



Office of Human Resources
Paramedic Field Supervisor - CO2698
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General Statement of Duties

The Paramedic Field Supervisor supervises paramedics in the field as a member of an ambulance crew, and as an independent street supervisor. This position also provides pre-hospital emergency care/transportation of the sick and/or injured.

Distinguishing Characteristics

The Paramedic Field Supervisor supervises the activities of Emergency Medical Technician – Paramedics in the field and reports directly to the Chief Paramedic who is responsible for organizing and directing the activities of the Paramedic Division at the Denver Health Medical Center.

Level of Supervision Exercised

This position supervises two or more paramedics in the field.

Essential Duties

Promotes positive customer relations in dealing with patients, visitors, and other employees.

Completes daily schedules, vehicle accident logs, work injury reports, and incident reports.

Maintains a safe working environment for personnel, as well as working to maintain a safe fleet of ambulances.

Responds to dispatcher to render pre-hospital emergency care and resuscitation to victims at the scene of an emergency.

Independently performs rapid assessment of emergency scene to determine the need for auxiliary services such as fire and police department.

Evaluates the extent of illness or injury and establishes priorities for care following standing orders, or protocols, or as directed by the base physician via voice communications.

Initiates life-sustaining procedures including advanced life support in accordance with current standards/protocols and demonstrates a working knowledge of the Denver Metropolitan Paramedic Protocols.

Determines medical disposition of patients and medical facility utilized; securing patient into ambulance and monitors the patient's condition in route to the hospital, providing continues medical care and treatment, and demonstrates a working knowledge of Paramedic Division destination policies.

Upon arrival at the medical facility, reports observations and care rendered to emergency department personnel and provides an organized and concise triage report to the receiving facility.

Completes appropriate patient and daily activity forms.

Provides pre-hospital emergency care to the public in a variety of environments, such as sports facilities, airports, and other public gathering places.

Investigates complaints and ensures incident reports are collected from staff when there is an indication of potential liability for the agency; and, prepares and provides reports to Chief Paramedic

Develops or modifies work plans, methods, and procedures and determines work priorities.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines standards for problem resolution.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Responds to formal and informal employee grievances and prepares written response.

Documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.

Provides work instruction and assists employees with difficult and/or unusual assignments.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Influencing - Collaborates with, persuades and influences others.

Manages and Organizes Information - Identifies a need; gathers, organizes, and maintains information; determines its importance and accuracy, and communicates it by a variety of methods.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of safety, environmental, and infection control standards.

Knowledge of compliance and work rules.

Knowledge of established policies, procedures, and quality improvement objectives.

Knowledge of mission and vision statements for Denver Health Medical Center.

Skill in recognizing life threatening situations and ensuring scene safety.

Skill in training new employees.

Skill in operating an emergency vehicle.

Skill in applying existing guidelines or creating new approaches to the development and modification of work plans, methods and procedures for the work unit or function.

Skill in prioritizing and scheduling work to allow for its efficient and effective completion.

Skill in reviewing work for accuracy and completeness.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Three (3) years of advanced life support ambulance experience.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

By position, a current Emergency Medical Technician – Paramedic Certification (EMT-P) issued by the State of Colorado, and Emergency Vehicle Operators Course (EVOC) Certification are required at time of application.

Must document an average of 12 hours of Continuing Medical Education annually.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Work involves pressure due to short notice absenteeism and replacement; handling emergency or crisis situations; handling multiple calls and inquires; subject to long irregular hours and many interruptions.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.

Eye/Hand/Foot coordination: performing work through using two or more.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Mathematical Reasoning

Memorization

Oral Comprehension

Spatial Orientation

Written Comprehension.

Background Check Requirement

Criminal Check

Employment Verification

Licenses/Certification

By position, Motor Vehicle Record

Assessment Requirement

Labor and Trades Supervisor

Probation Period

Six (6) months.

Class Detail

Pay Grade: O-811

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: