

# NEW CASTLE COUNTY GOVERNMENT

Number 1010

## CLASS SPECIFICATION

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Date 08/06/13

Title: PARAMEDIC SERGEANT

Approved:

*Valencia D. Best, Jr.*

**GENERAL STATEMENT OF DUTIES:** Administers basic and advanced life support measures in accordance with established policies and procedures and exercises immediate supervision over a group of paramedics; coordinates and/or provides transportation to victims of medical or traumatic emergencies to a medical facility; participates in other forms of emergency care and medical rescue as needed; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class performs highly responsible work involving the delivery and supervision of out-of-hospital basic and advanced life support services by responding to scenes of medical and traumatic emergencies, evaluating patients, and providing safe transportation to an appropriate medical facility while providing continuous care. Additional duties include the daily inspection, cleaning, and maintenance of the assigned emergency vehicle, supplies, and equipment with minor housekeeping duties as required. This employee must be capable of performing advanced life support procedures defined by the State of Delaware paramedic scope of practice, and not undertaken by emergency medical technicians, through written standing orders and protocols, or through direct contact with a medical control physician via telephone and/or radio communications. An employee in this class may be responsible for the activities and operation of a group of paramedic units, and/or a group of employees within a special unit. An employee in this class will be responsible for assisting a designated Emergency Medical Services Lieutenant with employee performance evaluations and with the coordination of a shift or group of employees, to include acting as Emergency Medical Services Lieutenant in his or her absence as directed. Work is performed under the general supervision of an Emergency Medical Services Lieutenant or designee.

### EXAMPLES OF WORK: (Illustrative only)

- Responds to requests for emergency medical assistance and assumes responsibility for assessment and treatment of patients consistent with departmental procedures, State-wide standard treatment protocols and paramedic standing orders, and instructions provided by medical control physician;
- Inspects personnel uniforms for neatness, emergency vehicles for proper stocking and cleanliness and, stations for safety standards;
- Lifts, carries, and transports sick, injured, or incapacitated persons from residential and commercial properties and accident scenes to medical facilities while providing constant observation and care as indicated or directed;
- Performs detailed inspection of an assigned emergency vehicle and facility and ensures that the facility, vehicle, equipment, and supplies are clean, orderly, and in good working order;
- Performs invasive medical procedures under delegated medical practice of a physician including venipuncture, airway management techniques such as endotracheal intubation, administration of intravenous fluids, and approved medications and defibrillation;
- Maintains contact with the emergency communications center, all County emergency medical services facilities, and all medical control physicians via use of radio, telephone, or other communications device;
- Provides verbal, written, and/or computer generated reports pertaining to observations regarding condition and care of patient while at the emergency scene and in transit, to include preparing appropriate follow-up reports;
- May provide testimony in court or through deposition regarding observations and performance of job activities;
- Participates in ongoing training sessions, critiques, and conferences to include review of cases;
- Communicates with patient, family members, other responding agencies, and professional medical personnel to ensure that all needs of the patient are addressed in an efficient and caring manner;
- Completes appropriate recertification, continuing education programs, and examinations necessary to maintain State of Delaware paramedic certification;
- May participate in the initial training and certification of Paramedic Candidates;
- Responds to emergency medical incidents for on-scene observation and evaluation of assigned personnel while providing technical support and counseling to employees to improve individual performance and proficiency;
- Participates at emergency incidents as the medical command component of an incident management or incident command system until relieved by a higher ranking staff officer;

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- Checks the work of employees performing as Paramedics, Paramedic First Class, and Paramedic Corporal and personally makes reports to superior officers, to include assisting with annual performance evaluations;
- Observes the work of employees performing as Paramedics, Paramedic First Class, and Paramedic Corporal and reports any breach of duty or inefficiency;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Comprehensive knowledge of and skill in basic and advanced life support procedures; good knowledge of physiology for diagnostic purposes; good knowledge of techniques used in providing emergency treatment; ability to operate basic and advanced life support equipment; ability to recognize lethal dysrhythmias; ability to assess patient care needs; ability to make accurate decisions under extreme stress; ability to instruct and coordinate subordinates and lay persons; ability to perform advanced airway procedures such as endotracheal intubation and insertion of alternate airways; ability to administer intravenous fluids and approved medications; ability to perform venipuncture; ability to maintain State of Delaware Paramedic certification; ability to communicate courteously and effectively, both verbally and in writing; ability to understand and follow oral and written instructions; skill in minor maintenance of emergency vehicles and equipment; ability to establish working relationships with medical personnel, coworkers, and the general public; ability to supervise the work of subordinates; demonstrated proficiency to safely operate a vehicle on the road in emergency situations at high speed and under regular conditions; ability to recognize hazardous environment and conditions and to take corrective action; excellent driving record and moral character; ability to meet standards of eligibility as determined by a background investigation which may include an oral interview; ability to demonstrate a high degree of dependability; ability to perform as part of a team.

**MINIMUM QUALIFICATIONS:** Fulfillment of all requirements for the position of Paramedic to include six (6) consecutive years' experience as a New Castle County Paramedic and currently serving at the rank of New Castle County Paramedic Corporal, current national board certification at the paramedic level with the National Registry of Emergency Medical Technicians, four (4) years of overall satisfactory performance evaluations with an overall rating of satisfactory or above in the year applying for promotion. Any record of discipline that resulted in a suspension during the twelve (12) months preceding the application for promotion shall be reviewed to determine eligibility for promotion. Possession of an Associate's Degree or at least sixty (60) credit hours from an accredited college or university.

**ADDITIONAL REQUIREMENTS:** Must fulfill all requirements of the position of New Castle County Paramedic Corporal, to include possession of a valid Delaware Class D driver's license or its equivalent; possession of current certification as a State of Delaware paramedic; must fulfill the requirements of a County class Ib physical exam. Completion of the NHTSA EMS Instructor Course or an approved Methods of Instruction Course; instructor-level credentials in Basic Cardiac Life Support (BCLS) and at least one advanced level course (Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), Pediatric Education for Prehospital Professionals (PEPP), Pre-Hospital Trauma Life Support (PHTLS) or International Trauma Life Support (ITLS). Completion of an approved Field Training Officer (FTO) training program and an approved supervisory course or seminar within the probationary period.

### HISTORY OF REVISIONS:

Established: 01/01/04  
Revised: 08/30/04  
Revised: 10/10/08  
Revised: 08/06/13