

# Wayland Area Emergency Medical Services Position Description

**Position:** Paramedic Supervisor

**Date Approved:** 5/1/2013

**Date Effective:** 9/28/20

**Date Revised:** 09/8/20

1 of 5

This position is considered a full-time management/provider position that requires this employee to be a Servant-Leader, able to work with, and encourage multiple personalities. They should be adept at understanding the needs of volunteers/part-time sensitive to the requirements of managing and working in a volunteer/part-time service. They should be able to present a professional and caring demeanor to the staff and the general public understanding that their image and actions reflect on the standing of the service. They should comprehend the privilege and accept the responsibility for providing the pre-hospital emergency care for the general public in our service area.

This employee is expected to be a dependable self starter, self driven, needing minimal supervision. They should be able to accomplish tasks in a timely and methodical manor with a high degree of accuracy. They should be willing to try and use new tools to accomplish tasks and goals. They should be able to function well on a team, to problem solve, and when given a goal, participate as a team member to take long term projects to completion.

It is expected that they be discreet and trustworthy with private and personal information as well as service resources. They will be expected to maintain confidential record sets including employee and patient response records. They are expected to possess refined communication skills, including written, verbal and technical means.

They should be able to encourage a safe, clean, friendly, open and enjoyable work environment. This employee is expected to have, and maintain the skills and training required to provide patient care in accordance with Allegan and Barry County Medical Control Authority's policies and procedures and to foster this understanding in the staff. This employee will be expected to promote a standard of quality care through the agency's quality improvement programs with the understanding that quality care originates with individual motivation. They should be able to promote and inspire this motivation in others.

They will also assure that all of the required paperwork is completed logged and submitted in a timely manner. They will be expected to do some general maintenance on the ambulances and the WAEMS facilities and be able to troubleshoot problems and correct them as they are identified.

They will participate with the recruitment, hiring, orientation, advancement and continual training of new staff. They will participate in the evaluation and possible development and implementation of discipline plans of the staff.

They will participate in the development and implementation of new goals and projects to improve the service. They will participate in the development of new policies and procedures as well as to assure that the conduct of the EMS team members complies with the current Wayland Area EMS policies and procedures.

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2 of 5

## Educational Requirements

1. Must have and maintain a current Michigan Paramedic license along with current CPR certification. CPR instructor certification preferred.
2. Must have and maintain a current unrestricted Michigan Motor vehicle operators license from the State of Michigan.
3. Must meet all authorization requirements for practice under the Allegan and Barry County Medical Control Authorities.
4. Must demonstrate knowledge and understanding of the Allegan and Barry County Medical Control Authority Treatment Protocols and Procedures at the Paramedic level.
5. Must become a level 3 Paramedic before assuming the position.
6. Must demonstrate an understanding of the Wayland Area EMS policies and procedures.
7. Must demonstrate a working understanding of the following software;
  - Microsoft Windows
  - Image Trend Field Bridge
  - Image Trend EMS State Bridge
  - Microsoft Word
  - Microsoft Excel
  - Microsoft Access
  - Microsoft Works
  - Paper Port
  - Site Builder (by intuit)
8. Must demonstrate an understanding of computer networks and be able to troubleshoot basic problems as they occur.
9. Supervisory/Management/Instructional/Quality Improvement experience, preferred.
10. Must demonstrate basic mechanical aptitude and ability.

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3 of 5

## Physical Requirements

Because of the possible dangers and the very nature of the situations that each employee will be required to respond to, it is important that each crew member be able to function independently, without requiring the assistance of their fellow crew members for mobility or simple equipment or patient movement. The requirement of assisting a fellow crew member would be subtracting from the medical care provided as well as possibly endangering the safety of the crew. Being able to help to carry equipment and possibly the patient in a safe and rapid manner is therefore a necessary requirement for all responding employees. Employment of this employee will be conditional on the successful completion of a physical exam with drug screen.

1. Must be able to step into and from each entrance of the ambulance without any assistance.
2. Must be able to lift and carry the Lifepak 12 monitor and the jump kit for a distance of 30 yards without any assistance.
3. Must be able to, with one other person assisting, raise and lower in a safe and smooth manner an ambulance cot containing a 250 pound patient.
4. Must be able to perform one man and two man CPR for 10 minutes in accordance with current AHA standards.
5. Must be able to move on uneven terrain with both hands free in a swift manner covering 30 yards in at least 10 seconds.
6. Must be able to load and unload a 250 pound patient from the ambulance with assistance.
7. Must be able to complete all tasks listed above within a 15 minute time limit.
8. Must be able to perform all skills required for licensure in accordance with current educational and practical standards.
9. Must not have an uncontrolled seizure disorder.

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4 of 5

## Responsibilities

This position will be expected to perform the following tasks on a daily basis.

- Log all ambulance responses that occur during their shift.
- Process, and prepare for billing, all runs from the prior shift.
- Perform a Quality Review on runs from the prior shift.
- Inventory and maintain the unit that they are assigned.
- Maintain the daily log which includes but is not limited to;

- Daily practical skill training
- Daily protocol review
- Daily equipment review
- Daily cleaning tasks

- Assure laundry is completed and put away.
- Assure bedrooms and living areas are arranged and beds made.
- Produce CPR cards when needed.

This position will be expected to perform the following tasks when needed.

- Inventory and order supplies
- Assist in the scheduling of the Class Room
- Schedule CPR classes and equipment
- Perform minor repairs to the facility and vehicles
- Assist in the interview, orientation and evaluation of new volunteers
- Assist in the development of policies and procedures as needed.

This position will also be expected to maintain the following employee and service related files

- MSDS
- Personnel Files
- Health Files
- Educational File
- Policy Procedure and Memo books
- Run, MFR and inventory forms
- Employee accounts

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5 of 5

This position will be expected to complete the following tasks on a regular basis.

- Preparing month end statistical reports.
- Preparing the monthly schedule.
- Participate in the weekly safety/quality improvement meeting.
- Participate in the Monthly EMT meeting.
- Participate in the Monthly management meeting
- Assist in staff evaluations.

This position will be expected to assist the General Manager with tasks as assigned and needed.

Criminal background check required with no outstanding activity and Local resident preferred.

## Pay and Benefits

This position, after orientation, will be a 24 hour rotation, working a "Kelly" schedule. They will be paid overtime for any hours worked over 40 in a week resulting in at least 8 hours scheduled overtime every week with the third week having 32 hours of overtime. They would be able to still volunteer to provide coverage or to first respond, being paid overtime for any calls. They may participate in health insurance after being hired. They will be provided 48 hours paid vacation/sick time per year starting 90 days after date of hire. There will be a 90 day probationary period after date of hire.

Reports to the General Manager