

1.5 EMT Position Description

POSITION TITLE: Emergency Medical Technician

POSITION IDENTIFICATION Reports to: EMS Director and Deputy Director

POSITION PURPOSE AND SUMMARY:

- Under the Mayville EMS Director or Deputy Director, the Emergency Medical Technician (“incumbent”) will perform duties associated with providing rescue services and emergency medical care to the sick and injured in accordance with all applicable laws, regulations, and Mayville EMS policies.
- This position is subject to an 18-month probationary period which can be extended if necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The incumbent must possess and apply knowledge and skills necessary to perform the duties of an emergency medical technician and rescuer in a dignified and compassionate manner, including:

- Responding to emergency calls calmly, efficiently, and promptly.
- Administering basic life support to patients at the scene, en route to the hospital, and in a pre-hospital setting in accordance with federal, state, and local laws, regulations, and standards.
- Assessing the nature and extent of injury or illness to establish and prioritize medical procedures to be followed.
- Rescuing and extricating victims of accidents, sudden illness or entrapment using proper rescue and medical techniques.
- Treating patients at the scene, en route to the hospital, and in a pre-hospital setting, in accordance with federal, state, and local laws, regulations, and standards.
- Communicating with professional medical personnel and treatment facilities to obtain instructions regarding further treatment and/or to arrange reception of patients to the appropriate center.
- Maintaining order at scenes, including crowd disbursement and restraint of family and friends.
- Completing patient care forms, evaluation forms, and all other forms in a competent and timely fashion following the ambulance run or event.
- Adhere to and follow all Policies and Procedures concerning safety and contamination by bloodborne pathogens.
- Educate and /or train squad personnel, EMS trainees and the public.
- Performs other duties as requested by the EMS Director, Deputy Director, or Training Officer(s).

The incumbent must perform all job responsibilities in a manner that protects patient privacy:

- The incumbent is expected to protect the privacy of all patient information in accordance with the Company’s privacy policies, procedures, and practices, as required by federal and state law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Company’s Policies and Procedures on patient privacy may result in disciplinary action up to and including termination of employment or of membership or association with Mayville EMS.
- The incumbent may access protected health information and other patient information only to the extent that is necessary to complete your job duties. The incumbent may only share such information with those who have a need-to-know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment, or other Company operations.
- The incumbent is encouraged and expected to report, without the threat of retaliation, any concerns regarding the Company’s Policies and Procedures on patient privacy and any observed practices in violation of that Policy to the EMS Director or Deputy Director.
- The incumbent is expected to actively participate in Company privacy training and is required to communicate privacy Policy information to coworkers, students, patients, and others in accordance with Company Policy.

The incumbent must possess and apply the knowledge and skills necessary to perform the duties of a driver of ambulance equipment, including:

- Responding to instructions from a dispatcher and driving and operating specially equipped emergency vehicles to specified locations at a safe and controlled speed, in accordance with federal, state, and local laws, regulations and standards.
- Cleaning, organizing and restocking vehicles in a ready condition after each transport.
- Receiving requests for emergency (911-Response) ambulance services and duties related to communication via two-way radio and other communication devices.
- Maintaining accurate records of ambulance including completion of driver report sheet.
- Handling telephone communications professionally and efficiently with careful regard to the divulgence of confidential information.
- Monitoring communication equipment to maintain contact with the dispatcher.
- Performing rescue operations.
- Maintaining apparatus and equipment.

The incumbent must perform routine tasks in and around the ambulance service building, including:

- Checking, restocking, and cleaning any apparatus operated by Mayville EMS after returning to the station from run.
- Representing the ambulance service while on duty at public service functions, exhibitions, and other public events.
- Providing ambulance stand-by services at sporting events or any other activities designated by the EMS Director or Deputy Director; and
- Performing any other duty related to Mayville EMS as designated by the Director or Deputy Director.

The incumbent must also:

- Being a team player, as EMS is a team effort.
- Providers must provide necessary assistance to ensure system sanitation, readiness, and adherence to quality assurance standards.
- Be flexible, as emergency services operate on a 24-hour clock. The incumbent's assigned work shift schedule may vary. The incumbent should be available to respond immediately to a call during the assigned work period; shift times may vary due to the nature of the business.
- Maintain a thorough working knowledge of local geography, which includes maps, streets, and grid book systems.
- Maintain a thorough working knowledge of applicable current standards of care, including equipment functions and uses.
- Assure that all certifications, licenses and registrations are up to date.
- Must notify the EMS Director, Deputy Director, or Training Officer(s) of any unusual circumstances to include, but not limited to, ambulance crashes, damage to equipment or vehicles, mechanical problems, patient transport delays, patient handling incidents, or other relevant data regarding the station, co-workers, or ambulance run.

QUALIFICATIONS

Educational Requirements:

The incumbent must have a minimum of either a high school diploma or GED as evidence of completion of a high school education and must have and maintain current state Emergency Medical Technician (EMT/EMT-B) licensure. An incumbent must also maintain the required annual continuing medical education credits as set forth by Mayville EMS.

Certificates, Licenses and Registrations:

The incumbent must possess and maintain a valid driver's license, current state EMT, CPR for the Health Care Provider, and other certifications as required by the department and/or by DHS

Minimum Experience, Abilities Required and Special Requirements:

This position requires one year of experience in the field of rescue and emergency medical services unless the training was sponsored by Mayville EMS. Additionally, the incumbent must possess basic working knowledge of a Windows based computer and be able to enter necessary data into a computer. Must meet vehicle insurance company requirements.

PHYSICAL REQUIREMENTS OF THE POSITION:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. The position requires significant physical strength and dexterity and the ability to function in very adverse environments with exposure to numerous safety risks typically found at emergency scenes.

STANDING/WALKING:

Frequently to continuously when responding to calls. This usually includes going to and from the emergency vehicle, getting patients from their locations, and rendering treatment. Most walking would be for short distances, as emergency vehicles are allowed to get as close to the location as possible. However, the incumbent must also be able to run these same distances, in case of an emergency where time is of the essence. Walking and running may vary, however, as the patient may be located inside a large, multi-floor facility. Standing, walking and running could be on all types of surfaces, including but not limited to asphalt, cement, concrete, soft/packed dirt, linoleum, wood, hardwood floors, etc. The individual must be able to go up and down slight inclines or declines that may be found at roadsides, agricultural areas, etc. At a location, standing would occur more often than walking or running. Standing would occur on the wide variety of surfaces mentioned above. Standing could last from a few minutes to hours, depending on the situation. Standing could occur in the standard erect position, the kneeling or squatting position, etc.

SITTING:

Frequently when responding to a location, the individual will sit in the emergency vehicle. The emergency vehicles are equipped with a standard installed vehicle seat. The time performing the sitting activity on a call would depend upon the specific situation.

LIFTING AND CARRYING:

Frequently required to lift and carry weights ranging from a few pounds to ten (10) pounds and above. Occasionally required to lift and carry weights scaled at above 100 pounds. Incumbents will need to lift and carry, with one team member, adult patients, lifting them from various positions (such as a bed or a chair) onto various patient movement devices, such as an ambulance stretcher, a stair chair, long back boards, etc., and then efficiently move them into an ambulance.

BENDING AND STOOPING:

Frequently throughout a work shift the individual will be required to bend in a range of 1 to 90 degrees. The average situation will require the individual to work in a range of 35-to-65-degree bends. This would involve lifting a patient, lifting equipment, treating a patient at ground level, sitting on a bench located in the ambulance. This activity may be prolonged and last up to 30 minutes or more. During any given call, the provider may bend and/or stoop 1 to 15 times per incident.

CROUCHING AND KNEELING:

Frequently crouching and kneeling may be performed when on the scene picking up equipment or assisting patients. The actual number of times this is done depends on the incident but may be up to 15 times for a duration up to 30 minutes or greater.

CLIMBING:

Occasionally. This is required when climbing up and down steps with a patient on a stretcher, or other device, and when entering or exiting the emergency vehicle. Generally, the climbing would require that the incumbent be lifting and

carrying heavy objects such as a stretcher or other device with a patient on it. Balancing may be required when backing down staircases.

REACHING:

Frequently to continuously throughout the work shift in order to review monitoring equipment, operate communication equipment, administer oxygen, and operate equipment. The incumbent may also be required to reach in precarious positions, such as in a vehicle, which has been crushed in an accident, or in other confined spaces. If working inside the ambulance en route to a medical facility, the incumbent will need to reach to access the patient and supplies. Reaching will involve partial to full extension of the arms.

PUSHING AND PULLING:

Frequently. The activities that would require the most force in pushing and pulling is when removing or returning a gurney to the emergency vehicle, with and without a patient on the gurney. The weight required to push/pull will vary, depending on the weight on the gurney. Slight pushing will be required if the incumbent is performing CPR, which can require repetitive pushing and may range from a few minutes to hours. Pushing and pulling is required when operating and closing vehicle doors.

HANDLING OR GRASPING:

Continuously, while working at any given location, continual bilateral gross manipulation is performed in this position. This may be involved when: opening/closing doors; and using, handling, carrying and/or operating medical equipment boxes that may weigh approximately fifty (50) pounds or more, stretcher rails, various handles attached to equipment, and tools. The arm and hand must be able to perform all types of positions, including supination and pronation. Hyperextension, extension, and flexion of the fingers will be involved; ulnar and radial deviation, abduction and adduction of the hand and wrist will be required. A wide variety of grasping will be required, such as cylindrical grasping, palmer grasping, hook grasping, tip grasping, and lateral and spherical grasping.

HAZARDS:

The incumbent can be exposed to dust, fumes, gases, fire, smoke, adverse weather conditions, and chemicals when responding to emergencies. Driving at speeds beyond the posted limit may occur and, therefore, the incumbent may be exposed to vehicular accidents at a higher speed than normal. There is also exposure to body substances that may contain infectious materials that could cause illness or death. There is potential for bodily harm or death from violent patients, bystanders, or other dangers.

OTHER PHYSICAL REQUIREMENTS:

- Maintain balance and strength in awkward positions.
- Speak clearly under stressful circumstances.
- Accurately communicate ideas orally and in writing in English.
- Respond physically with speed.
- Speak loudly; and
- Get along well with others.

MENTAL REQUIREMENTS OF THE POSITION:

- Handle a significant number of stressful situations, and be able to function calmly, coolly, and collectedly under all types of stressful situations.
- Get along well with diverse personalities, Communicate with empathy and respect.
- Create and maintain a positive and cooperative working environment in stressful situations.
- Work smoothly and professionally in an environment where teamwork is essential.
- Analyze and interpret difficult and complex patient care and personnel situations.
- Work independently with minimal supervision for assigned tasks.
- Exercise sound independent judgment within general Policy and procedural guidelines.
- Anticipate and identify problems and take initiative to prevent or correct them.
- Establish and maintain effective working relationships with all levels of personnel within the medical community, Mayville EMS, outside agencies, patients, and members of the community.
- Understand and follow federal, state and local laws and Mayville EMS policies, procedures, and rules.
- Follow orders.
- Remember and apply concepts, knowledge, and principles.
- Appropriately deal with stress and maintain composure when encountering serious injuries or illnesses.

THIS SIGNATURE PAGE FOR EMPLOYEE FILE:**ACKNOWLEDGMENT:**

I have read this position description in its entirety and fully understand the expectations, requirements and hazards associated with this position, and that the job description and duties are subject to change at the discretion of the ambulance service. This position description does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the job change. I also understand that if employed by the Mayville EMS, I am employed as an at-will employee and that the Mayville EMS or I may terminate the employment relationship at any time, without notice, and for any lawful reasons.

MEDICAL:

Applicants may be required to submit to a medical examination, drug testing, TB testing, and/or Hepatitis B vaccinations prior to and during employment at the expense of the Mayville EMS Department by the order of the Director under Wisconsin statutes.

BEHAVIOR AND ATTITUDE:

The mission and philosophy of the City of Mayville EMS Department requires this position to be performed in both a professional and personable manner. The manner in which the employee relates to fellow employees and patients is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each patient and fellow employee is a requisite of successful job performance. In addition, the confidentiality of the department's business must be maintained. An individual in public must always maintain the dignity of the department, whether on call or off.

DISCLAIMER:

The information provided in this description is designed to indicate the general nature and level of work performed by incumbents within this position. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this position. Management has the sole discretion to add or modify the duties of the position and to designate other functions at any time. This position description is not an employment agreement or contract.

Printed Name of Incumbent

Signature of Incumbent

Date Signed