

Richland County Position Description

Position Title: AEMT – Casual/Part-time

Exempt form FLSA

Department: Ambulance Service

Reports to: Ambulance Service Director

Pay Grade: C

Date: 12/09/2014

Hours per Week: 12-24

PURPOSE OF POSITION

The primary purpose of this position is for an Advanced EMT to transport both emergency and non-emergency patients and in rendering emergency medical care and life saving measures within the AEMT Scope of Practice, established by the State of Wisconsin.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

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- Responds to both emergency, non-emergency calls and inter-facility transfers; work shifts will be either 12 or 24 hours.
- Obtains information from the patient, relatives or by-standers concerning history of illnesses or injury; evaluates the nature of the emergency and patient's condition and determines extent of injury or illness.
- Provides the necessary care and treatment of the patient to include cardiopulmonary resuscitation, airway management, bandaging, splinting, administering oxygen, treatment of shock, administer approved medications and other emergency care along with advance life support (ALS) measures in accordance with established medical protocols and the Wisconsin Scope of Practice for an AEMT.
- Prepares patient for transport and continues to monitor the patient's condition/vitals during the transport and if necessary apply additional interventions to improve or stabilize the patient's condition.
- Communicates with hospital emergency department personnel to inform them of patient en route to hospital and relays information concerning nature and extent of the patient's injury or illness, vitals and all interventions performed.
- Provides care during inter-facility transports to nursing homes, CBRF units, MRI Center or specialty care hospitals.
- Ability to effectively perform triage functions during a mass casualty incident.
- Check ambulances daily to detect malfunctions and to ensure efficient operation. Clean and restock ambulance after every call, conducts inventory of equipment and supplies; performs minor maintenance on ambulance vehicles.
- Complete WARDS Report (Wisconsin Ambulance Run Data System) at the completion of each call or run reflecting data required for medical documentation of the care rendered, insurance, Medicare, Medicaid, and other legal purposes.

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- Attends in-service classes when available to broaden knowledge and skills in the care and treatment of patients; attends other training programs offered by the State and County to include Centre Learn Modules and refresher courses.
- Assist in the cleaning and orderly care of the EMS station.
- Works with the EMS Service Director, Medical Director and all paid on call personnel to promote and maintain harmonious working relationships, to provide quality emergency care and treatment of patients and the safe and efficient transportation of the seriously ill or injured patients to the appropriate hospital for advanced medical care.
- Perform other related duties as assigned.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Current Wisconsin AEMT, Paramedic or RN license.
- Current WI Driver's license and unlimited access to reliable transportation.
- Working knowledge of computers, computer programs, typing, and data entry.
- Demonstrates complete knowledge of all Wisconsin Scopes of Practice.
- 21 years of age or older.
- Successfully completed ICS 100, ICS 200 and IS 700 FEMA courses.
- Pass extensive background check.
- Ability to use the WARDS- Wisconsin Ambulance Run Data System.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Ability to comprehend and interpret a variety of documents including patient medical assessments, medical diagnosis and medication recommendations, medical protocols, letters and memos, state and federal rules and regulations manuals, professional journals and papers EMS textbooks and budget sheets.

Mathematical Ability

- Ability to add, subtract, multiply and divide, calculate percentages, decimals and fractions and interpret basic descriptive statistical reports.
- Ability to measure appropriate medication doses and calculate IV drip rates.

Judgment and Situational Reasoning Ability

- Ability to perform patient assessments, differential diagnosis, initiate patient care protocols and re-evaluate skills and interventions used against the patient's improved or unimproved condition.

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- Ability to lead others and reinforce thinking to perform tasks.
- Ability to apply abstract thinking to perform tasks.
- Ability to work in stressful environments.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Requirements

- Ability to stoop, kneel and crouch for extended periods of time. Ability to handle, manipulate with fingers, and feel. Ability to lift and carry a minimum of 80lbs.
- Ability to move, manipulate and guide medical tools and equipment.
- Ability to physically respond to a variety of calls such as medical calls, trauma, lift assist, extrication, hazardous chemical, mass casualty incidents, long medical transports, scenes of physical violence, industrial accidents and active fire ground scenes.
- Ability to operate an emergency vehicle.
- Ability to coordinate eyes, hands, feet, and limbs in performing moderately coordinated movements such as pressing, pumping and smoothing. Ability to grasp and place objects. Ability to recognize and identify sounds.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying pushing and pulling. Ability to handle, finger and feel.
- Ability to operate a variety of office equipment and machinery including personal computer, telephone, calculator, photocopier, fax, etc. Ability to move and guide material using simple tools.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, violence, noise, vibrations, wetness, disease and/or dust, to work under very safe and comfortable conditions.

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Richland County 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.

Employee's Signature

Supervisor's Signature

Date

Date