

**PRATT COUNTY
JOB DESCRIPTION**

JOB TITLE: EMT, AEMT, PARAMEDIC
DEPARTMENT: EMERGENCY MEDICAL SERVICES
FLSA STATUS: NON EXEMPT
APPROVED DATE: JULY 21, 2017

SUMMARY

Under the supervision of the EMS Director, the Emergency Medical Technician with or without advanced endorsements, who is Kansas Certified and maintains that certification, will provide emergency medical treatment and transportation to sick and injured patients as well as convalescent transportation of patients as needed. The technician will also perform duties as outlined in the Pratt County EMS policy manual, Pratt County policy manual, as directed by the supervisors of the department and as described below and throughout. The employee is expected to keep up to date on the medical procedures used by the service, be knowledgeable of the Pratt County EMS protocols and be aware of the Kansas State Statutes outlining procedures each particular level of certification may perform per the statutes. The technician will work with various health, law and government agencies in performance of their duties and is expected to maintain good public relations with other agencies and the public. The technician may be required to perform public service talks and demonstrations, as well as instruct classes that the technician is certified to instruct.

ESSENTIAL FUNCTIONS

Driving an ambulance for extended periods of time.

Responds to ambulance calls and provides emergency medical treatment.

Performs CPR, dresses and manages wounds, splint fractures and administers oxygen.

Performing advanced level skills to your level of certification.

Examples: AEMT IV therapy, medication administration
 EMICT administration and monitoring of medications

Prepares reports on patients treated, transported and their condition.

Cleaning and maintenance of units interior and exterior.

Maintains inventory and restocks ambulance.

Attending required meetings and recertification classes.

Perform safety checks on units daily.

Duties as assigned by supervisors as deemed necessary or as required.

EMICT-ADDITIONAL ESSENTIAL FUNCTIONS

Administers intravenous lines under department standing orders or physician orders.

Provides cardiac monitoring, defibrillation, cardioversion and external pacing.

Administers medications for cardiac, diabetic, breathing, seizure and other emergencies.

Performs advanced airway care including endotracheal intubation.

Attends intensive care transfers where medicated IV's are used, drugs are to be given in route and or cardiac monitoring is required.

Knowledge of essential cardiac drugs, endotracheal intubation, airway devices, and life support procedures.

Ability to calculate figures and amounts such as IV amounts, proportions, percentages, circumference and volume.

MARGINAL FUNCTIONS – ALL TECHNICIANS

Provides CPR and first aid training, talks, and demonstrations for schools and general public.

Assists with quality assurance program.

Assists with critical stress incident debriefings.

Answers telephone and takes messages.

Performs various housekeeping functions for the inside and outside of the facility.

Other marginal functions as assigned by supervisors or deemed necessary.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of emergency medical care techniques and ambulance procedures. All skills outlined by state statute pertaining to the level of certification and outlined and defined by Pratt County EMS protocol.

Thorough knowledge of placement and monitoring IV's, cardiac monitoring, EKG interpretation, defibrillations.

Excellent oral and written communication skills.

Ability to make decisions quickly concerning the care and treatment of a patient and/or the operation of a piece of equipment.

Thorough knowledge of city and county geography.

Ability to drive an ambulance, operate a 2-way radio, splinting equipment, oxygen equipment, life support equipment, IV pumps, department vehicles and other related equipment.

Working knowledge of hazardous materials procedures.

Ability to operate office equipment including computers.

Ability to read, analyze and interpret general medical and emergency medical periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and correspondence.

Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Ability to apply concepts of basic algebra and geometry.

EDUCATION, CERTIFICATES, LICENSES, REGISTRATIONS

High School diploma or GED

Emergency Medical Technician Certification

Advanced Emergency Medical Technician Certification

Kansas Paramedic Certification

Kansas Driver's License

American Heart Advance Cardiac Life Support- Paramedic and AEMT

Pediatric Advance Life Support- Paramedic and AEMT

Pre-Hospital Trauma Life Support- Paramedic (within two years of employment)

NIMS-ICS-100, 200 & 700 Level All Technicians (within one year of employment)

PHYSICAL DEMANDS

The employee must frequently lift and/or move more than 100 pounds from the floor to a cot with a height of approximately 24 inches, lifting cot to an approximate height of 40 inches into the back of the ambulance. Employee should maintain physical fitness. When working with patients the ability to do repetitive bending, stooping, reaching, kneeling, crawling, crouching, hearing, speaking, handling equipment and objects and twisting. The employee will possess the ability to breathe spontaneously without the assistance of supplementary oxygen. The ability to express or exchange ideas by means of verbal communication. Conveying and receiving detailed or important verbal instructions to and from other workers and the general public. Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

MEDICAL RECORDS ACCESS

The technician is only allowed access to the medical records of the patient that he or she has transported in order to complete a patient report form as required by State Regulations. To access the report after completion the EMS Director must be contacted. All other patient reports that are kept on file in the EMS bookkeeping office or storage areas are off limits to all personnel and may not be accessed for any reason.

SWING SHIFT TECHNICIAN (S)

A swing shift technician may be employed by Pratt County EMS. This technician will be responsible for filling shifts of full time personnel due to vacation or sick leave. Technicians will be scheduled prior to the first of each month by the EMS Director. Swing shift technicians when not scheduled for shift duty will be assigned other duties assigned by the EMS Director.

WORK ENVIRONMENT

Adverse weather, hazardous materials and possible contact with communicable diseases are factors in this position. Physical effort is required.