



Job Description

Title: Emergency Medical Technician -Basic Unit/Area: EMS Revision Date: 9/24/08

I. **JOB SUMMARY**

Responds to emergency calls to provide efficient and immediate care to the critically ill and injured, and transports the patient to a medical facility.

II. **DUTIES AND RESPONSIBILITIES**

A. **Clinical Duties**

1. Responds appropriately to 911 calls keeping safety as #1 priority.
2. Determines nature and extent of illness and injury and initiates emergency care w/in scope of practice.
3. From the knowledge of the condition of the patient and the extent of injuries and the relative locations and staffing of emergency hospital facilities, determines the most appropriate facility to which the patient will be transported, unless otherwise directed by medical direction.
4. Reports directly to the emergency department or communications center the nature and extent of injuries, the number being transported, and the destination to assure prompt medical care on arrival.
5. Identifies assessment findings, which may require communications with medical direction for advice and for notification that special professional services and assistance be immediately available upon arrival at the medical facility.
6. Constantly assesses patient en route to emergency facility, administers additional care as indicated or directed by medical direction.
7. Reports verbally and in writing their observation and emergency medical care of the patient at the emergency scene and in transit to the receiving facility staff for purposes of records and diagnostics. Upon request, provides assistance to the receiving facility staff.
8. After each call, restocks and replaces used linens, blankets and other supplies, cleans all equipment following appropriate disinfecting procedures, makes careful check of all equipment so that the ambulance is ready for the next run.
9. Ensures that the ambulance is clean and washed and kept in a neat orderly condition. In accordance with local, state or federal regulations, decontaminates the interior of the vehicle after transport of patient with contagious infection or hazardous materials exposure.
10. Determines that vehicle is in proper mechanical condition by checking items required by service management. Maintains familiarity with specialized equipment used by the service. Maintains ambulance in efficient operating condition.
11. Works within scope of practice in EMC ED.
12. All other duties as assigned.

B. **Professional Communication**

1. Maintain confidentiality in matters relating to patient/family.
2. Interact with patients/families with a variety of developmental and socio-cultural backgrounds.
3. Provide information to patients and families to reduce anxiety and convey an attitude of acceptance, sensitivity, and caring.
4. Maintain professional relationships and convey relevant information to other members of the health care team within facility and any applicable referral agencies.
5. Initiate communication with peers about clinical priorities for care.
6. Relay information appropriately over telephone, pagers, and other communication devices.
7. Relay pertinent information to team members throughout the tour of duty.

C. **Teamwork**

1. Assist with patients based on patient census, acuity, needs, and the qualifications and competencies of self and of other staff members while on duty in ED and when called out with EMS unit.

2. Work closely with other care providers to complete the initial and ongoing assessments of patients and to provide clinical assistance as needed in ED and when called out with EMS unit.
3. Work with coworkers to ensure that departmental goals and objectives are met.
4. Report accurately and timely to those who require information.
5. Initiate problem solving and conflict resolution skills to foster effective work relationships with peers.

D. Management

1. Attend and participate in staff meetings and in-services.
2. Assist in the development of indicators, thresholds, study methods, and data collection as assigned.
3. Respond to problems/opportunities to improve care/customer service.
4. Support involvement in the hospital's Performance Improvement initiative.
5. Participate in and maintain competencies required for the position and specific unit/area(s) of assignment.
6. Completes the required continuing education before the end of each year.
7. Contribute to the annual review of unit/area-based scope of care statement and determination of important aspects of care for clinical review.
8. Contribute to annual reviews of peer performance as requested by the unit/area supervisor, manager, or director.

III. JOB REQUIREMENTS (Education, License and Employment Experience must be verified and documented prior to hire)

- A. EMT- Basic Certification current by state of Idaho
- B. Minimum HS Diploma or GED
- C. Excellent communication skills to include:
 - Oral comprehension (understanding spoken word)
 - Oral expression (being able to speak)
 - Written comprehension (understanding written word)
 - Written expression (being able to write)
- D. Ability to handle details, multiple tasks, with daily reprioritization of work.
- E. Ability to operate standard office software products (e.g. Microsoft Word, Excel, Group Wise,/email program)
- F. Ability and willingness to exhibit behaviors consistent with high standards for performance improvement and organizational values.
- G. Valid motor vehicle operators license that is not under suspension or revocation.
- H. Cardiopulmonary Resuscitation certification meeting AHA standards.
- I. Pre Hospital Trauma Life Support (PHTLS) and/or Basic trauma Life Support (BTLS) certification. Allowable within one (1) year of employment.
- J. Certified in HAZ-MAT awareness or equivalent obtain certification within one (1) year of employment.
- K. Certified in Emergency Vehicle Operations Course (EVOC) obtained within one (1) year of employment.
- L. Certified and maintains BCLS certification.

IV. WORKING ENVIRONMENT

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

<input checked="" type="checkbox"/>	Blood & bodily fluids	<input checked="" type="checkbox"/>	Latex	<input checked="" type="checkbox"/>	Odors, chemicals, radiation, fire
<input checked="" type="checkbox"/>	Disease	<input checked="" type="checkbox"/>	Hazardous drugs	<input checked="" type="checkbox"/>	Other: Severe weather
<input checked="" type="checkbox"/>	TB (to require mask)	<input checked="" type="checkbox"/>	Mechanical/Electrical	<input checked="" type="checkbox"/>	Other: Highway Hazards
<input checked="" type="checkbox"/>	Other: Combative patients	<input checked="" type="checkbox"/>	Other: Unsecured scene	<input checked="" type="checkbox"/>	Other: Prehospital Scene Hazards
<input checked="" type="checkbox"/>	Other: Motor Vehicle Crash	<input checked="" type="checkbox"/>	Other: Environmental Hazards	<input checked="" type="checkbox"/>	Other: Industrial Hazards

V. PHYSICAL REQUIREMENTS

Insert appropriate number (0, 1, 2, 3) in box next to ability using the following scale:

0 = never 1 = occasionally 2 = frequently 3 = continuously

- 2 Sitting 2 Standing 2 Walking 2 Running 2 Driving 2 Bending/stooping 2 Climbing
- 2 Kneeling 2 Pushing/Pulling objects on rollers/wheels 2 Pushing/pulling objects without rollers/wheels
- 2 Squatting 1 Crawling 2 Twisting/turning from waist 2 Moving objects vertically (up & down) __125__lbs
- 2 Moving objects horizontally (left/right) _125__lbs 2 Handling (holding, grasping, working with hands)
- 2 Fingering (pinching, picking, working with fingers) 2 Feeling (size, shape, temperature, texture by finger receptors)
- 2 Endurance (requiring cardiovascular fitness) 2 Right/left foot movement (use of pedals)
- 2 Vision –far acuity (corrected vision at 20 ft or more) 2 Vision-near acuity (corrected vision at 20 inches or less)
- 2 Depth perception (judge 3 dimensions, distance & space) 2 Field of vision (see up, down, left, right while eyes are fixed)
- 2 Color vision (identify and distinguish color) 2 Hear in quiet surroundings 2 Hear in noisy surroundings
- 2 Hear over the phone 2 Talk in quiet surroundings 2 Talk in noisy surroundings 2 Talk over the phone
- 2 Sense of smell 2 Sense of taste