

39.2 Emergency Medical Technician Job Description

Position: Emergency Medical Technician

Date: April 1, 2005

(Revised 12-11-2012)

Reports to: Shift Sergeant

Analyst: Shift Captain

Entry Level Pay: Per current standard.

The Job duties illustrated are intended only as examples of the type work performed by employees/volunteers assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related, or a logical assignment to the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

1. The first responsibility of an EMT is to save lives and care for the sick and injured.
2. The EMT shall make a quick, safe response to an accident or medical emergency and make a quick assessment of the scene.
3. The EMT shall assist in setting up a safety zone to prevent further injury to other medical personnel and/or bystanders.
4. The EMT shall assist any First Responder unit on scene with any BLS procedures that need to be attended to.
5. The EMT shall gain access to the patient or victim, taking into consideration all safety precautions to protect personnel, victims and bystanders.
6. As the general public is a major source of income, through both donations and tax monies, public relations should be a top priority at all times. The employee/volunteer shall be courteous and respectful to all persons involved in or present on the scene of an emergency. Employees/volunteers will be expected to maintain a professional demeanor at any time he/she is in the public eye, both on and off-duty.
7. Employees/volunteers are expected to be familiar with their vehicle and all the equipment on the vehicle. The vehicle and equipment will be checked and cleaned at the beginning of each shift. All missing and/or damaged equipment will be noted on the daily check-off sheet and reported to the Shift Captain for repair and/or replacement. All used supplies will be replaced as soon as possible in order to maintain minimum quantities. All dated supplies must be used and/or replaced prior to the expiration date. Maintaining the equipment on the unit and its cleanliness is an ongoing daily responsibility. The EMT in conjunction with their ALS partner will be responsible for signing off the narcotics at the beginning and end of each shift.
8. All employees/volunteers are expected to maintain zone familiarity in order to provide the quickest possible response to a given area.
9. All employees/volunteers are expected to maintain extensive knowledge of the EMS Employee Handbook/Protocol Manual.
10. Employees/volunteers will submit a trip report in its most complete form for every dispatched call. Service paperwork is to be complete of content/required forms and secured. Employees/Volunteers are required to be mindful of the confidentiality of patient information at all times.
11. Employees/volunteers are responsible for maintaining current State EMT certification.
12. All employees/volunteers are required to wear the authorized uniform, maintaining a neat, professional appearance along with good personal hygiene while on duty. Turn-out gear will be worn when performing rescue or other hazardous operations. Other personal protective devices, such as gloves, masks, gowns, etc., are to be worn in accordance with company policy and OSHA requirements.
13. Employees/volunteers are responsible for cleaning the vehicle and it's equipment, as well as living quarters, according to the following schedule:
 - Daily - Monday through Sunday living quarters are to be cleaned as needed in order to maintain a neat, orderly appearance.
 - Thursday - The vehicle and all equipment are to be thoroughly cleaned.
 - Friday - Lawn work/landscaping to be performed, in season.
 - Saturday - Living quarters are to be thoroughly cleaned, including oven/microwave, refrigerator, windows, bays, furniture dusted, etc.

PDC LEVEL:

Very heavy due to occasionally having to lift over 100 lbs.

DESCRIPTION:

The employee in this position is responsible for responding to accident scenes and/or residences where individuals may call 9-1-1 due to medical conditions/illnesses and provide appropriate care as well as transportation of individual/patients to and from the treatment center.

BASIC PURPOSE AND FUNCTION:

The individual is responsible for transportation, care, and treatment of medically involved individuals to and from the hospital as well as at the scene of the injury or accident.

EDUCATION AND EXPERIENCE:

High school education or GED equivalent, Tennessee state Licensed EMT, or AEMT, keyboard skills, as well as a Type F endorsement on a valid state driver's license. No prior work experience is required. Employees must have, required schooling for EMT and/or paramedics, and required 15 hours of in-services per year.

LANGUAGE SKILLS:

Ability to read and comprehend instructions, short correspondence and memos, ability to effectively present information in a one-on-one setting to customers and fellow employees.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers.

REASONING ABILITY:

The ability to apply common sense, understanding to carry out instructions furnished in a written or oral form, the ability to deal with problems involving several concrete variables in or from standardized situations, and the ability to demonstrate initiative to apply one's self toward accomplishing expected company policies and procedures.

ATTITUDE:

Employees will be expected to act in a manner that would convey a congenial work environment—avoiding anger, violence, belligerence, harassment, nonchalance, controversy, or any other “reasonable” activity considered by management to be counterproductive. No adversarial employee or customer relations.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Job position 1:

Essential function: To save lives and provide care for the sick and injured in a pre-hospital setting which requires lifting, pulling, pushing, and carrying different items; and transporting the patient to the appropriate treatment center.

Functional Description: The individual in this position is responsible for transportation of medically involved patients from accident scenes to the hospital as well as individuals who have been discharged from the hospital to their homes or other places of residence. In this position, they are required to perform daily cleaning of living quarters and maintenance, weekly vehicle and equipment inspection and thorough cleaning, occasional lawn work and landscaping as well as thorough cleaning of the entire station. In the ambulance position there are 2 classifications: Convalescent Units and Primary ALS Units.

- Convalescent Staff are on 10-hour shifts for 5 days in a row. They usually transport patients from hospitals to other treatment centers or transport discharged patients to home or other residence.
- Primary ALS Staff are considered primary drivers and are on call 24 hours per day and respond to 9-1-1 calls and emergencies.

There are 3 different ambulance trucks, classified as Type I and Type III which are box truck and Type II which are vans and sprinters. The trucks have a back compartment used for transporting patients and providing care to the patient. The dimensions of the back compartment of the box truck are a height of 68”, width of 66”, and depth of 132”. The dimensions for the back of the sprinter truck are height of 75”, depth of 120”, and width of 55”. The

dimensions of the compartment on the van are a height of 65", depth of 130", and width of 53". The basic layout of the back compartment of each truck includes a back entrance used for loading patients in and out with a stretcher, a side entry door, long bench on the passenger's side, a captain's chair behind the driver's seat with shelving and storage on the driver's side wall. At the back door entry, the height of the floor from the ground for the box truck is 33", for the sprinter truck is 27", and for the van is 28". The height of first step on the back from the ground for the box truck is 18", for the sprinter truck is 15", and for the van is 16". The side step height from the ground: box truck 20", sprinter truck 20", van (2 steps) 11" and 23". On the ceiling of all back compartments of the trucks are grab bars. There are usually 2 individuals in the back compartment providing care to the patient but there may be up to 4 – this can happen with cardiac patients.

There are many items stored in the truck. Within the EMS station there are oxygen tanks that must be lifted into the ambulance. They are transferred to the ambulance by dollies. The average size or most commonly used tank is 48" tall and weighs approximately 75 lbs. This tank is stored on the outside of the box trucks in side panels at a height of 18", in the van it is placed on the back and stands vertically in a compartment and lifted to a height of 28", in the sprinter truck they are stored underneath the bench with an apparatus that the individual pulls out, angles down, tips the tank into the apparatus, lifts up one end of the apparatus, and then slides the tank back under the bench. The oxygen tanks are changed 1-2 times a month. Another commonly used piece of equipment is the spine board/back board. The back board is approximately 73" long x15" wide and 1" depth, and weighs approximately 15 lbs. These are stored in different places for each truck; either in side panels on the outside of the truck or underneath the bench. If the patient is placed on the back board they are typically lifted to a lowered stretcher but sometimes it is required to lift the back board from the ground and carry the patient. If the patient is too heavy more people are used or special equipment for bariatric patients is utilized. For testing purposes in the clinic a 195-lb mannequin/testing personnel will be utilized to represent a more average sized patient. Other commonly used equipment stored in the trucks includes airway bags/medical bags that are approximately 16 lbs or 23 lbs and they are stored on shelving units next to the side entrance door at shelf heights of 44" or 50". They also have a cardiac monitor that weighs 24 lbs, also stored on one of the shelves. This equipment is sometimes placed on the bench and the bench height is approximately 22". These bags are carried to the site of the accident to be used to treat patients and can be carried on average of 25-100 feet. Smaller items are also stored in the shelving unit on the driver's side in the back compartment, including different supplies and Sharps containers; the highest of which is in the sprinter truck with a shelf height which requires a reach of 65". There is also a bariatric truck on site which has additional equipment including the Hover Vac bag which weighs approximately 33 lbs. and is used to transport large patients. They also have ramps that attach to the back of the truck to push stretchers up. The ramps are kept at a height of 18" and weigh approximately 48 lbs.

Again, one of the main tasks of the employee is transporting patients, especially using a stretcher. The EMS utilize two main stretchers: the Stryker stretcher, one having manual-lowering legs and the other having battery-powered lowering legs. The battery-powered stretcher has dimensions of 77"x20"x19". The manual stretcher has dimensions of 76"x20"x18". The manual stretcher has a maximum capacity of 600 lbs and weighs 98 lbs. The electric stretcher has a maximum carrying capacity of 700 lbs and weighs 150 lbs. At the foot end of the stretchers are two handles. When the stretcher is lowered to the lowest position, the bottom handle is at 5" on both the manually and battery power stretcher and the upper handle on the manual is 13" and on the battery powered is 12 1/2". When the stretcher is at its highest position, the bottom handle is at 22" and the top handle is approximately 30" at the foot end. At the head end, the height handle is 36". All stretchers are placed in the back of the ambulances by the head end going first and then pulling back out to lock it in. Next, the foot end of the stretcher must be lifted to the appropriate height to have the legs folded up and then is pushed into the truck. Thus, lifting from the bottom handle at a height of 22", it has to be lifted to the respective height of the back of the truck plus the 5" for the bottom handle to the floor; so, for the box truck, it must be lifted from 22" to 38"; for the sprinter truck it must be lifted from 22" to 32"; and for the van, it must be lifted 22" to 33". On site, a man weighing 400 lbs was tested on the battery powered stretcher and was lift into the back of a sprinter (lifting from 22" to 32"). The approximate lift force was 260 lbs. To push and pull the patient out of the back of the truck when on the stretcher, it required 25 lbs push force and a 45-lb pull force at a height of approximately 32". If necessary, 2 personnel can be used to lift the larger patients into the truck.

Another essential function of this job requires the employees to perform draw sheet transfer of patients from stretcher to bed and bed to stretcher. This requires the individuals to set appropriate height for the bed and stretcher, also set up the stretcher in the appropriate position, raising and lowering side rails, raising and lowering the head of the stretcher. Typically, there are 2 personnel that are utilized to perform this transfer. The transfer surfaces typically have sheets covering them and either draw sheets or pads are utilized under the patient. The pads or the draw sheet provide hand-holds that can be used to pull the weight of the patient from the stretcher to the bed. Typically, the direction of pull is in the direction of the ambulance personnel. Utilizing a Chatillon force gauge and

a 200-lb volunteer, the transfer was simulated. One person was positioned at the upper trunk and shoulder area of the volunteer while another person was positioned at the waist and upper thigh region, which requires less pulling force. It required approximately 50 lbs of pulling force from the person positioned at the upper trap and shoulder to move the testing personnel from stretcher to mat table positioned at the same height. It was covered with a sheet. Another transfer that may be common is transferring a patient from a geri-chair to the stretcher. In this transfer, the patient must be lifted over the armrest of the geri-chair. After the patient is positioned on the stretcher, they are made comfortable with blankets, appropriate monitors and pumps are attached to the patient. Small oxygen tanks are also attached to the stretcher or placed in between the legs of the patient. The stretchers are usually rolled with 2 individuals, one pushing and one pulling. Finally, when transferring patients the employee must use the appropriate precautions to protect the patient and the employee.

WORK SCHEDULE:

(ALS/primary truck) 24 hours on, 24 hours off, 24 hours on, 24 hours off, 24 hours on, 4 days off – the employee is able to go to bed after 10 if no calls but are always considered to be on call if necessary.

(BLS/Convalescent truck) Five consecutive 10-hour days, working either Monday through Friday or Tuesday through Saturday.

(Power Truck) Four 12 hour night shifts on with four nights off.

(VA Truck) works rotating schedule of 12 hour shifts both day's and nights (Eastman Schedule).

There are 8 trucks on shift 24 hours per day and 6 convalescent trucks for patient transport with one truck on Eastman Schedule. More trucks may be called in during emergencies.

Meals: Employees eat when they can

ENVIRONMENTAL FACTORS:

1. Weather: heat, cold, rain, snow
2. Body fluids
3. Chemicals, gasses
4. Fire/smoke