

Adopted: 5/95  
Revised: 12/03, 9/2013

**TITLE: BASIC EMT**

**REPORTS TO:**

- **(FULL-TIME) PARAMEDIC SUPERVISOR**
- **(PART-TIME) OPERATIONS SUPERVISOR**

**EXEMPT/NON-EXEMPT:** Non-exempt

**SUMMARY:**

Performs basic life support procedures and care under direction of an Emergency Department Physician or Paramedic partner consistent with state and local operating protocols.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Renders basic life support procedures to patients in a variety of settings consistent with state and local operating protocols.

Ability to work a variety of shift lengths that may include 12, 24, 48 hour shifts, on call shifts and standby/special events of varying hours.

Attends 4 of 6 bi-monthly mandatory staff business meetings per year.

Attend 50% of District provided continuing education to qualify to attend out of District CE.

If part-time or pool, fulfills requirements as outlined in the Addendum to this job description titled Requirements for Ambulance Part-time Employees.

Ability to provide good and accurate oral reports to designated medical personnel.

May start IVs and initiate IV fluids with current IV Therapy certification.

Provide medical examination and screening of patients consistent with District and Medical Director Protocols.

Assists in extricating trapped victims and transports sick and injured persons to treatment center.

Lifts and places patients on stretcher, restrains patient appropriately, lifts and moves patient to stretcher, lifts and moves loaded stretcher into ambulance while always practicing safe lifting procedures.

Observes, records, and reports to physician, patient's conditions, and reaction to drugs, treatments, and significant incidents.

Directs and coordinates patient care between inter-agency (ie. Fire and police) personnel and other District employees.

Drives ambulance to and from emergency and non-emergency scenes in a manner appropriate to dispatch direction and to patient condition and in accordance with driving laws, at all times considering due regard for the safety of self and others.

Communicates with Physician and other medical personnel via radio or telephone.

Completes all reports, including patient care records, legibly, accurately, and by end of shift or end of every 24 hour period (0700-0700).

At each shift change, checks medical/operating supplies and vehicle utilizing the ECPS shift check list.

At each shift, inspects vehicle to ensure that it is ready for service (e.g. brakes, lights, fluids, etc.)

Performs all duties in a safe, courteous, confidential and professional manner, always taking into account the well-being of the patient.

Mentors, trains, and encourages fellow staff as needed, to help them attain their full potential.

Maintains response readiness consistent with District's response criteria.

Uses safety and PPE equipment as required by law and District policies.

Maintains vehicles and quarters pursuant to ECPS policies.

Other duties as assigned.

## **JOB RESPONSIBILITIES RELATED TO PATIENT PRIVACY**

Expected to protect the privacy of all patient information in accordance with the District's privacy policies, procedures, and practices, as required by federal and Colorado law, and in accordance with general principles of professionalism as a health care provider.

May access protected health information and other patient information only to the extent that is necessary to complete job duties. May only share such information with those who have a need to know specific patient information to complete their job responsibilities related to treatment, payment or other company operations.

Encouraged and expected to report, without the threat of retaliation, any concerns regarding the District's policies and procedures on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer.

Expected to actively participate in District privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with District policy.

## **VALUES BASED EXPECTATIONS:**

Expected to act in accordance with our Mission, Vision and Values at all times.

### **Mission:**

- Provide skilled, professional, and compassionate healthcare to our community.

### **Vision:**

- To be a world leader in out-of-hospital healthcare.

### **Values:**

- **Integrity**
  - Be honest, committed and consistent in your words and actions.
- **Excellence**
  - Continuously improve knowledge, practice & skills.
- **Community**
  - Be helpful, compassionate, and respectful in all interactions.
- **Patient Advocacy**
  - Act in the best interest of your patients.
- **Professionalism**
  - Be loyal, ethical and team oriented.

## **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write grammatically correct routine reports and correspondence. Ability to effectively interact and communicate with patients, co-workers and District staff. Computer proficiency required.

### **Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and interpret EKG charts.

### **Reasoning Ability:**

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. Must practice sound decision making skills.

### **Certificates, License, Registrations:**

Current Basic EMT License for the State of Colorado

Current CPR (Cardiopulmonary Resuscitation).

Valid State of Colorado motor vehicle operating license, with continued safe driving history.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to feel objects, equipment or controls; reach with hands and arms; see, talk and/or listen. The employee frequently is required to climb or balance and stoop, kneel, sit, crouch or crawl. The job involves a significant amount of driving.

**VERY HEAVY WORK:**

Employees must be able to lift, carry, push and/or pull, and balance a loaded cot or patient movement device with assistance. Frequent exposure to physically stressful situations.

**RESPONSE TO HAZARDOUS SITUATIONS:**

Employees are frequently called to scenes that may involve hazards or hazardous materials, and may potentially respond to a scene involving chemical or biological terrorism agents. Employees must always regard their safety first when responding to all scenes and always follow ECPS policy and procedure for dealing with these situations.

**HIGH EMOTIONAL EFFORT:**

Work environment frequently hectic with exposure to highly emotional situations. Regular scheduling involves long shifts and regularly scheduled and unscheduled overtime.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee frequently works in outside weather conditions and is exposed to vibration. The employee occasionally works near moving mechanical parts and in high precarious places, and is occasionally exposed to wet and or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock, blood and body fluids and associated pathogens.

The noise level in the work environment is usually moderate, but may be high at times due to vehicle, highway and mechanical equipment noise.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

I understand that signing this job description does not create a contract of employment nor guarantee employment for any definite period of time. I understand that I have been hired by, and **at the will of**, Eagle County Paramedic Services and my employment may be terminated at any time, with or without cause and with or without notice.

I have read and understand the above, and by my signature consent to these statements.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature      Date

\_\_\_\_\_  
Supervisor Signature      Date