

RICE MEMORIAL HOSPITAL

JOB DESCRIPTION AUDIT

- I. **JOB TITLE:** EMERGENCY MEDICAL TECHNICIAN (EMT) 6313
- II. **DEPARTMENT:** Emergency Services Department
- III. **PERSON(S) CURRENTLY OCCUPYING THE POSITION:**
- IV. **JOB SUMMARY:** The Rice Hospital Willmar Ambulance employee shall function as a member of the medical care team in providing patient care and a safe transport environment in an ambulance. All employees are team members and share the responsibility for the delivery of highly competent, basic life support emergency medical care and treatment to all individuals. They will be expected to conduct themselves in a professional and courteous manner at all times.
- V. **JOB RELATIONSHIPS:**
- A. **REPORTS TO:** Emergency Services Clinical Director and Operations Manager
Rice Hospital Willmar Ambulance Service.
- B. **SUPERVISES:** None
- C. **INTERRELATIONSHIPS WITH:** Emergency Services medical, nursing and support staff. Paramedics, Police Department, Rescue Squads and other emergency response personnel, Medical Director.
- VI. **HOURS OF WORK:** Variable.
- VII. **DRESS CODE:** Per service dress code. Facial hair which would interfere with a sealing mask is not permitted.
- VIII. **ESSENTIAL REQUIREMENTS OF WORK (Minimum qualifications necessary to function at full productivity).**
- A. **EDUCATION AND TRAINING:**
1. High school diploma or equivalent
 2. Current State Registry EMT-B certification.
 3. Must possess and maintain a valid state driver's license (minimum equivalent to a Minnesota Class "C" driver's license.)
 4. Driver's motor vehicle record must meet requirements set forth in Personnel Policy Handbook.
- B. **EXPERIENCE:** Previous EMT experience preferred.
- C. **JOB KNOWLEDGE (Specific):** Working knowledge of EMT skills, ability to maintain an effective working relationship with patients, public, peers and

supervisory personnel. Writing and spelling skills appropriate for completion of patient charts and other required forms.

IX. **BUDGET:** None

X. **CLIENTELE DIRECTLY AFFECTED BY JOB:** Patients in our service area and, as requested, other service areas.

XI. **PHYSICAL DEMANDS OF THE JOB:**

- A. Lift and carry equipment on 1 or both shoulders weighing a total of 60# up and down a flight(s) of stairs - base equipment consists of 02 tank, defibrillator, supply bag
- B. Lift and carry - without assistance - a minimum of 100#
- C. Lift and carry individual patients of varying weights greater than 100# with weight being shared with others
- D. Climb stairs or walk on uneven terrain in order to access patients and remove them from the location the task may or may not involve carrying equipment or moving a stretcher
- E. Firm gripping is required when doing Blood Pressures, connecting equipment, documenting, stabilizing a person or a person's extremity, and/or working with various pieces of equipment
- F. Overhead reaching to hand IV tubing, adjust monitors
- G. 25# of force is required when applying paddles prior to defibrillating a person
- H. Repetitive chest compressions are required when doing CPR

XII. **PHYSICAL ENVIRONMENT OF THE JOB:** Working conditions include being indoors or outdoors anytime of the day in any kind of weather with frequent exposure to disagreeable elements and danger. 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.

XIII. **EQUIPMENT OR MACHINES USED ON THE JOB:**

- A. Motor vehicles, variety of patient care equipment.

XIV. **MENTAL DEMANDS OF THE JOB:**

- A. **JUDGEMENT AND INITIATIVE:** Requires mental effort for decision making and problem solving in patient care situations. Ability to work under pressure.
- B. **INDEPENDENT ACTION:** Need to perform at independent level with minimal direction, within parameters of established policies and procedures.
- C. **EFFECT OF ERROR:** High liability for EMT and hospital for patient care errors - error unacceptable.
- D. **CONTACT WITH OTHERS:** Ability to interact with the public under circumstances which require the application of specific knowledge, tact, diplomacy and sound judgment.

XV. **PRINCIPAL JOB RESPONSIBILITIES, TASKS, AND AUTHORITIES:**

A. RESPONSIBILITY: Pre-hospital patient care.

PRIORITY: A **% OF TIME:** 95% **DISCRETION:** C

TASKS:

1. Respond to emergency and non-emergency calls and treat patients in a variety of environmental conditions.
2. Perform patient assessment in collaboration with Paramedic.
3. Provide airway management (including combitube).
4. Initiate Basic Cardiac Life Support measures.
5. EMTs start IVS according to protocol
6. Defibrillate according to protocol

AUTHORITIES:

B. RESPONSIBILITY: Safety (in and around the vehicle) including:

PRIORITY: A **% OF TIME:** 100% **DISCRETION:** A

TASKS:

1. Load, unload and transport patient with the assistance of other transport personnel
 - a. Using proper bending/lifting techniques to safely transfer patients with a weight up to and sometimes exceeding 100 pounds (distributed weight) in and out of the vehicle.
 - b. Provide safety briefing to fellow crew members, hospital team and non-medical team passengers prior to transport. (When indicated, the safety of the referring facility and scene personnel.)
2. Monitor and direct "ride along" participants.
3. Implement emergency egress procedures and operate vehicle emergency equipment.
4. Identify and respond to safety issues in a timely manner.

AUTHORITIES:

C. RESPONSIBILITY: Vehicle Readiness

PRIORITY: B **% OF TIME:** 1% **DISCRETION:** C

TASKS:

1. Report malfunctioning equipment to appropriate person in a timely manner.
2. Restock supplies after each run.
3. Clean vehicle per procedure as needed.

AUTHORITIES:

D. RESPONSIBILITY: Emergency Room Activities

PRIORITY: B **% OF TIME:** 2% **DISCRETION:** C

TASKS:

1. EMTs from the Rice Hospital's Willmar Ambulance Service will assist in Emergency Services as scheduled, performing the following tasks as delegated by ES nursing staff:
 - a. Turn on the cardiac monitor and connect the patient to:
 - (1) BP cuff
 - (2) Cardiac leads
 - (3) Oximetry
 - b. Applying Oxygen
 - c. Providing warm blanket
 - d. Apply heat lamp
 - f. Assist with dressing / undressing the patient
 - g. Chest compressions during CPR
 - h. Assist with splinting and immobilizing patient/extremities
 - i. Assist with orthostatic BP
 - j. Retrieve supplies/equipment as requested
 - k. Transport patient to X-ray or Inpatient unit
 - k. Accompany patient to X-ray and provide care as directed by RN
 - l. Hang IV fluids as directed
 - m. Start IV 's as directed
 - n. Assist patients out of their personal vehicle in the garage and bring them into ES
 - o. Lifting
 - p. Holding for casting
 - q. Suction of oral airway as directed by RN
 - r. Weighing patients
 - s. Assist with wound cleansing and prep for suturing
 - v. Other patient care activities delegated by ES

AUTHORITIES:

E. RESPONSIBILITY: Other

PRIORITY: C **% OF TIME:** 2% **DISCRETION:** C

TASKS:

1. Maintain documentation and other paper work assignments.
2. Provide quality improvement input in order to continuously improve key processes identified.
3. Provide standby coverage at various high risk activities in our PSA.
4. Perform other duties and functions as assigned by Emergency Services Director and/or Ambulance Operations Manager.
5. Maintain the degree of medical knowledge and skill established by Willmar Ambulance Medical Director to maintain all required certifications.

AUTHORITIES:

F. RESPONSIBILITY: Continuous Quality Improvement

TASKS:

1. Demonstrates understanding of the CQI philosophy.

2. Participates in CQI training activities or CQI teams if appropriate.
3. Demonstrates sensitivity to customers and their needs.
4. Interacts appropriately with internal customers, i.e. coworkers within department, staff across departments.
5. Interacts appropriately with external customers, i.e. patients, families, medical staff, vendors.
6. Role models positive behaviors.

G. RESPONSIBILITY: Service Excellence

TASKS:

Demonstrates an ongoing commitment to the Service Excellence philosophy by adhering to behaviors outlined in Rice's "Standards of Excellence."

H. RESPONSIBILITY: Safety - Maintain and promote a safe environment for all patients, visitors and staff.

TASKS:

1. Consistently follow all policies, practices and work rules.
2. Do not use shortcuts or "work-arounds" that may reduce safety or increase risk.
3. Stay alert, act responsibly and use common sense to reduce risks.
4. Report "actual events" and "good catches" as soon as possible.
5. Create a safe environment by eliminating hazards and identifying and reporting unsafe systems.
6. Complete all mandatory safety education, attend safety sessions, review and understand the Safety Program (available on RiceNet). Seek answers to questions you have about the Safety Program.

Revised 11/95, 4/97,8/99, 9/05, 10/11,02/15

SPECIFIC DEMANDS OF THE JOB – Physical Requirements

	Never	Rarely (1-5%) up to 1 hr.	Occasionally (6-33%) up to 2 1/2 hrs	Frequently (34- 66%) 2 2 - 5 2 hrs.	Continuously (67 - 100%) over 5 2 hrs
Climbing Stairs			X		
Sitting			X		
Standing					
Stationary		X			
Moving				X	
Kneeling Bending Stooping				X	
Squatting			X		
Crawling- Crouching		X			
Twisting/				X	

Push/Pull					
Head/Neck					
Static			X		
Moving				X	
Carries: 0 - 10#					X
11# - 24#				X	
25# - 34#				X	
35# - 50#			X		
51# - 74#				X	
Over 75#			X		
Lifting: 0 - 10 #					X
11# - 24#				X	
25# - 34#				X	
35# - 50#			X		
51# - 74#				X	
Over 75#			X		
Lifts to:					
Floor to Waist					X
Waist to Shoulders			X		
Above shoulders		X			
Lifting -Carrying					
To waist					X
Waist to shoulders			X		
Above Shoulders		X			
Grasp					
Simple					X
Firm					X

SPECIFIC JOB DEMANDS

- Lift and carry equipment on 1 or both shoulders weighing a total of 60# up and down a flight(s) of stairs- vase equipment consists of O2 tank, defibrillator, supply bag.
- Lift and carry- without assistance- a minimum of 100#
- Lift and carry individual patients of varying weights greater than 100# with weight being shared with others.
- Push/pull/lift a stretcher weighing 75-80# - it may have additional equipment on it or it may be empty. The stretcher may be moved alone or with the assistance of another person.

- Climb stairs or walk on uneven terrain in order to access patients and remove them from the location the task may or may not involve carrying equipment or moving a stretcher.
- Firm gripping is required when doing Blood Pressures, connecting equipment, documenting, stabilizing a person or person's extremity, and/or working with various pieces of equipment.
- Overhead reaching to hand IV tubing, adjust monitors, etc.
- 25# of force is required when applying a manual paddle prior to defibrillating a person.
- Repetitive chest compressions are required when doing CPR.