

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:           EMERGENCY MEDICAL TECHNICIAN**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to respond to emergency medical calls, and provide basic life support to sick/injured persons in pre-hospital settings. Duties and responsibilities include maintaining readiness for emergency response, responding to emergency calls, assessing condition of patients, providing basic life support at emergency scenes, transporting patients to medical facilities, driving ambulances, operating/utilizing/maintaining medical equipment, preparing charts and records, and performing other tasks as assigned. Reports directly to Ambulance Services Station Manager. Also reports to Ambulance Services Shift Supervisor and Ambulance Services Assistant Director.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Maintains a state of readiness/preparation for medical emergency response; performs daily inspections and maintenance of vehicles/equipment; checks/maintains stock of equipment and supplies on ambulance and in EMS station; re-loads equipment and apparatus following response to emergency calls.

Responds to emergency calls for medical assistance, hazardous materials incidents, motor vehicle accidents, fires, natural disasters, explosions, multiple-casualty incidents, trapped persons, special rescue situations, or other emergency situations; coordinates activities between medical team and emergency responders from other agencies.

Operates an ambulance to respond to emergency calls; performs driving functions in a safe and efficient manner under various conditions, including in day/night hours, in congested traffic, in adverse weather conditions, and in emergency situations involving speeds in excess of posted limits; determines best route to reach location of emergency calls.

Conducts patient assessments; assesses nature and severity of illness/injury and identifies life threatening problems; determines/prioritizes appropriate medical treatment/procedures and need for additional assistance; performs patient triage; takes and records patient's vital signs; performs physical examinations and obtains patient history; assesses status of patient's neurological system, cardiovascular system, orthopedic system, motor and sensory skills, and level of consciousness.

Administers basic life support care at emergency scene and during transport in accordance with established medical standards; assists paramedics with advanced life support care; performs invasive and non-invasive procedures on patients with life-threatening or non life-threatening conditions, per established procedures or as authorized/directed by physicians; responds to cardiac and respiratory emergencies; provides basic airway management and CPR; maintains circulation; provides spinal management and immobilization; provides fluid resuscitation by IV; manages bleeding and post-traumatic shock; assists with childbirth; administers medications as appropriate; observes, records, and monitors patient's condition and effects of medication.

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Communicates with medical personnel at emergency treatment facility to convey patient's condition, obtains instructions regarding further treatment, and arranges for reception of victims at treatment facility.

Transports patients to medical facilities; stabilizes patients for hospital transport; performs physical lifting techniques associated with moving patients between incident site, stretcher, or ambulance; restrains combative/uncooperative persons per established procedures; provides assistance in emergency room as needed.

Assists in identifying unsafe circumstances, maintains safety at incident scenes, identifies hazards at incident scenes, and removes individuals from unsafe areas.

Completes required records/reports on all emergency incidents; creates patient charts and provides charts to hospital personnel as appropriate; enters data relating to patient care or billing information into computer.

Provides reassurance, comfort, counseling, or mediation to patients and family members, in accordance with HIPPA laws.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; takes appropriate measures to prevent disease transmission or exposure to bodily fluids.

Operates or utilizes various emergency vehicles and emergency/medical equipment, tools and supplies, which may include an ambulance, blood pressure cuff, AED, airway equipment, intravenous pump, oxygen terminal, pulse oximetry monitor, CPAP, splinting devices, suction equipment, stretcher, thermometer, medical supplies, radio communications equipment, and general office equipment.

Performs general maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting/testing equipment, replacing parts, checking fluid levels, refueling vehicles, or washing/cleaning equipment; decontaminates ambulance interior and related equipment; disposes of biomedical waste materials per established procedures; re-stocks medical supplies following each call; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Maintains inventory levels and checks expiration dates on departmental supplies.

Prepares or completes various forms, reports, correspondence, logs, checklists, medical record documentation, patient charts, incident forms, or other documents.

Receives various forms, reports, correspondence, patient records, policies, procedures, protocols, medical books, medical charts, maps, manuals, catalogs, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, the automated run tracking system to enter patient information, or other software programs.

Maintains current manuals, policies/procedures, bulletins, map books, and reference materials for reference/review.

Communicates with supervisor, employees, other departments, dispatchers, law enforcement personnel, fire personnel, hospital personnel, medical professionals, property owners/occupants, patients/victims, family members, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, review status of patients, exchange information, or resolve problems.

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Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; responds to requests for service or assistance; returns calls as necessary; communicates effectively and coherently over radio channels while initiating and responding to radio communications.

Promotes positive public relations; provides education to the public regarding issues such as public health, life safety, drug/alcohol abuse, first aid, CPR, or emergency care; provides tours of ambulances and stations.

Provides “standby” coverage at special events/activities as assigned.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new techniques, equipment, medications, trends, and advances in the profession; reads professional literature; maintains professional affiliations; participates in continuing education activities and training sessions; attends shift meetings, workshops and seminars as appropriate.

### **ADDITIONAL FUNCTIONS**

Performs basic housekeeping, laundry, and maintenance tasks associated with maintaining EMS station, ambulances, and related facilities.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by completion of an Emergency Medical Technician training program and completion of coursework in emergency vehicle operations and extrication; 6 to 9 months previous experience and/or training involving emergency medical care is preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Emergency Medical Technician License. Must possess and maintain valid Healthcare Provider Basis Life Support certification or equivalent. Must possess and maintain a valid Tennessee driver’s license with appropriate endorsement.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, division, and basic algebra; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; the ability to interpret graphs; and the ability to perform calculations related to drug dosage and drip rates.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately to extremely heavy objects and materials (20-125 pounds); may occasionally involve even heavier objects and materials (up to 200 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, hazardous materials, toxic agents, violence, disease, or pathogenic substances

### **.PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

**Tasks:** walking to patients, walking to and from ambulance

**2. SITTING**

**Tasks:** riding in ambulance and driving ambulance, off-time between calls

**3. LIFTING/CARRYING**

**Objects:** cots, jump bags, monitor, oxygen tanks, patients, other equipment

**4. PUSHING/PULLING**

**Objects:** cots, patients, equipment, furniture

**5. CLIMBING**

**Tasks:** rescuing patients

**Frequency:** occasionally, when needed

**6. BENDING/SQUATTING/KNEELING**

**Tasks:** lifting patients, equipment, and cots

**Frequency:** varies while on shift

**7. REACHING**

**Tasks:** lifting and moving patients, moving equipment

**Hands Used:** RIGHT LEFT BOTH X

**8. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

**9. OTHER JOB DEMANDS**

Does Job Require	Yes	No
Crawling	X	
Jumping	X	
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

**10. LIST TOOLS, EQUIPMENT, AND MATERIALS USED**

Jump bags, monitors, cots, spine boards, oxygen tanks, ventilator, suction

**11. HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		
Grasp	X		
Fine Motor i.e: writing, twisting hands or wrist, etc	X		

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

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Employee's Signature

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Supervisor's Signature

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Date

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Date