

# CAMBRIDGE AREA EMS JOB DESCRIPTION

DEPARTMENT      Ambulance

POSITION:            EMT Basic and/or EMT Advanced Member

DATE: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_

## POSITION OVERVIEW:

Emergency Medical Technicians (EMT): Basic (EMT-B) & Advanced (EMT-A) respond to emergency and non-emergency calls to provide efficient and immediate care to the critically ill and injured, and to transport the patient to a medical facility.

An EMT functions in uncommon situations; has a basic understanding of stress response and methods to ensure personal well-being; has an understanding of body substance isolation; understands basic medical/legal principles; functions within the scope of care as defined by state, regional and local regulatory agencies; complies with regulations on the handling of the deceased, notifies authorities and arranges for protection of property and evidence at the scene.

## I. ESSENTIAL REQUIREMENTS OF WORK

(Qualifications necessary to function at full productivity).

### A. EDUCATION, TRAINING, LICENSURES:

1. High School diploma or equivalent.
2. Current Wisconsin State EMT-B or EMT-Advanced certification
3. American Heart – Healthcare Provider CPR certification

### B. PREFERED EXPERIENCE, TRAINING, LICENSURES:

1. Minimum of six months EMT experience in an ALS or BLS service.
2. National Registry of EMT
3. Possess and maintain a valid state driver's license (meeting minimum equivalent to a Wisconsin Class "D" driver's license and insurability requirements)

### C. JOB KNOWLEDGE (Specific):

Working knowledge of EMT skills, ability to maintain an effective working relationship with patients, public, peers and supervisory personnel. Ability to communicate ideas, explanations, and recommendations clearly, both orally and in writing. Writing and spelling skills appropriate for completion of patient care reports and other required forms. Computer data entry

II. SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:

- A. Excellent written and oral communication skills.
- B. Ability to work independently with little direct supervision using time management skills.
- C. Competency with Microsoft products, LifeQuest, and other windows and web based applications.
- D. Ability to work well under pressure
- E. Excellent consumer/public service skills

III. JOB RELATIONSHIPS:

- A. Reports to: CAEMS Director and/or Crew Chief
- B. Interactions: Emergency Services, nursing and support staff. Police and Sheriffs Departments, Rescue Squads and other emergency response personnel members of the public and CAEMS staff.

IV. HOURS OF WORK: Able to work a variety of hours or shifts. Volunteer personnel sign up for a minimum of 36 hours per month. Available for extreme weather conditions, call backs during mass casualty involving personnel shortages. Respond to all-call when secondary squad is paged when possible.

V. DRESS CODE: A full uniform is required including shirt, boots, turnout gear, and pants. Facial hair cannot interfere with sealing of a HEPA mask.

VI. BUDGET: None

VII. CLIENTELE DIRECTLY AFFECTED BY JOB: Patients in Cambridge Area EMS District. Primary Services Area, Emergency Department personnel, other public safety personnel, area ambulance services, and general public.

VIII. PHYSICAL DEMANDS OF THE JOB: Sustained physical effort, standing, sitting, stooping, squatting, kneeling, lifting, pushing, pulling and climbing. Must be able to perform the following essential functions of the job and have the ability to lift without assistance a minimum of 100 pounds.

- A. Lift and carry medical equipment as necessary to deliver emergency care to patients.
- B. Lift and carry ill and/or injured patients as well as pushing and pulling of stretcher.
- C. Climbing stairs or terrain in order to access patients, and to remove them from location found.

IX. PHYSICAL ENVIRONMENT OF THE JOB: Working conditions include being indoors or outdoors anytime of the day or night and in any kind of weather with frequent exposure to disagreeable elements and danger and noise. The setting may be in bright daylight, indoor lighting or no lighting at all. Temperature ranges may include very hot to very cold. It may be noisy and fumes may be present from equipment or machines. Ability to deal with patients, family, and bystanders exhibiting hostile, aggressive, and belligerent behaviors.

X. EQUIPMENT OR MACHINES USED ON THE JOB:

- A. Motor vehicles / Ambulances
- B. Communication Devices / Portable radios
- C. Fax machine
- D. Desktop and mobile computers
- E. Patient care equipment
  - 1. Cardiac Monitors / Defibrillators
  - 2. Pulse Oximeter
  - 3. Compressed gasses / Oxygen
  - 4. Portable suction unit

XI. MENTAL DEMANDS OF THE JOB:

- A. JUDGEMENT AND INITIATIVE: Requires continuous mental effort for decision making and problem solving in patient care situations. Ability to work under pressure.
- B. INDEPENDENT ACTION: Work at independent level within parameters of established policies and procedures. Accepts responsibility for timely completion of work tasks and projects as assigned.
- C. EFFECT OF ERROR: High understanding of potential liability concerns for patient care errors, and quality control process.
- D. CONTACT WITH OTHERS: Ability to interact with the public and coworkers under circumstances which require the application of specific knowledge, tact, diplomacy and sound judgment.

XII. PRINCIPAL JOB RESPONSIBILITIES, TASKS, AND AUTHORITIES:

- A. RESPONSIBILITY: Patient Care Activities:  
To provide state of the art patient care through basic life support in the pre-hospital 911 system, including: inter-facility, mutual-aid, and event standby operations.

TASKS: As outlined in Medical Protocols, employee handbook and organizational policy and procedures

AUTHORITIES: CAEMS, Dane County EMS Protocol and Employee Handbook

B. RESPONSIBILITY: Leadership

TASKS:

1. Provide direction and assistance to any crew member or public safety personnel as needed.
2. Provide BLS or Advanced EMT assessment to patient's determined to be in need of BLS/Advanced level of care and transport
3. Assist the incident commander at scene responses and provide direction in the areas of patient care expertise.
4. If necessary, act as EMS incident commander at scene as needed or in absence of on scene supervisor.

AUTHORITIES: CAEMS Medical Guidelines and EMS Incident Response Plan

C. RESPONSIBILITY: Safety (in and around the vehicle)

TASKS:

1. Load, unload and transport patient with the assistance of other transport personnel
2. Monitor and direct "ride along" participants.
3. Identify and respond to safety issues in a timely manner.
4. Operate vehicles within a manner consistent with organizations policies.

D. RESPONSIBILITY: Vehicle Readiness

TASKS:

1. Monitor equipment for proper function
2. Report malfunctioning equipment in a timely manner.
3. Restock supplies as needed including checking of out dates of medications and supplies
4. Clean vehicles and ambulance vehicle areas
5. Complete assigned duties

E. RESPONSIBILITY: Customer Service

TASKS:

1. Interact appropriately with internal customers/co-workers,
2. Interact appropriately with external customers, i.e. patients, families, medical staff, vendors.

F. RESPONSIBILITY: Patient Privacy

TASKS: Listed below, not all inclusive

1. Protect the privacy of all patient information in accordance with the CAEMS privacy policies, procedures, and practices, as required by federal and State of Wisconsin law, and in accordance with general principles of professionalism as a health care provider.
2. Access protected health information and other patient information only to the extent that is necessary to complete job duties.
3. Report, without the threat of retaliation, any concerns regarding CAEMS's policies and procedures on patient privacy and any observed practices in violation of that policy to the Director.
4. Actively participate in CAEMS privacy training and communicate privacy policy information to coworkers, students, patients and others in accordance with CAEMS policy.

G. RESPONSIBILITY: Assigned tasks

TASKS: Listed below, not all inclusive

1. Provide community education training and public relations.
2. Maintain documentation and other paper work assignments.
3. Provide quality improvement input in order to continuously improve key processes identified.
4. Provide standby coverage at various high risk activities in the primary and assigned service areas per MABAS mutual aid agreements
5. Perform other duties and functions as assigned by the Director

*Disclaimer*

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

Member acceptance: \_\_\_\_\_

Date \_\_\_\_\_