

<b>South Howell County Ambulance District Job Description</b>	
<b>Operational Area:</b> Clinical Operations	<b>Job Title:</b> Emergency Medical Technician (EMT)
<b>Reports to:</b> Field Supervisor/Operations Supervisor	<b>Reports From:</b> N/A
<b>FLSA Status:</b> Non-Exempt	
<b>Revision Prepared By:</b> Charles Rader-COO	<b>Reviewed By:</b> Administration Approved by BOD: 03/21/2023
<b>Original Date:</b> August 2006.	<b>Revised:</b> 03/2023

**SUMMARY OF THE FUNCTION OF THIS POSITION:**

- Emergency Medical Technician provide the basic level of pre-hospital patient management. Pt. management includes emergency level of care when partnered with either a paramedic or another EMT partner. It can also be non-emergency assessment and transportation of a patient requiring monitoring of vital signs etc. involving inter-facility medically necessary transports
- This position plays a vital role in public relations via event standbys and other community focused interactions

**Required Qualifications for the EMT Position**

- *Education* – high school diploma or general education degree, (GED), successful completion of nationally accredited EMT course, recommended; college hours or degree preferred
- *Certifications/Skills* – required; current Missouri EMT level license; Complete assigned quarterly competencies in assigned time frame. Handtevy training and renewals. Any other training/certification required by CCO/Education.
- *Communication Skills* – basic understanding of and be able to effectively communicate using the English language for verbal and written communication, ability to hear/read and comprehend to effectively follow through on simple to complex instructions, ability to write or type out understandable simple to complex sentences, ability to effectively present information in one-on-one and small group situations to customers and other employees
- *Computer Skills* – basic understanding of laptop/desktop/iPad type computers, accessing the internet, maneuvering through documents tables and spreadsheets, check and create emails and calendar events, log in/off a computer, familiar with Microsoft’s Word/Excel/PowerPoint/Outlook
- *Math Skills* – ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals, ability to computer rate, ration and percentages

**Primary Job Accountabilities/Competencies:**

1. Comprehensive knowledge of the EMT skill set and the application of that knowledge in clinical settings.
  - Meets or exceeds time sensitive (enroute time; scene time; completion of documentation etc.) key performance indicators equal to or greater than 90% of assignments.
2. Ensures that all required State and SHCAD licensure/credentialing are current – or is scheduled to attend.
3. Accountable for remaining proficient in using all equipment for skill set and which is provided by the District.
  - Proficiency in expected skills (back boarding; splinting; oxygen therapy; map reading; driving; ALS assist etc.).
  - Completes station and other duty assignments as directed and complies with policy and procedures related to pre/post-run duties, keeps ambulance and equipment clean and professional.
4. Maintain a level of professionalism in behavior and when interacting with others.
5. Comprehensive knowledge of the District’s medical guidelines, operational area and human resource policy and procedures.

- Workplace behaviors comply with the guiding documents of the District: Mission, Vision, Value statements and language contained in policy and procedure manual.
6. For maintaining the station, equipment, ambulance etc. in professional condition.
    - Will report safety and security issues immediately to chain of command.
  7. For reporting safety issues, equipment failure immediately to their chain of command.
  8. Live up to South Howell County Ambulances Guiding Statements and follows all District Policies and Procedures.

*Note: The above is not the exhaustive list of responsibilities and competencies. Other duties may be assigned which may or may not be related to the primary accountabilities yet would be reasonable with the individual's skill set and behavior and which also are supporting the department or our overall mission, insofar as such are not retaliatory, designed to be discriminatory or create a hostile work environment.*

### *Measurable Performance Grouping Related to Competencies*

Below are criteria related to any performance-based remuneration and/or pay increase which would be based on objective documentation of compliance with their job description, departmental operational guidelines, departmental/administrative directives and the District's policy and procedure manual. Any Board approved performance-based remuneration/pay raise would be part of an overall District wide program to improve all district operations.

- *Below expectation performance:* the employee fails to meet a minimum level of measurable performance by displaying behavior/s less than conducive to a positive workplace; i.e. argumentative, overly and unjustifiably critical of others/system, has received warnings/write-ups etc. This employee will receive minimum, if any, performance type remuneration and/or pay raise.
- *Meets Expectations:* the employee meets the minimum level of measurable performance and is valuable as they are the type who show up for work, perform their duties and seldom cause any workplace issues. This employee would receive middle-of-the road performance remuneration and/or pay increase.
- *Superior Performance:* the employee exceeds in their work by complying with policies while actively taking on extra duties, which mentor and interact with their team in a positive uplifting way, who share with management methods to improve the workplace and/or system, who attend meetings etc. This employee may receive up to the maximum allowed remuneration and/or pay raise.

### **SHIFTS, HOURS WEEKLY, AND ESTIMATED OVERTIME:**

Full-time staff work 2-24 hours shifts. As-needed (PRN) staff work irregular hours. Under routine operational conditions employment at another job is prohibited 12 hours prior to start of 24-hour shift. Overtime is frequently performed and may be mandatory depending on staffing and call volume. Overnight travel may occasionally be required for training or long duration transport lasting 16 hours or more of total drive time duration.

PRN staff may work a combination or paid on-call, or accept and assignment to cover during surges, full-time staff call-in/vacation with times covering a few hours to a full 24-hour shift

### **Physical Movement Necessary to Meet Essential Functions of EMS Skills:**

- Emergency Medical Services is a physically and emotionally demanding career. It requires a unique combination of behavioral, cognitive, physical, vision and fine motor skills to perform duties effectively.

*Note: the areas listed below reflect what is required for this career. The percentages of movements are not to be considered as absolute as call volume and scenes can change dramatically*

**INTERMITTENT** is an "on-again/off-again" basis;

**RARELY** = <1 % of the time

**OCCASIONALLY** = 1 - 33% of the time

**FREQUENTLY** = 34 - 66% of the time

**CONSTANTLY** = 67-100% of the time

Percentage of work day and/or intermittence is noted if appropriate. **N/A denotes "not applicable."** Surface, body part involved, object used, weight, distance, and average/maximum times are noted below.

- **STANDING:** Frequently, dynamic and static standing, performing emergency rescue/medical procedures
- **WALKING:** Frequently, walking around station for duties, to and from patient care situations, training
- **HIKING:** Rarely, would be situations for remote patient access or during natural disasters
- **SITTING/LAYING:** Occasionally, while riding in emergency vehicles, performing paperwork, down time between assignments when at station, rarely when at location of natural disaster
- **DRIVING:** Occasionally to frequently, driving aid unit or truck
- **BALANCE:** Occasionally, when accessing patients
- **WORK AT HEIGHTS:** Rarely, however has possibility rooftop or other unprotected heights
- **CLIMB STAIRS OR LADDERS:** climbing as frequently, using outdoor and indoor stairways for patient access, ladders would be used rarely
- **WALK ON ROUGH or UNEVEN SURFACES:** Frequently, at emergency scenes
- **TWIST OR TURN:** Frequently, getting into awkward positions to reach and move patients
- **BEND/STOOP:** Frequently, accessing patients and performing medical treatment at a scene and in the ambulance, performing station duties, putting away supplies
- **CROUCH/SQUAT:** Frequently, accessing patients and performing medical treatment at a scene and in the ambulance, performing station duties, putting away supplies
- **CRAWL/KNEEL:** Occasionally, accessing patients
- **PUSH/PULL:** Frequently in moving patients to and from cot, moving cleaning supplies, receiving and stocking medical supplies
- **CARRY:** Frequently in moving patients to and from cot, moving cleaning supplies, receiving and stocking medical supplies

#### **USING HANDS, FINGERS, MAJOR JOINTS, REACHING, MOVEMENTS ETC:**

- **SHOULDER TO OVERHEAD:** Frequently, accessing supplies at station and in the ambulance uses hands/fingers for IV access and other skills requiring fine touch and dexterity
- **WAIST TO SHOULDER:** Occasionally to frequently, accessing and moving patients at accident scenes (multiple times per response), performing emergency medical procedures
- **KNEE TO WAIST:** Occasionally to frequently, accessing and moving patients at accident scenes (multiple times per response), performing emergency medical procedures, performing combat duties
- **FLOOR TO KNEE:** Frequently for reaching down for patient/equipment at ground/floor level
- **EXTENSION/FLEXION:** Frequently, opening/closing ambulance or station doors and moving patients or equipment/supplies
- **HANDLING/GRASPING:** Frequently, handling cot, hospital beds, patients and associated equipment
- **POWER GRASPING:** Frequently, handling cot, hospital beds, patients, Lifepak, ventilation kit, drug kit etc.
- **FINGER/FEEL:** Frequently, starting IV's, applying tourniquets and bandages, using syringes, writing reports, typing on a computer, using a telephone
- **OPERATE FOOT CONTROL:** Frequently, when driving and ambulance or District managed vehicle
- **SPEAK/HEAR REQUIREMENTS:** Essential for assessing and treating patients
- **SMELL:** Essential, must be able to distinguish between noxious/toxic fumes
- **VISION REQUIREMENTS:** Near and far acuity, peripheral vision and depth perception is essential to perform the duties of this position

**LIFTING and/or CARRYING:** Essential safety issues and must be able to lift and/or carry weights consisting of; equipment, patient, supplies and station related gear in all types of weather and varying terrain

1 -10 lbs.	Frequently
11 - 20 lbs.	Frequently
21 - 30 lbs.	Frequently
31 - 50 lbs.	Frequently
51 - 75 lbs.	Frequently
76 - > 100 lbs.	Occasionally to Frequently

## **ENVIRONMENTAL CONDITIONS:**

- **FUMES, CHEMICALS, DUST, ODORS:** Smoke from fire standby; odors from cleaning solvents, fuels, vehicle exhausts including diesel exhausts, and toxic materials
- **EXPOSURE TO EXTREME CHANGES IN TEMPERATURE:** Extreme heat from fire standby and high environmental temperatures with humidity more than 80%, wintry weather to below zero with well below zero wind chills, rain, snow, sleet, and rarely conditions of extreme and violent storms; duties performed under all kinds of weather conditions
- **VIBRATION:** Riding in emergency vehicles; inside vehicle during rescue extrication
- **NOISE:** High-pitched sirens and alarms, traffic noises, race car during standby, voices
- **LIGHT:** Duties performed under natural and artificial light conditions
- **HAZARDS:** rarely - exposure to fire, smoke inhalation, electrical shock, risk of falling from heights, violent patients, occasionally - slipping on wet/slippery surfaces, risk of being hit by falling objects, exposure to airborne and blood borne pathogens, weather extremes

**INDOOR OR OUTDOOR WORK:** roughly 60% indoors and 40% outdoors

Staff who perform field clinical operations duties must be physically and mentally capable of performing and functioning at the full range of physical/emotional demands of the position. Individuals returning to duty due to an injury or long-term illness will not be cleared to perform duties until medically cleared to perform and, successfully complete a Functional Range of Motion test. Lite-duty may be offered if available as an option however work hours will be dependent on availability of light duty in another department which does not carry the physical demands similar to clinical operations.

- A. South Howell County Ambulance District reserves the right to modify this job description insofar as such modification does not violate Federal or State law/regulations, is retaliatory in nature and/or creates a hostile work environment for a protected class*
- B. This job description may be altered to reasonably accommodate a qualified disabled individual insofar as such accommodations are not cost prohibitive and the individual can meet the required accountabilities, competencies and physical requirements of the position*
- C. This job description in no way implies or is to be construed/interpreted to be an employment contract as the employee relationship is "at-will". Meaning, the employee or District can sever ties with or without advanced notification or reason*

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**EMT Job Description Acknowledgement**

Review and signature section:

Employees are given several opportunities to review and understand the skill set job description.

- 1. Via our website and referenced on the application
- 2. When onboarding with human resources
- 3. Final review with signatures below

Reviewed and explained South Howell’s job description and its relationship with guiding documents and workplace culture. Any clarifying questions were addressed to the employee and my satisfaction.

Print then sign name and date below:

Printed Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Ops Supervisor: \_\_\_\_\_

Signature Ops Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Printed HR: \_\_\_\_\_

Signature HR: \_\_\_\_\_ Date: \_\_\_\_\_