



POSITION PROFILE: PART TIME / PRN MEDICAL STAFF

PURPOSE

To establish guidelines for the use of terminology, qualifications, setting limits to hours worked, and compensation paid to all non-full time EMT and Paramedic employees of the Rock Township Ambulance District.

DESCRIPTION

A part-time or PRN medical employee is an hourly, at-will employee who reports directly to a Battalion Chief or Lieutenant following the chain of command and who is responsible for rendering emergency medical care and being an upstanding representative of the District.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for this position.

A. EDUCATION AND EXPERIENCE

1. One (1) year previous experience as an EMS medical provider preferred
2. Associates degree in related field of education preferred

B. JOB KNOWLEDGE

1. A thorough understanding of the individual's role in emergency medical care
2. Competent knowledge of District policies and protocols
3. Ability to operate and drive ambulances and other emergency vehicles

C. SKILLS

1. Communicate effectively in a diverse range of audiences and settings
2. Maintain order in an environment of changing priorities, possess a self-motivated attitude and function as a leader
3. Negotiate solutions to conflicts and problems
4. Assess operational needs
5. Effectively manage time to achieve desired results and minimize stress
6. Maintain an effective working relationship with representatives from outside agencies, fellow employees, subordinate personnel and the general public.
7. Problem Solve - Identify and resolve problems in a timely manner; Gather and analyze information skillfully; Develop alternative solutions; Work well in-group problem solving situations; Use reason even when dealing with emotional topics.



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QUALIFICATIONS (continued)

8. Use Interpersonal Skills - Focus on solving conflict, not blaming; maintain confidentiality; Listen to others without interrupting; Keep emotions under control; Remain open to others' ideas and try new things.
9. Oral Communication - Speak clearly and persuasively in positive or negative situations; listen and get clarification; Respond well to questions; Demonstrate group presentation skills; Participate in meetings.
10. Written Communication - Write clearly and informatively; Edit work for spelling and grammar; Vary writing style to meet needs; Present numerical data effectively; and Read and interpret written information.
11. Teamwork - Balance team and individual responsibilities; Exhibit objectivity and openness to others' views; Give and welcome feedback; Contribute to building a positive team spirit; Put success of team above own interests; and Be able to build morale and group commitments to goals and objectives.
12. Judgment - Display willingness to make decisions; Exhibit sound and accurate judgment; Support and explain reasoning for decisions; Include appropriate people in decision-making process; Make timely decisions.
13. Professionalism - Approach others in a tactful manner; React well under pressure; Treat others with respect and consideration regardless of their status or position; Accept responsibility for own actions; and Follow through on commitments.
Language - Read and comprehend instructions, correspondence, and memos. Write correspondence, and effectively present information in one-on-one situations, small group situations and to third parties and employees of the organization.
14. Mathematical – Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Perform clinical calculations, compute rate, ratio, and percent and to draw and interpret bar graphs.
15. Computer – Knowledge of internet software. Ability to write Patient Care Reports on laptop computers.
16. Other – Thorough understanding of EMS system, personnel management.

D. CERTIFICATES, LICENSES, REGISTRATIONS (where applicable)

1. Provider certification in BLS, ACLS, PHTLS or ITLS, and PALS
2. Instructor certifications in BCLS, ACLS, PHTLS or ITLS, and PALS preferred.
3. Valid driver's license.
4. Valid Missouri EMT or Paramedic license



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TYPICAL DUTIES AND RESPONSIBILITIES

- A. **READINESS** - Strives to maintain their ambulance, crew, and station in a state of operational readiness. Assures preparedness and quality of medical equipment. Cleans and maintains shared District equipment and facilities.
- B. **RESPONSE** - Responds to emergency calls and transfers in a timely manner as dictated by response guidelines.
- C. **PROFESSIONALLY** administers treatment to patients and truthfully documents Patient Care Reports completed in compliance with medical control guidelines.
- D. **TRAINING** - Constantly seeks to improve knowledge and attends required trainings.
- E. **REPRESENTS** themselves, and the District, in a manner that reflects well upon either's reputation. Interacts positively with coworkers, the public, other responding agencies, and other healthcare staff. Settles disputes using conflict resolution skills.
- F. **COMPLETES** additional, reasonable tasks assigned by a Lieutenant, Battalion Chief, Deputy Chief, or the Chief.

EXPECTATIONS

- A. **HOURLY REQUIREMENTS**
 - 1. **Part Time**
 - a. Shift availability shall be submitted to the Deputy Chief – Operations through the scheduling program no later than 3 weeks prior to the following month. Availability must include two weekend days per month (weekend is Friday, Saturday, or Sunday).
 - b. Required to schedule a minimum of 24 hours per week.
 - c. May work up to 48 hours per week with no more than an annual average of 30 hours per week.
 - 2. **PRN**
 - a. Shift availability shall be submitted to the Deputy Chief – Operations through the scheduling program no later than 2 weeks prior to the following month. Availability must include one weekend day per month (weekend is Friday, Saturday, or Sunday).
 - b. Required to schedule a minimum of 24 hours per month
 - c. May work up to 48 hours per week with no more than an annual average of 30 hours per week.



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EXPECTATIONS (continued)

B. UNIFORM ALLOWANCE

1. Upon Successful completion of orientation, all Part Time and PRN personnel will be issued a pair of duty pants, a t-shirt, a polo, and a sweatshirt.
2. After one year of employment, each Part Time employee will be given a prorated uniform allowance equal to \$25.00 per month until January 1st of the next calendar year. On January 1st, each Part Time employee will be given a \$300.00 allowance.
3. After one year of employment, each PRN employee will be given a prorated uniform allowance equal to \$12.50 per month until January 1st of the next calendar year. On January 1st, each PRN employee will be given a \$150.00 allowance.

C. NON-COMPLIANCE

1. Part Time

- a. All Part Time status employees will be granted two days of excused absences or deviations from the requirements per calendar year. This means that if you're going on vacation and therefore cannot schedule a day for that week, you may without penalty. This also gives the ability to "call in" in the event of illness or family hardship. You may also swap shifts with other part time or PRN employees following the hourly restrictions set forth in this policy.
- b. In the event that a Part Time employee is non-compliant in with hourly requirements during any quarter, a corrective counseling will occur.
- c. In the event that a Part Time employee is non-compliant in with hourly requirements during any two quarters within the same year, the Part Time employee will receive a verbal warning and will not be eligible for their step rate increase for that year.
- d. In the event that a Part Time employee is non-compliant in with hourly requirements during any three quarters within the same year, the Part Time employee will receive a written warning and will be placed on the PRN schedule at the PRN rate.
- e. If the employee is non-compliant at even the PRN hourly requirements within one year of the above, they are dismissed as an employee of the District.

2. PRN

- a. In the event that a PRN employee is non-compliant in with hourly requirements during any one month within the year, the PRN employee will receive a corrective counseling.
- b. In the event that a PRN employee is non-compliant in with hourly requirements during any two months within the same year, the PRN employee will receive a verbal warning and will not be eligible for their step rate increase for that year.
- c. In the event that a PRN employee is non-compliant in with hourly requirements during any three months within the same year, the PRN employee will receive a written warning and will be placed on 1 year probation.



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EXPECTATIONS (continued)

- d. In the event that a PRN employee is non-compliant in with hourly requirements during any four months within the same year, the Part Time employee will be dismissed as an employee of the District.

D. TRAINING & EDUCATION

- 1. All Part Time and PRN employees are expected to maintain the minimum certifications for employment listed within this policy.
- 2. All Part time and PRN employees are expected to complete the assigned on line training in the time allowed for completion.
- 3. Part Time and PRN employees not meeting the minimum certifications will not be allowed to work until they are completed and will be subject to the hourly requirements set forth in EXPECTATIONS, Part C above. In addition, any non-compliance will result in the employee not receiving the next step raise.

E. CLINICAL RESTRICTIONS

- 1. PRN and Part Time EMT's will be restricted from working on full time ALS units. Full time units are meant to be double paramedic units and shall serve as a response unit for higher acuity calls for service.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands & fingers, handle, or feel; reach with hands and arms and stoop, kneel, crouch or crawl. This requirement includes, but is not limited to, an ability to occasionally perform the following: reaching above the shoulders; reaching below the shoulders and to the floor; pushing and pulling. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move heavy objects, ascending/descending stairs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions; the employee is occasionally exposed to fumes or airborne particles; extreme cold; extreme heat; risk of electrical shock and vibration. The noise level in the work environment is usually loud.



Rock Township Ambulance District

POLICY & PROCEDURE MANUAL

2.14b

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COMPENSATION

- A. PART TIME and PRN employees are paid hourly and subject to overtime rules.
- B. PAYSCALES for each position are set and approved by the Board of Directors on an annual basis.

weather conditions, the employee is occasionally exposed to fumes or airborne particles; extreme cold; extreme heat; risk of electrical shock and vibration. The noise level in the work environment is usually loud.

This position of Rock Township Ambulance District is on an “at-will” basis, which means that the employee and or the Rock Township Ambulance District may discontinue this designation at any time, with or without notice or cause.

Rock Township Ambulance District upholds federal, state, and local laws that protect employees and job applicants from discrimination on the bases of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, veteran status, marital status, or any other non-merit based factors protected by federal, state, or local law.

This policy/procedure supersedes any previous policy or memorandum on this topic.