

## **FUNCTIONAL POSITION DESCRIPTION FOR THE EMERGENCY MEDICAL TECHNICIAN**

### **INTRODUCTION**

The following is a position description for the Emergency Medical Technician (EMT). This document identifies the minimum qualifications, expectations, competencies and tasks expected of the EMT.

### **QUALIFICATIONS FOR CERTIFICATION**

To qualify for state certification, the applicant shall at a minimum:

1. Meet minimum state entry requirements and completion of all required documentation.
2. Meet requirements, such as attendance, grades , and all clinical and field patient contacts.
3. Successfully complete all certification examinations.
4. Have a valid skills verification form signed (Appendix \_\_\_\_).

### **COMPETENCIES**

The EMT must demonstrate competency in handling emergencies utilizing basic life support equipment in accordance with the objectives in the National Highway Traffic Safety Administration EMS Education Standards for EMT and other objectives identified by the Department, to include having the ability to:

- Verbally communicate in person, via telephone, telecommunications and other electronic devices using the English language.
- Hear and interpret spoken information from co-workers, patients, physicians and dispatchers and sounds common to the emergency scene.
- Lift, carry and balance a minimum of 125 pounds equally distributed (250 pounds with assistance), a height of 33 inches, a distance of 10 feet.
- Read and comprehend written materials under stressful conditions.
- Verbally interview patient, family members, bystanders and hears and interprets their responses.
- Document physically in writing all relevant information in prescribed format.
- Demonstrate manual dexterity and fine motor skills, with ability to perform all tasks related to quality patient care.
- Bend, stoop, crawl and walk on uneven surfaces.
- Meet minimum vision requirements to operate a motor vehicle within the state.
- Function in varied environmental conditions such as lite or darkened work areas, extreme heat, cold and moisture.

## **DESCRIPTION OF TASKS**

May function alone or as a member of a multi-member team.

Receives calls from dispatchers, verbally acknowledges the call, reads road maps or electronic mapping systems, identifies of the most expeditious route to the scene, and observes traffic ordinances and regulations.

Upon arrival at the scene, ensures that the vehicle is parked in a safe location; performs size-up to determine scene safety and situational awareness including the presence of hazardous materials, mechanism of injury or illness, determines total number of patients. Performs triage and requests additional help if necessary.

Maintains knowledge and ability to recognize and multiple casualty incidents, acts accordingly to triage and communicate the need for the appropriate type and number of resources.

Communicates verbally for additional help as needed.

In the absence of public safety personnel, takes safety precautions to protect the injured and those assisting in the care of the patient(s).

Will be expected to make critical decisions, perform in a professional and ethical manner.

Using body substance isolation techniques protects the patient(s) and providers from possible contamination. Is educated on the most current infection control issues and precautions to include proper cleaning, sterilizing, and decontamination of equipment and vehicles.

Inspects for medical identification, emblems, bracelets or cards that provide emergency care information.

Communicates to patient(s), family members, bystanders, guardians and others to obtain history taking information in regard to medical history, suspected illness or injury and conditions prior to activating the EMS system.

Determines nature and extent of illness or injury, checks respiration, auscultates breath sounds, takes pulses, blood pressure by auscultation and palpation (including proper placement of the cuff), visually observes changes in skin color, obtains a pulse oximetry value, establishes priority for emergency care. Based on assessment findings, renders emergency care to adults, infants and children.

Skills performed include but are not limited to: establishing and maintaining an airway, ventilating patients manually or with the use of an **automatic transport**



**ventilator**, cardiac resuscitation, use of automated external defibrillators and mechanical CPR devices with additional training where applicable. In addition, provides prehospital emergency care of single and multiple system trauma such as controlling hemorrhage, treatment of shock (hypoperfusion), bandaging wounds, spinal immobilization and splinting of painful swollen or deformed extremities.

Manages medical patients to include but are not limited to: assisting in childbirth, management of respiratory, cardiovascular, endocrine, allergic, neurologic, behavioral, and environmental emergencies and suspected poisonings.

Is well informed on current Health Insurance Portability and Accountability Act (HIPAA) issues, patient confidentiality, living wills, surrogate decision makers, civil and criminal court cases.

Shall know the five rights of medication administration.

Performs interventions and assists patients with prescribed medications, including sublingual nitroglycerin, auto injectors, aspirin by mouth, oral glucose and patients prescribed nebulized/aerosolized inhalers.

Responsible for the administration of oxygen using a variety of oxygen delivery devices.

Application of mechanical patient restraint

Reassures patient(s) and bystanders by working in a confident, efficient manner.

Interacts with patients, family members, and public safety personnel in a professional manner. Communicates clearly during treatment, transport and patient hand-off.

Adjusts communication strategies for patients of varying age and developmental ranges, special needs and differing cultures.

Interacts with patients and families with special challenges and communicates in a clear, professional and appropriate fashion, to be morally and ethically sensitive to the needs and perceptions of the patients, families and bystanders.

Is able to recognize the signs and systems of a critically ill appearing patient and acts responsibly and accordingly.

Performs in situations that create stress and tension on a regular basis.

Where extrication is required, assesses extent of entrapment and provides all possible emergency care and protection to the patient. Uses recognized techniques and equipment for removing patients safely. Following extrication provides



additional medical care and triaging the injured in accordance with standard emergency procedures.

Complies with regulations for the handling of crime scenes and prehospital deaths by notifying the appropriate authorities and arranging for the protection of property and evidence at the scene.

Carries and places patient in the ambulance and assures that the patient and stretcher are secured, and continues emergency medical care enroute in accordance with state and local protocols.

Determines most appropriate facility for patient transport. Reports to the receiving facility the nature and extent of injuries, the number of patients being transported.

Observes patient enroute and administers care as directed by medical control, local/state or national protocols. Able to maneuver to all points in the patient compartment while transporting with a stretchered patient. Assists in lifting and carrying patients, and appropriate equipment from ambulance and into receiving facility.

Reports verbally and in writing, observations and emergency care given to the patient at the scene and in transit to the receiving staff for record keeping and diagnostic purposes. Upon requests, provides assistance to the receiving facility staff.

Maintains ambulance in operable and safe condition, which includes cleanliness, orderliness and restocking of equipment and supplies. Determines vehicle readiness by checking general maintenance to include oil, fuel, breaking and steering systems and tire pressure. Will properly utilize all safety equipment available.

Checks all medical equipment for future readiness. Maintains familiarity with all specialized equipment.

Is informed and practices safe operations of vehicles, safety and operational concerns with air medical transport and all forms of rescue.

Maintains awareness of level of hazardous materials

Attends continuing education and refresher training programs as required by EMS agency, medical direction, and/or certifying agency.

Meets all qualifications within the functional position description of the EMT.