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| Section: Human Resources 101.00 | | | |
| SOP # 101.07 | Subject: Job Description- EMT-B | | Page: 1 of 3 |
| Effective: 02/17/2022 | | Authorized: Tiffany Lamp- Asst. Director | |
| Revised: | | Authorized: | |

Rural Pope County Emergency Medical Services

Standard Operating Procedures

101.07.01 Job Summary

This is skilled specialized work as an Illinois certified Emergency Medical Technician (EMT). Under the direction of the Medical Director, this position is accountable for responding to all assigned calls for assistance in the most appropriate and efficient manner, providing the highest standard of patient care while providing a safe and hazard-free environment. The EMT contributes to overall patient care in the areas of patient assessment, treatment, packaging and transport. Some conditions can be handled following general rules and guidelines, while more complicated problems may require assistance from Paramedics or Supervisors. EMT’s will be required to assist ALS providers when necessary and appropriate. This position interacts throughout the County internally, and with patients and their families externally. In addition, this position interacts with various first responder agencies and healthcare providers, physicians and hospital personnel, externally. The nature of the work involves unpredictable circumstances that may include threat or actual presence of harm. A majority of the work is performed indoors or outdoors in emergency situations that may expose the employee to a variety of dangerous conditions, such as hazardous materials, chemicals, smoke or weakened/unstable structures. Employees are exposed to physically and mentally stressful situations, including trauma, illness, contagious diseases, extreme temperatures and contaminated environments. Employment involves working in inclement weather, at all hours of the day or night and holidays, to respond to emergency situations and requests for assistance. Driving emergency vehicles is a substantial portion of the job.

\*All Employees of Rural Pope County EMS will be required to work under the description and skill level of an EMT-B until this SOP is amended at a later date.\*

101.07.02 Essential Job Functions

• Treats individuals who are ill or injured and individuals in an emotionally distressed state in an appropriate manner and according to BLS guidelines. Performs necessary emergency medical care to ill, injured, or convalescent persons at the site of an incident and en route to the hospital or other destination as prescribed by the current EMS system.

• Stabilizes the condition of the patients and assists in extricating victims from wreckage. Performs emergency medical and first aid examinations and treatment such as bandaging wounds, control of bleeding, cardiopulmonary resuscitation, insertion of oral and naso-pharyngeal airways and applications of tourniquets.

• Provides quality patient care utilizing thorough knowledge and appropriate administration of BLS interventions as outlined by state, county and/or local protocols, and completes detailed patient reports.

• Assists ALS providers in direction and assistance to others in general execution of EMS duties; maintenance of apparatus and equipment; and general housekeeping activities.

• Performs required inspections to ensure medical supplies are stocked; equipment and apparatus is always clean and operational. Assures that all documentation required by individual Fire/EMS stations, current EMS system and the department is accurate and completed in a timely manner, prior to submission.

• Participates in post incident analysis with co-workers to point out positive points, assure quality documentation, areas of improvement and to assure adequate skills are maintained.

• Participates in approved continuing education training classes, various meetings, and skills review when necessary.

• Must be able to operate emergency vehicles in accordance with Rural Pope County Emergency Medical Services driving Standard of Operating Procedures and Emergency Medical Services Division Standard Operating Procedures.

• Maintain a strict level of security concerning confidentiality of all information and protected health care information encountered. • Reports to work regularly on time and dressed appropriately.

• Assists other emergency service agencies as required/requested.

• Performs other duties as instructed and assigned

101.07.03 Knowledge, Abilities, and Skills

Knowledge of:

• Practices, methods, protocols, guidelines and techniques for responding to emergency or nonemergency situations.

• Relevant medical equipment and ability to inspect and maintain such equipment.

• Pope County geography and locations of area emergency care facilities.

Ability to:

• Evaluate the condition of patients and administer proper care.

• Maintain documentation of calls and monitor patient care by use of computerized equipment.

• Follow oral and written instructions.

• Establish and maintain working relationship with superiors, co-workers, volunteers, EMS staff and fire service personnel, Current EMS system, hospitals and their staff in surrounding area and public.

• Communicate effectively with others verbally or in writing.

• And willingness to work shift-work.

• Make presentations to community or public groups.

• Operate emergency vehicles.

• Maintain proficient patient care skill.

Licenses and certifications required for this position can be found in SOP 101.04.

101.07.04 Physical Demands

Must have normal vision or corrected vision with glasses or contacts; read normal (typewritten) print in English; correctly name and distinguish colors; see well at night or in dim light; see in presence of glare; see low contrast or camouflaged objects; must have normal ability to hear (may be corrected with hearing aid); must have normal ability to discern odors; must be able to lift, pull and push 75 pounds; sit or stand for periods of 30 minutes; walk or run without break for one mile; climb stairs, ladders and scaffold; jump two feet off of equipment; kneel for periods of 15 minutes; bend to pick up or work on an item; carry 75 pounds on ground for 50 yards; must be able to determine if item is hot, cold, or slippery; grasp items; read and understand work orders; work outdoors during inclement weather.

101.07.05 Conditions of Employment

Employee is subject to criminal records check. Pre-employment physical will be completed, and employee may be subject to periodic physical exams. Employee will be placed on random drug/alcohol testing list. Volunteer service in Fire & EMS in Pope County can not interfere with your scheduled shifts with the department.