

Job Description

Job Title: EMT- Basic	Dept: Operations
	Job Code:
FLSA Status:	Reports to: Director of Operations
Date Created: March 1, 2013	Date Revised: March 14, 2013
<p>Position Summary:</p> <ul style="list-style-type: none"> • Provide basic emergency medical care and transportation within the EMT - Basic scope of practice as established by Company standards and procedures. 	
<p>Essential Job Functions:</p> <ul style="list-style-type: none"> • Must pass post-job-offer drug test prior to starting assignment. Must submit to random drug tests per Company policy. • Provides a safe and welcome environment for patients and customers. Demonstrates effective verbal communication skills when interacting with patients, customers, and other Company employees, as well as effective written communication skills when completing evaluations and reports. • Maintains cleaning standards of station(s), vehicle(s), and equipment used in providing basic emergency medical care and transportation. • Performs regular assigned shift duties (i.e., unit checkout, vehicle cleaning, and housekeeping). • Follows all Company Health and Safety policies (OSHA). • Drives Company vehicles in accordance with Company driving standards and procedures. • Completes patient care reports and any other reports required by each trip thoroughly and legibly, in accordance with Company standards and procedures. Gathers patient billing information and necessary signatures. • Notifies management immediately of any accident involving a Company vehicle or any damage or loss of Company property. • Completes detailed Incident Reports and Accident Reports in a timely manner at the request of management. • Follows Company Communications policies and procedures (e.g. reporting mileage at the beginning and end of each shift, reporting status changes, performing radio/pager checks, using appropriate radio signals and codes). • Displays a working knowledge of service areas, including facility locations and local procedures. • Demonstrates ability to work as a member of a team and individually as necessary. • Follows all Company scheduling procedures. • Demonstrates thorough knowledge of and compliance with all Company Policies and Procedures relevant to the position. • Maintains strict confidentiality regarding patient information in accordance with HIPAA regulations. 	

- Maintains strict confidentiality regarding sensitive Company and employee information.
- Assists in extricating trapped victims.
- Is responsible for the assessment, initial treatment, and transport of sick and injured persons to treatment centers in accordance with state and local protocols and Company policies and procedures.
- Observes and records patient condition, reaction to treatment, and any significant incidents. Reports such information to receiving physician or nurse.
- Communicates with physicians and other medical personnel via radio/telephone.
- Attends mandatory Company meetings and training sessions.
- Demonstrates ability to properly use all Company-provided medical equipment within the scope of practice.
- Follows Company uniform standards.

Other Job Functions:

- Performs other duties as assigned.

Job Specifications

Experience Requirements: none

Education Requirements:

- High school diploma or GED equivalent.

Licensure/Certifications Required:

- Connecticut EMT-Basic certification.
- CPR certification.
- Valid Connecticut Driver's License and approval from the Company's insurance provider to be a Company driver.

Other:

- Ability to write routine reports and correspondence.

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS:

Standing	25%	of the time
Walking	50%	of the time
Sitting	25%	of the time
Inside	70%	of the time
Outside	30%	of the time

Please use the following codes to describe the frequency of listed activities or conditions

NP	Not Present (activity or condition does not exist)
O	Occasionally (activity or condition exists less than 25% of the time)
R	Routinely (activity or condition exists from 25% to 75% of the

	time)
F	Frequently (activity or condition exists more than 75% of the time)
C	Constantly (activity or condition is essentially always present)

Activity	Frequency	Weight	Type of activity to be accomplished
<i>Lifting</i>	F	125 lb (250 w/ assistance)	Assist in lifting persons into ambulance and removing persons from ambulance.
<i>Carrying</i>	F	125 lbs (250)	Assist in carrying persons to the ambulance.
<i>Pushing</i>	R	125 lbs (250)	Assist in pushing persons on stretchers to and from the ambulance.
<i>Pulling</i>	R	125 lbs (250)	Assist in pulling persons on stretchers to and from the ambulance.
<i>Holding</i>	F	100 lbs	Transporting EMS equipment.
<i>Climbing</i>	R		Required for safe transport of injured or sick persons.
<i>Stooping</i>	F		Required for safe removal of injured or sick persons from accident location.
<i>Balancing</i>	F		Required for safe transport of injured or sick persons.
<i>Kneeling</i>	F		Required for safe removal of injured or sick persons from accident location.

Other Requirements: Physically assist injured or sick persons in emergency medical setting as needed.

	Frequency
<i>Visual acuity (corrected OK)</i>	F
<i>Hearing, ordinary conversation</i>	F
<i>Hearing, other sounds</i>	F
<i>Reading / comprehension</i>	F
<i>Keyboarding</i>	F
<i>Driving</i>	F
<i>Writing</i>	F

This job description is intended to describe the major elements and requirements of the position and in no way states or implies that these are the only responsibilities and duties required of individuals assigned to this job. Employees may be required to perform other job related duties as requested by their supervisor.

I have read the above job description and fully understand the requirements set forth therein.

Employee's Signature

Date

Supervisor's Signature

Date