by education in emergency medical technology or a closely related field. Requires at least two (2) years of related work experience.

**Special Qualifications:** Must possess a valid state driver's license. Must complete required coursework and maintain State and National Registry of EMT's certification in Emergency Medical Technician (EMT-Paramedic), Cardiopulmonary Resuscitation (CPR), Advanced Cardiac Life Support (ACLS), International Trauma Life Support (ITLS), and Pediatric Advanced Life Support (PALS) certifications; obtain any other certifications deemed necessary by Department Head. Must complete a minimum of 60 hours continued education (CEUs) per year.

**Agency:** Dorchester County:

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**Website:** <http://www.dorchestercountysc.gov>