

# EMERGENCY MEDICAL TECHNICIAN

## **MAJOR FUNCTION**

To be an advocate for patient care; to perform technical and specialized work functions associated with providing quality medical care to all members of the community in the event of medical emergencies, natural disasters, hazardous situations, environmental emergencies, motor vehicle accidents, and other life and death situations. This is a full time position with several available shift schedules depending upon assignment.

## **ESSENTIAL FUNCTIONS \***

The following describe the principal functions of this position and scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the work load.

- Responds to emergency calls relayed by dispatchers; reads maps; drives ambulance to emergency site; uses most expeditious route and observes traffic ordinances and regulations.
- Observes and assists Paramedics performing emergency medical care; receives instructions and training from Paramedics.
- Evaluates scene on arrival; determines nature and extent of illness or injury; takes pulse, blood pressure, and visually observes changes in skin color; assists Paramedics in determination regarding patient status by interpreting diagnostic signs.
- Assists Paramedic in establishing priority for emergency care; initiates basic life support procedures at the scene as necessary.
- Provides rehydration/rehabilitation and medical treatment to victims, firefighters and/or other personnel at the scene as necessary.
- Renders appropriate emergency care, based on competency level, to stabilize the patient such as Cardiopulmonary Resuscitation (CPR), spinal immobilization, providing oxygen, triage, assess the effects of treatment.
- Uses medical equipment, based on competency level, follows infection disease protocol; practices proper disposal of biohazard waste.
- Reassures patients and bystanders; avoids mishandling patient and undue haste; searches for medical identification emblem to aid in care.

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- Radios dispatcher for additional assistance or services; requests/provides flight rescue service if required; provides additional emergency care while following established protocols.
- Assists Paramedic in determining appropriate facility to which patient will be transported; reports nature or illness to that facility; requests instructions/directions from hospital physician or emergency department.
- Assists in lifting, carrying, and transporting patient to ambulance and on to a medical facility.
- Prepares for, attends, and testifies in courtroom hearings and judicial proceedings as required.
- Prepares, decontaminates, inspects, inventories, repairs, and/or maintains medical equipment and supplies, first aid materials, and vehicles for safe operation; tests all equipment on a regular basis and checks for future readiness.
- Communicates effectively and coherently over two-way radio channels while initiating and responding to radio communications.
- Responds to questions, complaints, and requests for information/assistance from the general public, patients, fire, law enforcement, other medical personnel, various agencies, employees, officials, supervisors, or other individuals.
- Inventories and restocks ambulance and station supplies and equipment; orders and maintains sufficient amount to ensure adequate availability to perform daily tasks.
- Maintains current field manuals, policy and procedures, employee handbooks, various maps, addresses, and related material for reference and/or review; reads medical journals and other professional literature; maintains professional affiliations.
- Attends shift meetings and in-service training as required to remain knowledgeable of departmental operations, to promote improved job performance, and to stay current with changing emergency medicine techniques, state/local policies, procedures, codes, and laws.
- Prepares and/or receives a variety of forms, logs, requests, reports, correspondence, and other documents associated with daily responsibilities of this position; reviews, completes, processes, approves, forwards, maintains, and/or takes other action as appropriate; prepares and maintains files and records.
- Cooperates with federal, state, and local law enforcement agencies and its officers or representatives when activities are related to investigations within county jurisdiction.

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- Operates a personal computer, printer, calculator, copy and facsimile machines, telephone, radio, or other equipment as necessary to complete essential functions, to include word processing, spreadsheet, database, or other system software.
- Required to protect the privacy of all patient information in accordance with the agency's privacy policies, procedures, and practices, as required by federal and state law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the agency's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment.
- May access protected health information and other patient information only to the extent that is necessary to complete your job duties. The EMT may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other agency operations.
- Required and expected to report, without the threat of retaliation, any concerns regarding the agency's policies and procedures on patient privacy and any observed practices in violation of that policy to the designated Officer.

### **SECONDARY FUNCTIONS**

- Assists with community events such as offering free blood pressure readings, educating children and the public on the 911 emergency system, medical emergency procedures, and Cardiopulmonary Resuscitation (CPR).
- Performs miscellaneous duties and administrative tasks such as station cleaning and general housekeeping, scheduling maintenance, answering the telephone, taking and relaying messages, and basic grounds maintenance.
- Operates an assigned motor vehicle; maintains cleanliness of and fuels vehicle; checks tire inflation and fluid levels; requests or schedules services and/or repairs as needed.
- Educate the community on emergency medical procedures.
- Performs other tasks as assigned.
- In the event of a declared state of emergency, employees may be called to work during days or hours other than those for which they are regularly scheduled.

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### **CUSTOMER SERVICE**

Direct service is provided to anyone in need of emergency medical care, the general public, and other employees in person and by telephone. Assists in community events as requested.

### **EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS**

#### **Education and Experience**

High school graduate or equivalent; at least 18 years of age. State certified Emergency Medical Technician as provided by Florida statutes. Blood-borne Pathogen/Infection Control awareness course and an Emergency Vehicle Operators Course. Successful completion of a vehicle extrication course within six months of hire. Must have physical examination prior to employment.

#### **Licenses**

Must possess a valid state of Florida driver license. EVOC required before operating any County owned vehicles.

#### **Certifications**

Florida State Certified Emergency Medical Technician, American Heart Association or Red Cross CPR certification.

### **JOB SKILLS**

#### **Performance Aptitudes (Problem Solving)**

- Meet the established goals of the Marion County Fire Rescue Emergency Medical Services Division
- 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 establish standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Requires the ability to assist persons by action or interaction in carrying out specialized medical, therapeutic, counseling, or related procedures.
- Requires the ability to operate and control the actions of equipment, machinery, tools, and/or materials requiring complex and/or rapid adjustments, or to assemble, combine, or process complex and/or sensitive materials.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

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- Requires the ability to perform, addition, subtractions, multiplication, and division; ability to calculate decimals and percentages; may include the ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.
- Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule format; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives

### **Job Skills**

- Ability to demonstrate respect for patient by preserving patient's dignity and instilling confidence in patient to obtain and interpret information in order to correctly assess the patient's condition. Ability and skill in using appropriate medical techniques and equipment to move patients of various sizes, weight, and condition from location to final destination.
- Performs basic life support such as CPR, bandaging, splinting, ventilation using an Adjunct airway, cervical spine immobilization under the direction of the Medical Director.
- Ability to understand and follow oral and written instructions. Ability to perform a wide variety of methods and procedures of emergency and rescue operations. Ability to react quickly and calmly during emergencies. Able to communicate patient information in clear and concise manner to emergency service personnel.
- Ability to establish and maintain effective working relationships with fellow employees and supervisors. Demonstrates role model behavior.
- Ability to operate complex equipment, mechanical aptitude, strength and ability to do manual and mechanical work under adverse conditions. Maintains a state of mental and physical readiness to perform any and all job requirements with little or no notice.
- Job functions require being able to bend and stoop, push, pull, reach overhead, and be able lift 100 pounds to the waist.
- Operates an assigned motor vehicle
- Ability to remain calm in stressful situations.

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### WORK ENVIRONMENT

Majority of duties are performed outside in varying terrain with exposure to extreme weather conditions. Operations typically expose employees to a wide variety of adverse or hazardous environments. Extreme temperature variations, loud noises, fumes, and noxious or airborne particles and potentially hazardous diseases and substances is possible. Services are provided any where inside the particular zone designated by Marion County Fire-Rescue. This could be a station, Marion County streets, forest areas, or private homes. An employee may be required to act without direct supervision and must be able to exercise judgment in meeting emergencies. Supervision is received from the station lieutenant, captain, or Battalion Chief acting as a shift supervisor. Work is performed on a shift basis with available shift schedules of varying duration depending upon assignment that may require the highest level of physical exertion and agility on a sustained basis. Emergency work after hours and on holidays may be required.

Established: 05/2005

Pay Grade: 408

Job Description Number: 5515

Category: 5

Status: NE

Revised: 10/2008

\* This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.