



## EMERGENCY MEDICAL TECHNICIAN POSITION DESCRIPTION

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<b>Job Title:</b>	Emergency Medical Technician	<b>Date Created:</b>	January 15, 2014
<b>Reports To (Title):</b>	Executive Director, Assistant Director	<b>Date Revised:</b>	March 15, 2019
<b>FLSA:</b>	NON-EXEMPT		

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### GENERAL STATEMENT OF DUTIES:

Provides Basic Life Support including medical evaluation, treatment and stabilization of the critically ill and injured; responds to emergency rescue situations involving potential loss of life or bodily injury; maintains control, manages and/or directs patient care at the scene of a pre-hospital emergency; provides training and instruction to lesser trained personnel; performs other duties as required.

### ESSENTIAL FUNCTIONS OF THE JOB:

- Provides and directs fast, efficient Basic Life Support to the ill and injured utilizing all basic abilities and techniques.
- Recognizes and understands a medical emergency and makes reasonable and acceptable differential diagnosis.
- Performs critical physical examinations.
- Recognizes common cardiac dysrhythmias and understands the principles and treatment for life threatening dysrhythmias (V-Fib & V-Tach);
- Understands and anticipates the pharmacological treatment of critically ill and injured patients.
- Deals with medical and emotional needs of any victim of acute illness or injury with the goal of reducing mortality and morbidity.
- Responsible for managing and directing all first responders at the scene of a medical emergency such as firefighters, first responders, and law enforcement.
- Responsible for quality patient care as established by the EAAS.
- Files standardized reports of patient information and care for the use of receiving hospital and administration, including nature of request for aid, pertinent past history, therapy provided diagnosis, disposition and sufficient patient information for billing purposes.
- Maintains effective communication with physician on duty at hospital to relate patient condition and obtain orders for treatment.
- Follows standard written protocols when a physician cannot be contacted.
- Transports the ill and injured to institutions of medical care.
- Operates emergency vehicles in a safe manner under all conditions.
- Cleans and maintains equipment.

- Performs technical rescues in removing victims from varied terrain and circumstances; and
- Follows standard operating policies and procedures as developed and interpreted by the Medical Director.
- Promotes EAAS in the community and participates in public relation events.

#### **ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- a. Cleans and maintains (minor maintenance) vehicles.
- b. Cleans and maintains ambulance garage & living quarters.
- c. Maintains records of vehicles, supplies, training and daily work; and
- d. Performs other related duties as assigned.

#### **GENERAL INFORMATION:**

The supervisor makes assignments in terms of shifts to be worked and the general scope of the work assignment. The incumbent performs the work in accordance with the procedures, policies and medical orders provided. The incumbent must exercise judgment in applying the proper guideline to the proper situation. The work is spot checked and evaluated on the basis of feedback from the patient, medical staff and others.

#### **MINIMUM QUALIFICATIONS:**

- 1) Must be 21 years of age or older.
- 2) Valid United States Driver's License and free of disqualifying violations per insurance policy.
- 3) Current certification as an EMT by the EMSRB and NREMT.
- 4) Current AHA BLS Healthcare Provider CPR certification; certification in either national trauma program PHTLS or ITLS is highly recommended after hire.
- 5) Obtain and maintain certification in AMLS (Advanced Medical Life Support) within two years of hire.
- 6) Additionally, incumbents must maintain a high degree of academic and practical knowledge in emergency medicine and must attend sufficient continuing education courses and seminars both on and off duty to maintain EMT certification, as required by the State of Minnesota.
- 7) Preference will be given to applicants who have one-year experience as an EMT.
- 8) Ability to operate computers, radio communication equipment, and other technology as required.
- 9) Pass MN Caregiver Background Checks.

#### **OTHER REQUIREMENTS:**

The work requires the incumbent to operate emergency medical vehicles, move medical equipment and extract injured persons from a wide variety of situations. Situation can involve vehicular, industrial and residential accidents, injuries or illness. At times the work requires movement over various types of terrain, (hilly, steep, rocky, rough, and/or wet/slippery surfaces). The incumbent at all times must be able to carry or help carry someone from the site of the injury to the mode of transportation (vehicle/helicopter) and ride with the injured party to the hospital. In order to perform a physical assessment of the injured party, the incumbent must see, hear and communicate with the injured party.

This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time. A signature below indicates you have been provided, read the entire job description and agree that you can perform all duties and requirements including essential functions with or without reasonable accommodations.

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Printed Name

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Signature

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Date