



Washington County – Johnson City EMS

296 Wesley Street
Johnson City, TN 37601



Emergency: 911

Office: 423-975-5500

Dispatch: 423-975-5515

Convalescent Division Supervisor – Lieutenant Assessment and Hiring Process

ELIGIBILITY REQUIREMENTS:

The applicant must meet the qualifications outlined in section 39.22 of the Employee/Volunteer Handbook, which states: High school graduate or equivalent with at least five (5) years’ experience as a Tennessee state licensed AEMT or Paramedic. Must possess a current Tennessee state licensed AEMT or paramedic certificate, current state driver’s license (Class D with F endorsement), American Heart Association or ASHI BCLS, and NIMS 100, 200, 700, 800. Must obtain a thorough knowledge of WC/JC EMS policies and regulations. Equivalent combinations of education and experience may be considered.

Comprehensive knowledge is required of modern techniques, methods and practices of all phases of emergency medical services with special emphasis on the convalescent transportation of patients. Knowledge of current Medicare/Medicaid regulations and documentation requirements with regards to the transportation of patients. Extensive knowledge in the use of applicable medical equipment. Thorough knowledge of the County, traffic regulations, and procedures used in transporting sick and injured persons. Ability to establish and maintain an effective working relationship with co-workers, and other officials, and general public. Basic typing skills and knowledge of Microsoft office suite preferred.

PROCESS & DATES:

APPLICATION DATE -

RESUME’S AND CERTIFICATIONS MUST BE SUMMITTED ON OR BEFORE DECEMBER 1, 2017

LOCATION -

RESUME’S SHOULD BE SUBMITTED TO THE OPERATIONS DIRECTOR VIA THE EMS WEBSITE EMPLOYMENT SECTION. [HTTPS://WWW.WCJCEMS.ORG/EMPLOYMENT/](https://www.wcjcems.org/employment/)

INTERVIEW DATE -

WEEK OF OCTOBER 11-15, 2017

LOCATION -

WC-JC EMS BOARD ROOM, 296 WESLEY STREET

PROMOTIONAL PROCESS:

THE PROMOTIONAL PROCESS WILL CONSIST OF A SHORT ESSAY, A WRITTEN EXAM, AND AN INTERVIEW. EACH PORTION OF THE PROCESS WILL RECEIVE A SCORE AND EACH APPLICANT WILL BE RANKED.

CANDIDATE ESSAY:

THE CANDIDATE ESSAY SHOULD SUMMARIZE THE STRENGTHS AND QUALITIES OF THE CANDIDATE THAT MAKES HIM OR HER QUALIFIED FOR THE POSITION THEY ARE APPLYING FOR. THE CANDIDATE ESSAY SHOULD ALSO INCLUDE YOUR VISION FOR THE TRAINING PROGRAM AND ANY EXPECTATIONS YOU HAVE FOR THE POSITION YOU ARE APPLYING FOR.

39.22 Convalescent Lieutenant Job Description

Position: Convalescent Lieutenant

Date: November 1, 2017

Reports to: Major

Analyst: Major

Entry Level Pay: \$40,000 (A-EMT) / \$45,000 (EMT-P)

CHARACTERISTICS OF THE CLASS:

Under the direction of the Major, performs supervisory duties and oversight of the convalescent division Of WC/JC EMS to include all personnel assigned to D-Shift. Supervises and oversees the Convalescent Sergeant and coordinates field training of new employees. Emphasis is placed on providing administrative support for the convalescent division with the Lieutenant being responsible for facilitating day to day operations of that division. Shift and work assignments are contingent upon the discretion and needs of the department.

Note: The job duties illustrated are intended only as examples of the type of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related, or a logical assignment to the position. The essential job functions for positions are identified and included with the personnel requisitions submitted by the departments/offices.

EXAMPLES OF DUTIES:

- Assignment to ambulance; provide patient care and transport of patients.
- Attends management meetings either scheduled or called and relays gathered information to the shift staff.
- Maintains extensive knowledge of the EMS Policy and Procedure/Protocol Manual and administrative policy; aggressively reinforces the implementation of these policies.
- Supervise and/or provide guidance to Paramedics and Emergency Medical Technicians in the daily performance of the assigned duties; assist in obtaining personnel to cover unscheduled times and events for the convalescent division; inspect ambulances for proper stock levels and cleanliness; review daily run statistics and assesses scheduling and staffing needs to meet demand.
- Evaluate personnel when responding to calls; investigate accidents and injuries and fill out appropriate reports; and attend meetings as required.

- Insures proper patient care is performed by all personnel on D-Shift. Evaluates personnel and provides written report to Major on each employee prior to employee evaluation (2 weeks in advance). Upon release for service by the Sergeant or FTO's, the lieutenant will evaluate the employee for final placement on shift. Inspects stations for cleanliness, proper maintenance and possible safety violations; initiates commendations or corrective action for subordinates. Provides monthly written activity report to Major.
- The Lieutenant is considered an officer of the corporation and responsible for implementation of the corporation's policies and procedures whether on a specific assigned shift or at any time he/she needs to do so.
- Oversee convalescent dispatch and coordinate daily operations.

REQUIREMENTS:

A. Training and Experience

High school graduate or equivalent with at least five (5) years' experience as a Tennessee state licensed AEMT or Paramedic. Must possess a current Tennessee state licensed AEMT or paramedic certificate, current state driver's license (Class D with F endorsement), American Heart Association or ASHI BCLS, and NIMS 100, 200, 700, 800. Must obtain a thorough knowledge of WC/JC EMS policies and regulations. Equivalent combinations of education and experience may be considered.

B. Knowledge, Abilities, and Skills

Comprehensive knowledge is required of modern techniques, methods and practices of all phases of emergency medical services with special emphasis on the convalescent transportation of patients. Knowledge of current Medicare/Medicaid regulations and documentation requirements with regards to the transportation of patients. Extensive knowledge in the use of applicable medical equipment. Thorough knowledge of the County, traffic regulations, and procedures used in transporting sick and injured persons. Ability to establish and maintain an effective working relationship with co-workers, and other officials, and general public. Basic typing skills and knowledge of Microsoft office suite preferred.

PDC LEVEL:

Very heavy due to occasionally having to lift over 100 lbs.

DESCRIPTION:

The employee in this position is responsible for responding to accident scenes and/or residences where individuals may call 9-1-1 due to medical conditions/illnesses and provide appropriate care as well as transportation of individual/patients to and from the treatment center.

BASIC PURPOSE AND FUNCTION:

The individual is responsible for transportation, care, and treatment of medically involved individuals to and from the hospital as well as at the scene of the injury or accident.

EDUCATION AND EXPERIENCE:

High school education or GED equivalent, ALS and advanced cardiac training, keyboard skills, as well as a Type F endorsement on the valid driver's license. No prior work experience is required. Employees must have a state license, required schooling for EMT and/or paramedics, and required 12 hours of in-services per year.

LANGUAGE SKILLS:

Ability to read and comprehend instructions, short correspondence and memos, ability to effectively present information in a one-on-one setting to customers and fellow employees.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers.

REASONING ABILITY:

The ability to apply common sense, understanding to carry out instructions furnished in a written or oral form, the ability to deal with problems involving several concrete variables in or from standardized situations, and the ability to demonstrate initiative to apply one's self toward accomplishing expected company policies and procedures.

ATTITUDE:

Employees will be expected to act in a manner that would convey a congenial work environment—avoiding anger, violence, belligerence, harassment, nonchalance, controversy, or any other “reasonable” activity considered by management to be counterproductive. No adversarial employee or customer relations.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable

accommodations may be made to enable individuals with disabilities to perform these essential functions.

Job position 1:

Essential function: To save lives and provide care for the sick and injured in a pre-hospital setting which requires lifting, pulling, pushing, and carrying different items; and transporting the patient to the appropriate treatment center.

Functional Description: The individual in this position is responsible for transportation of medically involved patients from accident scenes to the hospital as well as individuals who have been discharged from the hospital to their homes or other places of residence. In this position, they are required to perform daily cleaning of living quarters and maintenance, weekly vehicle and equipment inspection and thorough cleaning, occasional lawn work and landscaping as well as thorough cleaning of the entire station. In the ambulance position there are 2 classifications: Convalescent Units and Primary ALS Units.

- Convalescent Staff are on 10-hour shifts for 5 days in a row. They usually transport patients from hospitals to other treatment centers or transport discharged patients to home or other residence.
- Primary ALS Staff are considered primary drivers and are on call 24 hours per day and respond to 9-1-1 calls and emergencies.

There are 3 different ambulance trucks, classified as Type I and Type III which are box truck and Type II which are vans and sprinters. The trucks have a back compartment used for transporting patients and providing care to the patient. The dimensions of the back compartment of the box truck are a height of 68", width of 66", and depth of 132". The dimensions for the back of the sprinter truck are height of 75", depth of 120", and width of 55". The dimensions of the compartment on the van are a height of 65", depth of 130", and width of 53". The basic layout of the back compartment of each truck includes a back entrance used for loading patients in and out with a stretcher, a side entry door, long bench on the passenger's side, a captain's chair behind the driver's seat with shelving and storage on the driver's side wall. At the back door entry, the height of the floor from the ground for the box truck is 33", for the sprinter truck is 27", and for the van is 28". The height of first step on the back from the ground for the box truck is 18", for the sprinter truck is 15", and for the van is 16". The side step height from the ground: box truck 20", sprinter truck 20", van (2 steps) 11" and 23". On the ceiling of all back compartments of the trucks are grab bars. There are usually 2 individuals in the back compartment providing care to the patient but there may be up to 4 – this can happen with cardiac patients.

There are many items stored in the truck. Within the EMS station there are oxygen tanks that must be lifted into the ambulance. They are transferred to the ambulance by dollies. The average size or most commonly used tank is 48" tall and weighs approximately 75 lbs. This tank is stored on the outside of the box trucks in side panels at a height of 18", in the van it is placed on the back and stands vertically in a compartment and lifted to a height of 28", in the sprinter truck they are stored underneath the bench with an apparatus that the individual pulls out, angles down, tips the tank into the apparatus, lifts up one end of the apparatus, and then slides the tank back under the bench. The oxygen tanks are changed 1-2 times a month. Another commonly used piece of equipment is the spine board/back board. The back board is approximately 73" long x15" wide and 1" depth, and weighs approximately 15 lbs. These are stored in different places for each truck; either in side panels on the outside of the truck or underneath the bench. If the patient is placed on the back board they are typically lifted to a lowered stretcher but sometimes it is required to lift the back board from the ground and carry the patient. If the patient is too heavy more people are used or special equipment for bariatric patients is utilized. For testing purposes in the clinic a 195-lb mannequin/testing personnel will be utilized to represent a more average sized patient. Other commonly used equipment stored in the trucks includes airway bags/medical bags that are approximately 16 lbs or 23 lbs and they are stored on shelving units next to the side entrance door at shelf heights of 44" or 50". They also have a cardiac monitor that weighs 24 lbs, also stored on one of the shelves. This equipment is sometimes placed on the bench and the bench height is approximately 22". These bags are carried to the site of the accident to be used to treat patients and can be carried on average of 25-100 feet. Smaller items are also stored in the shelving unit on the driver's side in the back compartment, including different supplies and Sharps containers; the highest of which is in the sprinter truck with a shelf height which requires a reach of 65". There is also a bariatric truck on site which has additional equipment including the Hover Vac bag which weighs approximately 33 lbs. and is used to transport large patients. They also have ramps that attach to the back of the truck to push stretchers up. The ramps are kept at a height of 18" and weigh approximately 48 lbs.

Again, one of the main tasks of the employee is transporting patients, especially using a stretcher. The EMS utilize two main stretchers: the Stryker stretcher, one having manual-lowering legs and the other having battery-powered lowering legs. The battery-powered stretcher has dimensions of 77"x20"x19". The manual stretcher has dimensions of 76"x20"x18". The manual stretcher has a maximum capacity of 600 lbs and weighs 98 lbs. The electric stretcher has a maximum carrying capacity of 700 lbs and weighs 150 lbs. At the foot end of the stretchers are two handles. When the stretcher is lowered to the lowest position, the bottom handle is at 5" on both the manually and battery power stretcher and the upper handle on the manual is 13" and on the battery powered is 12 1/2". When the stretcher is at its highest position, the bottom handle is at 22" and the top

handle is approximately 30" at the foot end. At the head end, the height handle is 36". All stretchers are placed in the back of the ambulances by the head end going first and then pulling back out to lock it in. Next, the foot end of the stretcher must be lifted to the appropriate height to have the legs folded up and then is pushed into the truck. Thus, lifting from the bottom handle at a height of 22", it has to be lifted to the respective height of the back of the truck plus the 5" for the bottom handle to the floor; so, for the box truck, it must be lifted from 22" to 38"; for the sprinter truck it must be lifted from 22" to 32"; and for the van, it must be lifted 22" to 33". On site, a man weighing 400 lbs was tested on the battery powered stretcher and was lift into the back of a sprinter (lifting from 22" to 32"). The approximate lift force was 260 lbs. To push and pull the patient out of the back of the truck when on the stretcher, it required 25 lbs push force and a 45-lb pull force at a height of approximately 32". If necessary, 2 personnel can be used to lift the larger patients into the truck.

Another essential function of this job requires the employees to perform draw sheet transfer of patients from stretcher to bed and bed to stretcher. This requires the individuals to set appropriate height for the bed and stretcher, also set up the stretcher in the appropriate position, raising and lowering side rails, raising and lowering the head of the stretcher. Typically, there are 2 personnel that are utilized to perform this transfer. The transfer surfaces typically have sheets covering them and either draw sheets or pads are utilized under the patient. The pads or the draw sheet provide hand-holds that can be used to pull the weight of the patient from the stretcher to the bed. Typically, the direction of pull is in the direction of the ambulance personnel. Utilizing a Chatillon force gauge and a 200-lb volunteer, the transfer was simulated. One person was positioned at the upper trunk and shoulder area of the volunteer while another person was positioned at the waist and upper thigh region, which requires less pulling force. It required approximately 50 lbs of pulling force from the person positioned at the upper trap and shoulder to move the testing personnel from stretcher to mat table positioned at the same height. It was covered with a sheet. Another transfer that may be common is transferring a patient from a geri-chair to the stretcher. In this transfer, the patient must be lifted over the armrest of the geri-chair. After the patient is positioned on the stretcher, they are made comfortable with blankets, appropriate monitors and pumps are attached to the patient. Small oxygen tanks are also attached to the stretcher or placed in between the legs of the patient. The stretchers are usually rolled with 2 individuals, one pushing and one pulling. Finally, when transferring patients the employee must use the appropriate precautions to protect the patient and the employee.

WORK SCHEDULE:

(ALS/primary truck) 24 hours on, 24 hours off, 24 hours on, 24 hours off, 24 hours on, 4 days off – the employee is able to go to bed after 10 if no calls but are always considered to be on call if necessary.

(BLS/Convalescent truck) Five consecutive 10-hour days, working either Monday through Friday or Tuesday through Saturday.

(Power Truck) Four 12 hour night shifts on with four nights off.

(VA Truck) works rotating schedule of 12 hour shifts both day's and nights (Eastman Schedule).

There are 8 trucks on shift 24 hours per day and 6 convalescent trucks for patient transport with one truck on Eastman Schedule. More trucks may be called in during emergencies.

Meals: Employees eat when they can

ENVIRONMENTAL FACTORS:

- Weather: heat, cold, rain, snow
- Body fluids
- Chemicals, gasses
- Fire/smoke