

PUTNAM COUNTY EMS
DESCRIPTION OF DUTIES AS 306

1. Respond to all E.M.S. emergencies as dispatched by the Putnam County Sheriff's dispatchers.
2. Assist squads on non-emergency runs as needed.
3. Assist on transfers from PCACC when medic required and no volunteer medics are available.
4. Do daily inspection of equipment and supplies.
5. Deliver supplies to squads.
6. Inventory equipment & supplies at all locations.
7. Inspect equipment & perform routine maintenance.
8. Inspect PCEMS vehicles for cleanliness as related to Bloodborne Pathogens and Communicable diseases, and clean/disinfect as necessary.
9. Provide public relations talks and demonstrations.
10. Attend community and civic functions as requested.
11. Provide continuing education to squads.
12. Assist with the quarterly check-offs/testing to PCEMS personnel.
13. Assist at PCACC as requested.
14. Assist with quality assurance.
15. As an intermediate/paramedic, responsible for the provision of optimum patient care in accordance with the regional guidelines/protocols, by following organizational direction and meeting established expectations for assessment, treatment and transport of ill or injured patients at an Advanced Life Support level.
16. Supervise volunteers with patient care in absence of Medic 300 on scene.
17. Responsible for safe operation of all Putnam County EMS vehicles in accordance with current Ohio motor vehicle code.
18. Assumes responsibility for conducting quarterly skill check-offs:
 - a. Arrive at scheduled location.
 - b. Follow approved skill flowchart(s).
19. Attend courses/seminars as directed by Coordinator.
20. Develop and instruct courses as necessary.
21. Wash and fuel vehicle at end of shift.
22. Assist with vehicle maintenance.
23. Complete all paperwork as directed.
24. Assist with general office duties:
 - a. Assist with CORSA, workers compensation, flood plain mgmnt as needed
 - b. Answers phones as needed.
25. Perform other duties as directed by Coordinator.