

STANDARD OPERATING GUIDELINE



[Medic & Driver Job Description]

Department: Operations	SOG #203	Applicable to: All Staff
Effective Date: 1 March 2020	5 Pages	Authority: Chief Of Operations
Applicable CAAS Standard:		Revised Effective Date:

- Attend meetings mandated by the Chief
- Establish an Incident Command System as necessitated by the scale of an incident
- Maintain minimum hour requirements per the SOGs
- Maintain confidentiality of all patient, staff, and Agency matters, following all HIPAA regulations
- Adhere to Agency, MLREMS, and NYS DOH standards for responding to emergencies, caring for and transporting patients, and completing required paperwork / documentation
- Other duties as assigned

Minimum Qualifications

Education and Experience

- 18 years of age (Volunteer) or 21 years of age (Career)
- Valid insurable NYS driver's license (not applicable to non-driving volunteers)
- Valid CPR card
- Valid NYS DOH EMT certification, and in good standing with the NYS DOH
- EVOC or CEVO within (6) six months of date of hire (not applicable to non-driving volunteers)
- Minimum of (2) two years of experience desired (Career)
- NIMS 100, 200, & 700 (or obtain within first three months of employment.
- Annual Hazardous Materials, OSHA., ICS, and HIPAA Training

Agency recognized that often volunteers come with little or no prior experience. Agency encourages membership to gain the knowledge necessary to become competent Emergency Medical Technicians.

Necessary Knowledge

- Familiarity with NYS Article 30, Part 800, and DOH Policy Statements
- Thorough knowledge of the NYS DOH BLS protocols
- Must be able to achieve a minimum of Medic and Driver status (Volunteers may attain Medic status only)
- Strong written and oral communication skills
- Strong computer skills (knowledge of emsCharts a plus)

Physical Demands

- Must be able to physically achieve the functional position description of an EMT / AEMT, as per NYS DOH Policy Statement 00-10.

The Chief, on recommendation of the Deputy Chief, Assistant Chief - Clinical, or Assistant Chief - Training, reserves the right to waive any of the minimum qualifications set forth above and consider any

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other qualifications or combination of qualifications that, in the Chief's opinion, will serve as an adequate substitute for those minimum qualifications.

Additional Requirements, Paramedic

- Maintain current NYS Paramedic Certification
- Maintain current AHA ACLS Certification
- Maintain current PEPP, PALS, or EPC Certification
- Maintain current AHA CPR for the Professional Rescuer, or equivalent
- Maintain a clean NYS Driver's license as defined by Agency's Insurance Provider
- Annual Hazardous Materials, OSHA., ICS, and HIPAA Training
- Participate in all other mandatory trainings as directed by the Clinical & Training Departments

Guideline: Driver

Position Title:	Driver
Managed By:	Deputy Chief
Supervised By:	Shift Supervisor
Supervises:	Not Applicable
Status:	Non-Exempt Employee or Volunteer

Note - All drivers must be minimally certified as an EMT.

Essential Duties and Responsibilities:

- Report to work at the scheduled time in an appropriate uniform, ready for work
- Clock in at the beginning of the shift, and clock out at the end of the shift
- Respond to emergency calls in a professional and prompt manner, providing high quality patient care support
- Complete a full check sheet for assigned vehicle(s)
- Assure ambulance and first-response vehicles are stocked in accordance with NYS DOH regulations, and Agency policies
- Fuel your assigned vehicles(s) prior to the end of your shift, in accordance with Agency SOGs
- Always be prepared to take the next call

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- Report any day-to-day incidents, equipment malfunctions, or supply shortages in writing to the Shift Supervisor prior to the end of your shift
- Maintain your CME / training responsibilities
- Perform assigned duties, tasks, and chores for your shift
- Be familiar with the Agency policies and SOGs
- Report any interpersonal conflicts to the Shift Supervisor
- Attend meetings mandated by the Chief
- Establish an Incident Command System as necessitated by the scale of an incident
- Maintain minimum hour requirements per the SOGs
- Maintain confidentiality of all patient, staff, and Agency matters, following all HIPAA regulations
- Adhere to Agency, MLREMS, and NYS DOH standards for responding to emergencies, caring for and transporting patients, and completing required paperwork / documentation
- Other duties as assigned

Minimum Qualifications

Education and Experience

- 21 years of age
- Valid insurable NYS driver's license
- Valid CPR card
- Valid NYS DOH EMT certification, and in good standing with the NYS DOH
- EVOC or CEVO within (6) six months of date of hire
- Minimum of (2) two years of experience desired
- NIMS 100, 200, & 700 (or obtain within first three months of employment.
- Annual Hazardous Materials, OSHA., ICS, and HIPAA Training

Agency recognized that often volunteers come with little or no prior experience. Agency encourages membership to gain the knowledge necessary to become competent Emergency Medical Technicians and Drivers.

Necessary Knowledge

- Familiarity with NYS Article 30, Part 800, and DOH Policy Statements
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