CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Community Paramedic Captain**

SG: 32

CLASS TITLE: **EMS Captain** **CS: P**

FLSA: Y

DEPARTMENT: **Fire** **EEO4CODE: PR**

JOB SUMMARY:

The Community Paramedic Captain assists the Medical Services Officer (MSO) in the development and administration of the Department's community paramedic program. The Community Paramedic Captain is responsible for facilitating patient use of, and integration with, social and medical support services with a primary goal of decreasing 911 utilization for non-emergent purposes. The Community Paramedic Captain is required to apply technical paramedic skills and acquire and apply knowledge of medical and social support structures for patient management. The Community Paramedic Captain also performs paramedic duties through assignment to an emergency vehicle equipped with Advanced Life Support (ALS) equipment and may transport patients to destinations other than the Emergency Department and provide medical exams and treatment for patients in both emergent and non-emergent situations. This position is required to maintain proficiency with firefighting skills. The person in this position may also assist with or be assigned to other positions within the EMS Captain classification.

SUPERVISORY RELATIONSHIP:

Reports directly to the Medical Services Officer (MSO) and on-duty Operations Battalion Chief (In the absence of an MSO, the Community Paramedic Captain will report directly to the Officer in charge of Emergency Medical Operations). Works closely with Fire Captains and on-duty EMS Captains. The Community Paramedic Captain consults with the Supervising Physician or his delegates for authority to act in unusual situations. During emergent and non-emergent patient encounters, the CPM is responsible for patient care under the authority of the Department Supervising Physician and Whatcom County Medical Program Director in accordance with established medical protocols and operating guidelines. Employee operates within Paramedic scope of practice and local standard of care as modified by agreements and understanding of local medical and social welfare providers. The Community Paramedic Captain is expected to exercise considerable independent judgment in the execution of this assignment.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Assists in the development and administration and is primarily responsible for delivery of the community paramedic program. Establishes, recommends and evaluates short term and long term program goals and works to ensure program objectives are met.

2. Prepares and manages the community paramedic program budget.

3. Develops or adapts data analysis methods to identify EMS users with highest possible benefit from community paramedic intervention and referral.

4. Develops or adapts assessment tools to evaluate which community and medical resources may be available to stabilize patient's situation and diminish reliance on emergency services.

5. Leads investigation of new services and improvement of existing EMS service delivery in non-emergent situations, such as intervention, assessment, treatment and referral for patients with new life-altering circumstances who may need additional support; patients with challenges preventing participating in primary care; patients who meet frequent hospital admission criteria.

6. Manages data and produces reports appropriate for patient care tracking, patient transfer to other providers, program coordination, billing, and program evaluation.

7. Develops working relationships with community partners, facilitates integration and collaboration between EMS and other health care and social service providers, and develops contracts with community and medical resources to assist with all aspects of patient care.

8. Responds, primarily in non-emergent mode, in a Department staff vehicle to patients referred by emergency operations crews or other medical or social service providers.

9. Interviews patients using developed assessment tools to evaluate which community and medical resources may be available to stabilize the patient's situation and facilitate more appropriate use of emergency care resources. Refers patients to identified resources as appropriate and tracks patient progress.

10. Transports patients in staff vehicle to medical appointments or other destinations as needed and available. May operate a Department ambulance with the assistance of at least one other EMS provider to transport patients as needed.

11. Evaluates the field performance of Department EMS personnel when assigned to the community paramedic program to ensure compliance with Department policies, medical protocols and standards. Recommends corrective action and resolves problems. Initiates disciplinary action when necessary.

12. Monitors the quality and appropriateness of patient care and documents the effectiveness of community paramedic program protocols, policies, and procedures. Recommends changes in protocols and standards to the MSO and Medical Director.

13. Performs related duties within the scope of the EMS Captain classification.

ADDITIONAL WORK PERFORMED:

1. Maintains awareness of ALS unit status and may respond emergently without compromising primary duties as an additional resource to temporarily support EMS system needs; as a primary resource when other ALS units are unavailable; as a primary resource to mass casualty or disaster events.

2. Assists in seeking funding opportunities and revenue sources to support and enhance function of the community paramedic program. May write related grant applications and manage awarded grants as appropriate.

3. Performs other related work as assigned, including as a firefighter on "fire responses" while on duty.

4. May be required to temporarily act in the higher classification of Medical Services Officer.

5. Assists with development of the annual Fire Department budget.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge:

- Extensive knowledge of the EMS system in Whatcom County, including Basic Life Support (BLS) and Advanced Life Support (ALS) medical protocols, Departmental operating procedures and incident command.
- Extensive knowledge of principles and practices of pre-hospital medicine at both the EMT-B and EMT-P level.
- Extensive knowledge in paramedicine and ability to apply knowledge.
- Working knowledge of the operation and maintenance of the various types of Fire and EMS equipment used by the Fire Department.
- Working knowledge of City and County geography.

Skills:

- Excellent project management skills including budget preparation and tracking, communications and coordination with employees at all levels of the organization and with outside agencies.
- Excellent skills in planning, organizing, problem-solving, and time and task management.
- Excellent interpersonal skills for establishing and maintaining effective working relationships and managing group dynamics.
- Excellent written and oral communication skills for corresponding with City employees and outside agencies; for making presentations and for providing training.
- Computer skills for utilizing a variety of software, such as word processing, spreadsheet and database software, internet-based document sharing, and internet based polling and scheduling applications.

Ability to:

- Establish and maintain effective working relationships with a broad range of people and organizations.
- Work in a group setting with broad range of interests, overcoming conflicts to develop consensus around reasonable preparedness efforts.
- Ability and willingness to establish and maintain effective, amicable relations with co-workers and the public.
- Remain calm during emergency operations, analyzing information and developing plans of action.
- Clearly communicate conditions and recommendations.
- Maintain the absolute confidentiality of sensitive files, data and materials accessed, discussed, or observed while working with City staff and others.
- Prioritize tasks and projects, work independently being self-motivated to identify and complete tasks and projects with minimal supervision.
- Maintain flexibility and adaptability to meet the needs of changing circumstances.
- Understand and carry out verbal and written instructions.
- Work effectively as a team member.
- Ability to maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform job, including:

- Carry hose bundle of approximately 50 pounds and don personal protection and firefighting equipment weighing approximately 70 pounds to the scene of an emergency (sometimes to upper floors of businesses, apartments and hotels).
- Lay and operate hose lines (160 pounds per 50 feet of hose with 100 pounds of nozzle pressure).
- Stabilize and lift patients with backboard and cot.
- Carry, place and extend ladders in training and in emergencies.
- Operate power equipment such as a chain saw, portable generator, hydraulic jaws, smoke ejector, etc.
- Set up and operate master streams and aerial ladder pipes.
- While wearing protective clothing, perform heavy labor such as chopping, shoveling, moving furniture, equipment and merchandise.

WORKING ENVIRONMENT:

This position may include stressful situations involving trauma, illness, psychopathology and other challenging patient interactions. Work is typically performed in a 40-hour work week but may involve shift work and off-duty recall for major emergencies, including weekends and holidays as required in an emergency services organization. Work is performed in a variety of settings including offices, fire stations, emergency scenes, and emergency response vehicles.

The emergency environment may include unusual modes of communication, extreme noise, discomfort and hazard. The emergency environment may require the management/ performance of hazardous tasks under conditions that require strenuous exertion with limited visibility, exposure to hazardous or toxic chemicals and gases, extremes in temperature, cramped surroundings, exposed heights, or activities in and around water. It may also involve working with citizens experiencing a wide range of emotions (rage, grief, confusion, etc.) as a result of an emergency. May be exposed to infectious diseases, which require the use of protective equipment, and exposure to the elements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Five years of experience as a paramedic, at least three of which must be with the Bellingham Fire Department. Current certification as a paramedic with the Bellingham Fire Department.
- Ninety quarter or sixty semester credits from an accredited college or university in education, public health administration, or related field preferred.
- Teaching experience in emergency medical services at the paramedic level preferred.
- Previous experience managing large, on-going projects preferred.
- Successful completion of Bellingham Fire Department Officer Academy or Washington State Fire Officer II certification.

NECESSARY SPECIAL REQUIREMENT:

- Must maintain professional certificates and affiliations as determined by the Department

PREPARED BY: R. Kintzele
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REVIEWED BY: _____
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Fire Chief