

Position Description: EMT- Basic

POSITION TITLE:

Emergency Medical Technician-Basic (EMT-B)

POSITION IDENTIFICATION

Reports to:	EMS Director or designee
Employees Directed:	EMT-B
FLSA Code:	Non-Exempt

POSITION PURPOSE AND SUMMARY

Under the EMS Director or designee, the ideal EMT-B will perform duties associated with providing emergency medical care to the sick and injured in accordance with all applicable laws, regulations, and policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

General Responsibilities

The EMT-B must possess and apply knowledge and skills necessary to perform the duties of an Emergency Medical Technician-Basic (EMT-B), in a dignified and compassionate manner, including but not limited to:

- Primary administrative reporting responsibilities to the EMS Director and EMS Assistant Director; or designee;
- Responds to an emergency efficiently and promptly;
- Administers basic life support to patients in a pre-hospital setting, in accordance with federal, state, and local laws, regulations, and standards, and in accordance with County policies and guidelines;
- Effectively communicates with professional medical personnel and treatment facilities to obtain instructions regarding further treatment and/or to arrange reception of patients to the appropriate center;
- Maintains order at scenes, including crowd disbursement and restraint of family and friends;
- Completes patient care forms, insurance forms, evaluation forms, and all other forms in a competent and timely fashion;
- Adheres to and follows all County Policies and Procedures, Medical Control Protocols, Policies, and Procedures. In addition to all state, federal, and local laws.
- Educates and /or trains personnel, EMS trainees and the public.
- Must have the ability to maintain effective inter-personal communications with EMS Staff, volunteers, governmental agencies, hospital and/or medical control authority medical staffs and other area healthcare/emergency service providers.
- Must have knowledge of general principles and techniques, organization and function of all Osceola County EMS rules, regulations, policies, and procedures.
- Must exhibit and promote positive professional skills and maintain favorable relationships with the medical community; demonstrates respect for public, management, co-workers, and other healthcare professionals.
- Must have ability to exercise good judgment in leadership decisions and be able to work with minimal supervision/direction to accomplish desired objectives.
- Must have the ability to research specific problems/concerns and present facts for action by others within reporting responsibility.
- This position dictates a high degree of confidentiality.

Position Description: EMT- Basic

- Supports the mission statement of Osceola County and Osceola County EMS, committed to providing quality, compassionate, and coordinated health services for the improvement of health in the communities served in Osceola County.
- Accountable for all other assigned duties and completion of necessary paperwork and/or projects in a timely manner, as directed and assigned by management personnel.

Additional Obligations and Skills

The EMT-B must perform routine tasks in and around the ambulance service building, including but not limited to:

- Checks, restocks, inventories and cleans any apparatus or vehicles operated by the County;
- Cleans, does dishes, empties trash and other related duties in the station;
- Washes and dries personal protective equipment;
- Represents the ambulance service while on duty at public service functions, expositions, and other public events; and
- Performs any other duty related to the County as designated by the EMS Director or designated supervisor.

The EMT-B must also:

- Be a team player, as EMS is a team effort and 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 EMS EMT-B's assigned work shift schedule may vary and the incumbent should be available to respond immediately for a call during the assigned work period. The start and 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; and
- Conduct him/herself in a courteous, helpful, dignified and professional manner at all times when dealing with patients, co-workers, supervisors and or the public.

QUALIFICATIONS

Educational Requirements

The EMT-B must have a minimum of either a high school diploma or a GED as evidence of completion of a high school education, college degree is preferred, and must have and maintain current valid State of Michigan Emergency Medical Technician Basic licensure. He/She must also maintain the required continuing medical education credits as set forth by the State of Michigan.

Certificates, Licenses And Registrations

The EMT-B must possess and maintain a valid driver's license, EMT-B Certification/License and a Trauma Certification, or county approved equivalent, American Heart Association BCLS Certification, EVOC/EVDT certification, and other certifications as required.

Minimum Experience, Abilities Required and Special Requirements

This position is an entry level position in the field of rescue and emergency medical services. Additionally, the EMT-B must possess basic working knowledge of a computer, and be able to enter necessary data efficiently into multiple computer based software systems.

PHYSICAL REQUIREMENTS OF THE POSITION

Position Description: EMT- Basic

The physical demands described here in 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. The following guidelines are used to describe the frequency of activities in this position: Occasionally equals 1-33%; Frequently equals 34%-66%; and Continuously equals 67-100% of a typical work day.

STANDING/WALKING: Frequently to continuously when responding to calls. Occasionally while at rest at the facility. 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 EMT-B 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-floored 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 EMT-B 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 positions, etc.

SITTING: Frequently when responding to a location, the EMT-B 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 pounds and above. Occasionally required to lift and carry weights in excess of 100 pounds or more. The EMT-B will need to lift and carry with one team member adult patients, with a weight in excess of two hundred and sixty five (265) pounds 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 in excess of two hundred and sixty five (265) pounds. Other heavier objects in the high range category would be five (5) foot tall, ten (10) inch diameter oxygen cylinders, and medical equipment boxes. The oxygen cylinders can be made of quarter-inch steel and weigh up to one hundred and thirteen (113) pounds. The medical equipment boxes/bags can weigh approximately fifty (50) pounds or more.

BENDING AND STOOPING: Frequently. Throughout a work shift frequently the EMT-B will be required to bend in a range of 1 to 90 degrees. The average situation will require the EMT-B 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 and 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 EMT-B may bend and/or stoop any number of 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 particular incident.

CLIMBING: Occasionally. This is required when climbing steps up and down with a patient on a cot or other device, and when entering or exiting the emergency vehicle. Generally, the climbing would require that the EMT-B be lifting and carrying heavy objects such as a cot 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 EMT-B may also be required to reach in precarious positions, such as in vehicles, which has been crushed in an accident or in other confined spaces. If working inside the ambulance en route to a medical facility, the EMT-B will need to reach to access the patient and supplies. Reaching will involve partial to full extension of the arms.

Position Description: EMT- Basic

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. Moderate pushing will be required if the EMT-B 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; using, handling, carrying and operating medical equipment boxes that may weigh approximately fifty 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 supine and pronated. 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, lateral grasping and spherical grasping.

HAZARDS: The EMT-B, when responding to emergency situations, may be exposed to dust, fumes, gases, fire, smoke, adverse weather conditions and chemicals. 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. At all time the EMT-B is expected to adhere to all applicable Policies and Procedures concerning safety and the prevention of contamination and infection due to blood borne pathogens.

OTHER REQUIREMENTS OF THE POSITION:

- 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 clearly, professionally, with appropriately volume for the environment required;
- Get along well with others;
- 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 patients and others 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;
- Exercise sound independent judgment within general Policy and procedural guidelines;
- Anticipate and identify problems and take initiative to prevent or correct them;
- Appropriately deal with stress and maintain composure when encountering serious injuries or illnesses.
- Other duties as assigned.

DISCLAIMER

The information provided in this description has been designed to indicate the general nature and level of work performed by individuals within this position. It is not designed 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 as essential at any time. This position description is not an employment agreement or contract.

Board Chair: 
David Brooks

EMS Director: 
Edward Nettle