

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Emergency Medical Technician
Department: Emergency Services
Revised : April 2014

Class : Paraprofessional
FLSA : Non-exempt

This job description supersedes any prior description for the Emergency Medical Technician classification.

GENERAL DESCRIPTION

Responsible work in transporting patients and in rendering emergency medical aid and life saving measures. An employee in this class serves as one of the members of a two member team. The other member is an EMT-I, EMT-AI or Paramedic. Work is performed under the general supervision of a shift supervisor, appropriate medical control, and is evaluated by the employee's ability to respond effectively to emergency situations.

Since EMS personnel are required to render medical care to all patients regardless of the patient's race, sex, or medical history, it is a "business necessity" that EMT's exhibit a history and characteristic of honesty, reliability, integrity, and are without racial prejudices. EMT's are frequently placed in a position of physical and mental stress.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Responds to emergency calls from patients or relatives, the police department, and other individuals; obtains information from the patient or relative concerning history of illnesses or diseases; evaluates the nature of the emergency and patient's condition and determines extent of injury or illness.

Communicates with hospital emergency department personnel to inform them of patient en-route to hospital and relays information concerning the nature and extent of the patient's injury or illness; calls for support or assistance from police, additional ambulance service or heavy rescue as needed.

Provides the necessary care and treatment of the patient to include cardiopulmonary resuscitation, suctioning, bandaging, splinting, administering oxygen, treatment for shock, and other emergency care and life saving measures; assists rescue units with remaining auto accident victims in cooperation with rescue squads.

Prepares patient for transport to include such care as stopping bleeding, providing airway for unconscious patients, immobilizing trauma victims, administering antidotes to poisoning victims, elevating parts of the body, and keeping the patient as calm and stabilized as possible for transport.

Transports out-of-town, transfer, or convalescent patients.

Performs a daily safety inspection of ambulance and equipment; conducts an inventory of equipment and supplies and restocks ambulance with items needed; performs minor maintenance on ambulance vehicles.

Completes an ambulance call report at the completion of each call reflecting billing information and a complete description of the patient's condition and treatment.

Uses a personal computer to document patient records and encounters, incident reports, and other related forms.

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OTHER JOB FUNCTIONS

Serves as liaison between the patient, patient's relatives and hospital personnel; allays fears of patient and family and elicits cooperation for proper treatment and care.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of how to prepare ambulance call reports and other reports using appropriate grammar, medical terminology and abbreviations, and to write legibly.

Knowledge of how to read blood pressure gauges and medical documents.

Knowledge of how to gather information from patients and bystanders through interviews, observation, physical assessment, and use of diagnostic equipment such as blood pressure cuff and stethoscope.

Skill in performing medical functions at accidents, emergencies, and disasters by administering basic and advanced medical care to include but not limited to vital signs, hemorrhage control, airway management, CPR, immobilization of possible fracture, and oxygen therapy.

Skill in operating medical equipment properly such as oxygen equipment and immobilization devices in emergency and non-emergency situations.

Ability to operate a personal computer and related software and to type with accuracy.

Ability to effectively communicate with other health care workers and the public including minors by giving information and directions, mediating disputes, and advising of patient assessment and County policies.

Ability to gather information from patients and bystanders through interviews, observation, physical assessment, and use of diagnostic equipment such as a blood pressure cuff and stethoscope.

Ability to inspect and treat patients including body cavities and wounds with exposure to body fluids, wastes and possible encounter with deceased persons.

Ability to effectively restrain patients, forcibly if necessary, using humane restrains and maneuvers, to minimize injury to the patient and co-workers.

Ability to exercise independent judgment in determining the appropriate emergency medical treatment of a patient or a group of patients according to existing protocols and standards of care per the employee's level of certification.

Ability to safely operate an ambulance or other emergency vehicle for long periods of time during both day and night; in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow in emergency situations involving speeds in excess of posted limits.

Ability to communicate effectively and coherently with the 9-1-1 emergency center, other EMS units, public service agencies, and publics using existing communications equipment (or systems).

Ability to endure verbal abuse when confronted with the hostile views and opinions of patients, family members and bystanders in antagonistic environments.

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Ability to read and comprehend maps.

PHYSICAL REQUIREMENTS

Work in this class may include sitting, walking, running, bending, stooping and lifting weights in excess of 150 lbs with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle.

NOTE: The successful applicant must be able to perform all of the above functions unassisted if required by emergency situations at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility, and strength. Employee must be able to engage in functions in confined that include such things as performing patient care in small areas, in unusually narrow spaces, and between machinery, or furniture. Employee must be able to perform medical care and other duties which may require lifting, carrying patients over uneven surfaces, climbing up to and down from elevated surfaces, climbing through openings, and carrying equipment and patients down steps. Employee must possess sufficient dexterity to operate switches, levers and buttons, to open oral airways, and inventory small items.

EXPOSURE CONTROL

Work is likely to cause direct contact with blood or other body fluids to which universal precautions apply. Personal protective equipment is provided and must be worn.

MINIMUM EXPERIENCE AND TRAINING

High school graduation or GED equivalent; completion of a prescribed course of education to meet the requirements for credentialing as an EMT; certification as a EMT issued by the NC Office of Emergency Medical Services; NIMS compliance with current standards as outlined in local compliance document; and a valid driver's license.

**This job description does not create an employment contract,
implied or otherwise.**