



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. **Elmore Medical Center Values**

The values of Elmore Medical Center are **Respect, Communication, Teamwork, Quality, Trust and Customer Service**. All managers are responsible for modeling the Elmore Medical Center's values while instilling in their staff the importance of following them.

1. **Respect**

Exhibits responsibility and accountability for actions and the actions of others in assigned areas by:

- Being open and accessible to resolve problems
- Effectively collaborate with all departments
- Demonstrating initiative and accepts responsibility
- Demonstrating proactive problem solving
- Promoting and acknowledging team effort
- Demonstrating courteous behaviors including smiling (when appropriate), giving appropriate eye contact, answering questions, providing assistance, listening and verbal acknowledgement
- Recognizing the value and importance of other's opinions, time, contributions and skills
- Honoring diversity, being supportive and accepting of differences

2. **Communication**

Maintain professional relationships and convey relevant information to others by:

- Being a communicator, negotiator and facilitator
- Representing the actions of others in a positive manner
- Using "I" or "we" statements instead of "you"
- Not allowing or participating in negative statements about others/projects or doesn't undermine positive communication (no pot stirrers)
- Following the chain of command
- Using the effective communication skills of attentive listening, eye contact, feedback and appropriate non-verbal behavior
- Providing accurate and timely information through appropriate channels
- Taking responsibility to stay informed by attending meetings, reading memos and asking questions
- Communicating with coworkers and other departments to maintain smooth workflow and minimize disruptions

3. **Team work**

Effectively navigates with a pleasant demeanor within the organization through collaboration and teamwork by:

- Demonstrating an interdisciplinary focus as part of the facility wide EMC team
- Becoming a positive leader within the department
- Praising others

- Being accountable while recognizing and respecting others' role
- Being motivating and inspiring
- Working well with others through support, assistance and cooperation
- If there is an issue take action to make corrections and/or let someone know
- Completing assignments on time, accurately and to the best of your ability

4. Quality

Exhibits expertise in performance improvement/operational efficiency incorporating alignment with the mission, vision and values by:

- Being result oriented and quality data driven
- Being professional and open minded
- Listening with accountability to improvement
- Promoting a safe environment
- Striving to exceed operational benchmark standards and standards of excellence
- Participating interdisciplinary improvement team efforts

5. Trust

Integrity as evidenced by:

- Exhibiting credibility and self discipline
- Being fair, equitable and consistent
- Completing projects with timely follow up
- Demonstrates veracity by being open enough to seek the truth
- Honest in interactions
- Assures and maintains confidentiality by holding information in trust

6. Customer Service – Internal and External

Committed to service, patient care centered and value focused by:

- Listening and acknowledging what internal and external customers are saying
- Building loyalty by demonstrating and expecting compassion for external and internal customers
- Expressing a sense of priority for customer service
- Embracing problems/concerns by communicating how and when action will be taken
- Following up timely and appropriate when working with customers
- Only accepting “excellent” customer service

B. 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 of 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 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, make 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 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 in practice in EMC ED.
- 12. All other duties as assigned.

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)

- Fingering (pinching, picking, working with fingers) Feeling (size, shape, temperature, texture by finger receptors)
- Endurance (requiring cardiovascular fitness) Right/left foot movement (use of pedals)
- Vision –far acuity (corrected vision at 20 ft or more) Vision-near acuity (corrected vision at 20 inches or less)
- Depth perception (judge 3 dimensions, distance & space) Field of vision (see up, down, left, right while eyes are fixed)
- Color vision (identify and distinguish color) Hear in quiet surroundings Hear in noisy surroundings
- Hear over the phone Talk in quiet surroundings Talk in noisy surroundings Talk over the phone
- Sense of smell Sense of taste