

# JOB DESCRIPTION

**Position:** EMT

<b>POSITION TITLE:</b> EMT	<b>DEPARTMENT:</b> EMS
<b>APPROVED BY:</b> CNO	<b>IHA JOB CODE:</b>
<b>LATEST REVIEW OF JOB DESCRIPTION:</b> March 2018	<b>LATEST REVISION OF JOB DESCRIPTION:</b> March 2018
<b>FORMER REVISION:</b> December 2017	<b>EXEMPTION STATUS:</b> Exempt                          Non-exempt         x

<p><b>Job Summary:</b> Works as a member of the team demonstrating knowledge and applying current theory and principles of care in the performance of the following functions appropriate to the age of the patient in the delivery of quality care and services; emergency and non-emergency care of the patient, maintains a safe and clean environment, quality improvement, actively and consistently contributes to department operations and communications, behaves in a manner consistent with the mission and objectives of Davis County Hospital and performs other duties as requested.</p>
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<b>JOB QUALIFICATIONS:</b>	
<b>Education and Training:</b> High school graduate or GED required. Current BCLS required, BCLS Instructor preferred (Full-time employees required to obtain in a timely manner) PHTLS preferred, and EVOC preferred.	
<b>Licensures/ Certifications:</b> Iowa EMT certification required. Valid Iowa Driver's license; class "D" and endorsement "3" (at a minimum). Driving record must be approved by insurance prior operating vehicles	
<b>Experience:</b> 1-3 years EMS experience preferred.	
<b>Skills and Abilities:</b> Good verbal and written communication skills. Motor coordination and manual dexterity required. Adaptable to changing work schedules and patient needs.	
<b>REPORTING RELATIONSHIPS:</b>	
Reports to: Lead Paramedic and OR/Outpatient Services Manager	Supervises: May at times, supervise other EMT's or First Responders

<b>Essential Duties and Responsibilities</b>
The following description of job responsibility and standards is intended to reflect the major responsibilities and duties of the job, but is not intended to describe minor duties and other responsibilities as may be assigned. All are essential job functions according to ADA guidelines and are listed in order of importance.

<p>1. Assists as needed in providing patient care in acute care and the emergency departments, assisting with patient management under the supervision of the Paramedic, ER nurse, house supervisor, or Medical provider when working in-house.</p>
<p>2. Demonstrates thorough, concise and timely, documentation and verbal communication of activities, including patient care and fleet maintenance.</p>
<p>3. Assist in the monitoring, procurement and proper inventory of supplies in ER and EMS. Assist in maintaining equipment and fleet. Completes charges as appropriate to services, providing appropriate documentation.</p>
<p>4. Communicates with others (verbally and in writing) in an appropriate and timely manner, demonstrating tact, sensitivity, and ability to deal with people beyond giving and receiving instructions.</p>
<p>5. Self-motivated and able to make decisions independently keeping paramedic, manager and appropriate others informed and supporting the hospital's philosophy and decisions.</p>
<p>6. Maintains own skills, remaining current in knowledge of equipment, protocols and trends.</p>
<p>7. Serves on committees, attends 75% of departmental meetings and actively participating. Follows and assists in the implementation and interpretation of protocols, policies, and procedures.</p>
<p>8. Assists in the orientation of new personnel. Participates in various hospital and community education services, representing Davis County Hospital EMS in a professional manner.</p>

## EMT – Physical Demands

	Nvr 0 %	Rare 1-5	Seld 6-19	Occas 20-33	Freq 34-66	Cont 67- 100		Nvr 0 %	Rare 1-5	Seld 6-19	Occas 20-33	Freq 34-66	Cont 67- 100
<b>LIFT</b>							<b>PHYSICAL ACTIVITIES</b>						
1 - 10 lbs.					X		Balancing				X		
11 - 20					X		Bend/Stoop					X	
21 - 35					X		Twisting					X	
36 - 50					X		Crouch/Squat					X	
51-65					X		Kneeling					X	
66-75				100 #			Crawling				X		
<b>CARRY</b>							Sitting						
1 - 10 lbs.					X		Standing					X	
11 - 20					X		Walk-Level					X	
21 - 35					X		Walk-Uneven					X	
36 - 50					X		Climb Stairs				X		
51-65					X		Climb Ladder				X		
66-75				100 #			Reach Over shlder					X	
<b>PUSH</b>							Reach-at or below shlder						
1 - 10 lbs.					X		Pushing					X	
11 - 20					X		Pulling					X	
21 - 35					X		Lifting					X	
36 - 50					X		Use Arms					X	
51-65					X		Use Wrists					X	
66-75				100 #			Use Hands					X	
<b>PULL</b>							Grasping						
1 - 10 lbs.					X		Fingering					X	
11 - 20					X		Foot Control					X	
21 - 35					X		Repetitive Motion-				X		
36 - 50					X		Talking					X	
51-65					X		Hearing						X
66-75				100 #			Vision						X
							Tasting/Smelling						
							Feeling						

### Physical Requirements:

**Very heavy work:** Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently

### **Working Conditions:**

The worker is subject to hazards: including a variety of physical conditions such as proximity to mechanical parts and chemicals including odors.

The worker at times is required to wear a facemask, gown and/or gloves.

Employees in this job classification have been identified as having the likelihood of occupational exposure to blood and other potentially infectious materials, therefore are included in the OSHA Exposure Control Plan with it's specification for preventing contact with the above materials.

### **Visual Acuity Requirements:**

MACHINE OPERATORS (including inspection), INSPECTION CLOSE ASSEMBLY, CLERICAL, ADMINISTRATIVE. This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.

### **Intellectual and Emotional Requirements:**

1. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
2. Adaptability to situations involving the interpretation of feelings, ideas, or facts in terms of personal viewpoint.
3. Adaptability to influencing people in their opinions, attitudes, or judgments about ideas or things.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
5. Adaptability to making generalizations, evaluations or decisions based on measurable or verifiable criteria.
6. Adaptability to dealing with people beyond giving and receiving instructions.
7. Adaptability to performing repetitive work, or to performing continuously the same, according to set procedures sequence, or pace.
8. Adaptability to performing under stress when confronted with emergency, critical, unusual, or dangerous situations; or situations in which working speed and sustained attention are make-or-break aspects of the job.
9. Adaptability to situations requiring the precise attainment of set limits, tolerance, or standards.
10. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.