



Administrative Standard Operating Guideline

SOG NAME: Single Resource Community Paramedic	SOG Number
Effective Date: 07/01/2026	Revision Date:

This policy guideline was created through a joint labor and management collaboration process. Where this guideline fails to cover unintended issues, it is assumed that district officers shall be empowered to resolve issues with input from labor representatives until ASOG is formally modified.

SCOPE:

The Community Paramedic is responsible for responding to Mobile Integrated Health (MIH) initiatives including, but not limited to, Alpha/Omega Level Falls, Lift Assist, Behavioral Health Related Calls, High-Utilizers (HUG), and any other response or follow-up needs as designated by the MIH Coordinator. The Single Resource Community Paramedic will be held to the highest standard of clinical care and professional conduct.

MINIMUM QUALIFICATIONS:

The following are the minimum qualifications for **Single Resource Community Paramedic** of the Florissant Valley Fire Protection District. When seeking to fill the position of Single Resource Community Paramedic, the Fire Chief and/or Fire District Board of Director reserves the right to require more or fewer qualifications than listed below.

- Work Schedule: 40hr Work Week, Monday through Friday or 56hr Work Week (48hr shift schedule)
- Probationary Period: Minimum of 1 year of service as a Candidate Single Resource Community Paramedic
- High School Diploma or equivalent
- Valid Missouri State Certified Community Paramedic (required)
- Valid Drivers License

- Five (5) years total continuous experience as a paramedic in a busy suburban/urban EMS system (preferred)

CHAIN OF COMMAND:

The Single Role Community Paramedic is directly responsible to the MIH Coordinator/PEO for all items about the department's daily operations.

DUTIES & RESPONSIBILITIES:

The Single Resource Community Paramedic has the rank of a Mobile Integrated Health (MIH) Private. This MIH position will be recognized as a member of the Union as stated in the Collective Bargaining Agreement Article 1.1. The pay schedule will be consistent with the rank of MIH Private. The following are the general duties/responsibilities of the Single Role Community Paramedic are:

- At or before 0800 hours (40hr work week) or 0700 (56hr work week): Responsible for transferring information to oncoming or off going MIH personnel.
- Completing the following district duties:
 - Following all district rules, regulations, and standard operating procedures
 - Reporting to duty by 0800 hours (for 40hr work week) or 0700 hours (for 56hr work week), in proper uniform, and placing proper personal protective equipment (PPE) on the appropriate assigned apparatus
 - Maintaining and cleaning all assigned PPE
 - Maintaining and cleaning all assigned uniforms, badges, hats, and insignias
- Daily check of the SUV and all radio, computer, portable equipment and supplies carried on the SUV
- Re-stocking EMS supplies on SUV
- Re-stocking educational information on SUV
- Have a working knowledge of the operation of the District SUV and portable equipment
- Perform routine maintenance, cleaning, and disinfecting assigned SUV and portable equipment
- Participating in all assigned EMS meetings and educational classes
- Delivering any assigned public relation program
- Administering care by following the standards of care outlined by the Missouri State Guidelines, Medical Control Guidelines, and Standard Operating Guidelines of the Florissant Valley Fire Protection District
- Completing all reports as outlined by Missouri State Guidelines and the Florissant Valley Fire Protection District
- Carrying out any assigned special project delegated by MIH Coordinator/Battalion Chief.
- Completing assigned house cleaning assignments
- Assisting in cleaning all department apparatus
- Completing all assigned departmental projects

- Participating in Fire District training sessions (Fire and EMS lectures or practical exercises)
- Reporting any missing or damaged equipment and filling out appropriate departmental form
- Report any injury and filling out the appropriate departmental injury report
- Assist with switch over of equipment from one apparatus to another (due to an apparatus need repair work)
- Have a working knowledge of the fire district streets, boundaries, topography, and business locations
- Notifying the MIH Coordinator and/or Battalion Chief of any occurrence that jeopardizes or decreases the efficiency of operations
- Meet the physical and emotional demands of the severely injured and gravely ill patients caring for them in a calm and effective manner
- Taking charge of the patients medical needs both physically and psychologically
- Having a working knowledge of the various routes of communication with the base hospitals and health care systems, and being capable of communicating in an effective manner with the base hospital
- Know the proper indications, contraindications, side effects, and dosages of all medications carried on Fire District LSV units
- Patient outreach, follow-up care, and case management from 911 crew referrals
- Coordinate with hospitals, clinics, home health agencies, social service, and other community partners to address non-emergency medical and social needs.
- Responding to EMS calls and assists with coordination of patient care and managing on scene EMS operation as related to MIH.

One Scene Duties:

- Responsible for dressing out in full PPE and/or Safety Equipment (as determined by the assessment)
- Responsible for having a working knowledge of the location and application principals of all the portable equipment carried on department apparatus
- Responsible for having a working knowledge of radio communication procedure, in the event of having to communicate
- Responsible for having a working knowledge of the hazards encountered in the emergency scene: electrical, building collapse, flammable liquids, etc.
- Responsible for picking up after an incident by cleaning and returning all portable equipment to its proper location on the apparatus or ambulance
- Responsible for following all personal preventative measures for infectious disease exposures
- Responsible for assisting all personnel with patient care of sick and injured people

- Responsible for having a working knowledge in the operation of the emergency warning lights, audible emergency warning systems radio & computer equipment of department apparatus, ambulances, & staff vehicles
- Responsible for supporting and assisting EMS personnel (when not assigned to an LSV) by:
 - Assisting with CPR on scene
 - Setting up IV lines
 - Retrieving equipment from the ambulance
 - Applying splint or setting up other portable equipment
 - Helping package patients for transport
 - Loading patients on the stretcher or into the ambulance
 - Assisting with CPR in route to hospital
 - Driving the ambulance to the hospital
- Perform all duties of a District paramedic. In addition, is responsible for:
 - Examines, screens, treats, and coordinates health services for patients
 - Conduct post-hospital release follow-up care
 - Performs point of care testing and result reporting (iStat, Urinalysis, etc.)
 - Observes, records, and reports to physician(s), and other providers as necessary, patient conditions and reactions to drugs, treatments, and significant incidents
 - Conducts patient education, including prevention/treatment specific to chronic diseases, such as but not limited to Congestive Heart Failure (CHF), Myocardial Infarction, Chronic Obstructive Pulmonary Disease (COPD), Pneumonia, Diabetes, Asthma, Substance Use Disorder, and others
 - Assist hospice programs with revocation avoidance and augments home health programs
 - Administers patient care consistent with Clinical Practice Guidelines and physician orders
 - Coordinate appointments and follow ups with physicians and hospitals
 - Performs Physical Environment Assessment, Fall Risk Assessment, and additional assessments as needed according to the patients conditions and presentation
 - Completes appropriate reports and templates for the Community Paramedic Programs
 - Attends meetings as requested
 - Performs all necessary quality controls associated with assigned diagnostic team
 - Responds to EMS calls and assist with coordination of patient and manage on -scene EMS operations as related to MIH
 - Assists Field Operations and FVFPD Divisions with patients who could benefit from MIH directed navigation or resources
 - Evaluate assigned MIH operational readiness and effectiveness of our service, keeping the MIH Coordinator apprised of important developments or recommendations for improvements
 - Monitors radio traffic and field activity during the shift and provide coordination as indicated related to MIH
 - Facilitates communication between MIH Division and 911 Division to allow for operational integrity during “off hours”

- Performs other duties as assigned by MIH Coordinator

The Single Resource Community Paramedic will always serve and act with integrity and honor. They will act and perform in a manner that prioritizes the needs of our community and its members, attempting to solve every problem faced or presented by the public and the members of the Florissant Valley Fire Protection District with urgency, empathy, and compassion.

Fire Chief Jason Hoevelmann

Date