

CASCADE MEDICAL CENTER

SUBJECT: JOB DESCRIPTION
EMT / PARAMEDIC – STIBNITE MINE CLINIC

SUPERVISOR: Stibnite Mine Clinic Manager

SHIFT: 7-Day Onsite Rotation / 21 Days Off

FLSA STATUS: Nonexempt

A. **SCOPE AND PURPOSE**

Provide professional emergency and urgent care in collaboration with other healthcare team members in a quality, cost effective manner. Coordinate the ongoing assessment, planning and treatment of patients at the Stibnite Emergency Response Clinic. Promote and communicate physical, spiritual and emotional well-being of patients and families. Maintain accurate and complete documentation of patient care services, patient response to treatment and progress while promptly communicating the same to medical providers and healthcare team members. Support and promote Perpetua, its contractors, on-site EMS agency, and the healthcare team of CMC.

This position requires the employee to reside onsite at the Stibnite Mine Site for seven (7) consecutive 24-hour days per rotation and to remain available to respond to patient care needs throughout the rotation period. Commuting time to and from the Mine Site is on the employee's personal time; mileage is not reimbursed.

B. **CONDITIONS OF EMPLOYMENT**

Basic conditions of employment form the fundamental performance requirements for continued employment. To support and fulfill the mission and purpose of Cascade Medical Center, all employees, regardless of job title, are expected to perform their job duties in accordance with these standards. This expectation includes excellent customer service to patients, mine workers, family and community members, and co-workers; integration of quality improvement initiatives in all aspects of the job, and ethical professional and personal behavior. Meeting these expectations is a minimum requirement for continued employment.

C. **BASIC CONDITIONS OF EMPLOYMENT STANDARDS**

1. Customer Service: Actively listen to customer needs/concerns and respond in a timely and courteous manner. Exhibit friendly, positive demeanor. Meet or exceed customer expectations with a human, personal feel. Be an active member of the Stibnite site community. Work as a team player.
2. Quality: Maintain levels of quality of service/product that meet or exceed customer expectations through demonstrated contributions to process/system

improvements. Participate in and support the work of quality committees and special projects as assigned.

3. Professional/Personal Conduct: Demonstrate positive personal attitude. Manage time in efficient, customer driven manner. Maintain skills in accordance with job parameters. Participate in medical center compliance program. Accept direction and/or provide direction in a cooperative and positive manner. Safeguard patient confidentiality.

D. ESSENTIAL JOB FUNCTIONS AND STANDARDS

Clinical (65%): Provide direct patient care and perform clinical intervention according to CMC policies, procedures and competency standards according to individual patient age-related needs.

- Must be able to reside onsite at a remote mine site for 7-day rotations. Must be able to work independently in a remote environment with limited on-site resources.
- Demonstrate knowledge, skill and ability to recognize, analyze, problem solve, make decisions and evaluate for optimal patient outcomes.
- Integrate knowledge, experience, professional standard and CMC and Stibnite policies and procedures into patient care practice.
- Collaborate, communicate and cooperate with other healthcare team members to develop, implement and revise individual patient treatment plan and goals.
- Identify and provide patient and family education directly, by telephone or electronically.
- Prepare and manage patient discharge or transfer plans and arrangements.
- Provide and manage, following protocols, emergency/urgent/outpatient care.
- Maintain a safe, comfortable and therapeutic environment for patients, families, customers and CMC team members.
- Comply with CMC and Perpetua policies regarding patient safety, privacy, security and confidentiality.
- Respond promptly to urgent and emergent patient care needs throughout the onsite rotation, including during scheduled availability periods, consistent with response-time requirements established by the Mine Clinic Manager and CMC Medical Director direction.
- Transcribe medical order; maintain patient records, census records and patient care supplies; answer clinic communications including phone, radio, and mine-site dispatch as necessary.
- Post patient care charges as necessary according to CMC standards.
- Demonstrate competent usage and care of cardiac monitoring equipment.
- Meet CMC customer service standard including interpersonal communication and professional conduct expectations.
- Complete all required patient documentation and any documentation as may be reasonably required by Perpetua during onsite rotation.

Interpersonal Relations (25%): Engage in professional and personal conduct that promotes quality services to patients, customers, and healthcare team members. Provide leadership and guidance to team members under direct supervision. Support and promote positive interpersonal and working relationships with all CMC staff. Aid in the fulfillment of the CMC mission by promoting the positive healthcare image of CMC throughout the community, with Perpetua, and with all Stibnite Site contractors.

- Provide direct, quality assistance to medical team providers, on-site EMS provider, and the Stibnite Site safety team.
- Communicate clear and concise information with provider to assist with proper management of patient care.
- Participate with provider in the clarification and articulation of individual patient care goals.
- Communicate clearly and therapeutically with patient and families the treatment and plan of care.
- Respond to patient and customer concerns in a timely manner.
- Demonstrate commitment to patient welfare, providing reassurance and emotional support.
- Identify levels of patient and customer cultural and religious beliefs and practices.
- Respond to changing needs and requirements of CMC with a flexible and positive attitude.
- Provide direct supervision of assigned staff, monitoring performance and standards of practice compliance.
- Offer and receive assistance as needed.
- Comply with CMC policies and procedures for conflict resolution.
- Communicate effectively with the onsite provider and/or Mine Clinic Manager regarding patient care, supply needs, and operational issues during the rotation; communicate with CMC leadership regarding patient care issues, incidents, or operational concerns as needed..
- Comply with privacy and confidentiality policies regarding patients and families, as well as CMC affairs, at all times.

Professional and Technical Skills Development (10%): Actively participates in maintaining/updating technical skills. Demonstrates competency standards. Participates in other professional duties and activities for the improvement of the delivery of quality care and the position and image of CMC.

- Attend and participate in staff meetings, in-services and education programs, as applicable.
- Pursue and maintain current licensure and certification requirements.
- Study and follow Mine safety standards, including those for infection control, cyanide exposure, and hazardous materials handling.
- Read and abide by the Perpetua code of conduct and ethics policy, site safety and health plan, emergency response program, evacuation plan, and other associated Perpetua mine-site policies.

- Accurately record all time worked in accordance with CMC timekeeping policies and procedures.
- Check CMC email daily while on-duty; comply with general CMC staff requirements including HealthStream education and EMR training.
- Perform other duties as assigned.

E. QUALIFICATIONS

Education: Graduate of an accredited EMT or Paramedic program.

Licensure: Current, active Idaho EMT or Paramedic certification

Certifications: Current BLS/CPR (EMT and Paramedic), ACLS certification (Paramedic) (or willing to obtain ACLS within 3 months of hire date).

Experience: Minimum of two years of EMT or Paramedic experience preferred. Strong leadership and communication skills and ability to think critically and perform duties independently.

F. WORKING ENVIRONMENT

Risk of exposure to (check those that apply and list "other")

☒ Blood & bodily fluids	☒ Latex	☒ Odors, chemicals
☒ Disease	☒ Hazardous drugs	☐ Other: _____
☒ TB (to require mask)	☒ Mechanical/Electrical	☐ Other: _____

G. PHYSICAL REQUIREMENTS

Please complete based on a normal day's work.

Employees are asked to sign a statement indicating whether they can perform the essential functions of their position. Requests for accommodation will be considered on an individual basis.

<u>Classifications</u>	Max	Frequent	Occasional	This Job
Sedentary	10 lbs.	-	-	
Light	25 lbs.	10 lbs.	-	
Medium	50 lbs.	25 lbs.	10 lbs.	X
Heavy	100 lbs.	50 lbs.	20 lbs.	X
Very heavy	>100 lbs.	-	-	

	Frequent > 60% of day	Occasional 30% of day	Limited Up to 30% of day
Sitting		X	
Twisting/turning from waist		X	
Standing	X		
Climbing			X
Crawling			--
Left/right foot movement		X	
Walking	X		
Bending		X	
Stooping		X	
Kneeling			X
Squatting			X
Push/pull objects on roller/wheel			X
Push/pull objects not on rollers/wheels			X
Reaching above shoulder level		X	
Reaching below shoulder level		X	
Moving objects horizontally (left to right)		X	
Moving objects vertically (up and down)		X	
Handing (holding, grasping, working with hands)		X	
Fine finger manipulation (size, shape, temperature, texture by finger receptors)		X	

	Check If Appropriate
Senses needed to perform essential functions of the position: Hearing, talking, depth perception, color, vision, touch and smell.	X
Maintain a stable posture and gait with hands free to perform anticipated or routine and emergent patient care.	X
Endurance (cardiovascular fitness)	
Physically and mentally able to work extended hours when necessary	X
This position is located at a remote mine site. Employees must be prepared to work in variable weather conditions and terrain.	X

I have read the job description above and agree that I am qualified and able to perform the job to the best of my ability:

Employee Signature

Date

Administrator Signature

Date