

PUTNAM COUNTY PARAMEDICS
DESCRIPTION OF DUTIES AS MEDIC 300

1. Respond to all E.M.S. emergencies by the Putnam County dispatchers.
2. Respond to any emergency where a paramedic may be needed.
3. Assist squads on non-emergency runs as needed (i.,e., lifting).
4. Assist on transfers from PCACC when medic required and no volunteer medics are available.
5. Do daily & shift inspections of I.R.V., equipment, and supplies and replace what is needed.
6. Deliver supplies and equipment to and from squads.
7. Inventory equipment and supplies at all locations.
8. Inspect equipment and perform routine maintenance.
9. Inspect PCEMS vehicles for cleanliness as related to Bloodborne Pathogens and Communicable Diseases, and disinfect as necessary. Wash vehicles daily.
10. Aid PCOPS in its' day-to-day activities as directed.
11. Provide public relations talks and demonstrations as directed.
12. Attend community and civic functions as directed.
13. Provide continuing education to squads and other agencies/groups as directed.
14. Conduct the quarterly check-offs/testing to PCEMS personnel.
15. Complete and file all paperwork required by the Coordinator.
16. Assist PCACC as requested.
17. Complete PCOPS required C.E. programs.
18. Assist in monitoring "trauma sheets" for quality assurance.
19. Any other activities as directed by the Coordinator.
20. Keep Medic 300's morphine & valium in your direct possession while "in-service".
21. Wear designed uniform while "in-service".
22. Must inform PCOPS office if you will not be working on your scheduled shift.

Things you may do while "in-service" as Medic 300....

1. Attend events around county to be "visible" to the public.
2. Go home to eat meals, if appropriate and if you reside in Putnam County. Employees do not get a designated lunch hour.
3. Stop briefly at home if in the area.
4. Attend your squad meeting.
5. Spend "some" time at PCACC.
6. Drive county roads to become familiar with areas.
7. View & complete extra C.E. from PCOPS library of topics.

Things that you may NOT do while "in-service" as Medic 300...

1. Be "unavailable" for runs while attending events, unless permission was granted by the Coordinator.
2. Spend "inappropriate" amounts of time at home while "in-service". We are not paying you to be at home. You may stop to briefly eat (see #2 above) and/or you may briefly stop at home when in the area.
3. Make your "base station" anywhere other than the PCOPS office.
4. Become a "nuisance" at any location.
5. Review trauma sheets unless directed to do so by the Coordinator.

Medic 300 must be a trusted, valued and welcomed resource to all EMS personnel and patients! Public relations can be our greatest asset or it can cause the death of the program. Problems or actions detrimental to the Medic 300 program will be dealt with swiftly and severely. Any violations of these rules/guidelines will result in either reprimand, suspension, or termination from the Medic 300 program.