

PUTNAM COUNTY EMS
DESCRIPTION OF DUTIES AS UNIT 301

1. Respond to all PCACC transports.
2. Contact on-call Transfer EMT when needed.
3. Respond to emergencies to help, after checking for ACC transport status.
 - a. If ACC run is within one (1) hour 301 may only assist on emergency run use discretion.
 - b. If emergency run will conclude at ACC before transfer ready, 301 may transport if needed.
 - c. 301 will acknowledge enroute once squad acknowledges call or 2nd page to dispatch.
 - i. 301 acknowledges squad after squad receives call.
 - ii. 301 will advise squad of ACC transfer status.
4. Assist squads on non-emergency runs as needed (i.e., lifting).
5. Do shift inspections of vehicle, equipment, and supplies.
6. Do daily cleaning of PCOPS vehicle, and shift cleaning of response vehicle.
7. Deliver supplies and equipment to and from squads, as requested.
8. Inventory equipment and supplies at all locations, as requested.
9. Inspect equipment and perform routine maintenance.
10. Inspect PCEMS vehicles for cleanliness as related to Bloodborne Pathogens and Communicable Diseases, and clean/disinfect as necessary.
11. Aid PCOPS in its' day-to-day activities as directed.
12. Provide continuing education to squads and other agencies/groups as directed by supervisor.
13. Assist Medic 300 with quarterly check-offs/testing to PCEMS personnel.
14. Complete and file all paperwork required by the Coordinator.
15. Assist PCACC as requested.
16. Any other activities as directed by the Coordinator.
17. Complete daily assigned task at the House (sweep, dust, take out trash).
18. Do cleaning at PCOPS office (garage area, training room, other as directed).
19. Wear designated uniform while "in-service".
20. Must inform PCOPS office if you will not be working on your scheduled shift.
21. Must get your own coverage for shifts.
22. Sleep at the House.

Things that you may do while "in-service" as Unit 301....

1. Attend events around county to be "visible" to the public.
2. Go home to eat meals if appropriate and resides 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. Take breaks at House if no transports/runs/PCOPS jobs pending.
8. View & complete extra C.E. from PCOPS library of topics.
9. Spend time in 300/301 office at PCOPS.

Things that you may NOT do while "in-service" as Unit 301...

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. Sit in the PCOPS business area during business office hours
6. Review trauma sheets unless directed to do so by the Coordinator.

301 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 301 program will be dealt with swiftly. Any violations of these rules/guidelines will result in either: reprimand, suspension, or termination from the Unit 301 program.