

Richland County Position Description

Position Title: EMT

Exempt from FLSA

Department: Ambulance Service

Reports to: Ambulance Service Director

Pay Grade: To be determined
Hours per Week: Casual

Date:

PURPOSE OF POSITION

The primary purpose of this position is for an EMT to transport both emergency and non-emergency patients and in rendering emergency medical care and life-saving measures within the EMT Scope of Practice, established by the State of Wisconsin and Medical Protocols as set forth by the Service Medical Director.

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.

- Responds to both emergency, non-emergency calls, and inter-facility transfers.
- Obtains information from the patient, relatives or by-standers concerning history of illnesses or injury observing HIPAA regulations; 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 such care as cardiopulmonary resuscitation, airway management, bandaging, splinting, treatment of shock, administer approved medications, and other emergency care in accordance with established medical protocols and the Wisconsin Scope of Practice.
- 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.
- Performs triage functions during a mass casualty incident.

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- Checks 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.
- Completes WARDS Report (Wisconsin Ambulance Run Data System) at the completion of each call for service recording data required for medical documentation of the case and care rendered.
- Maintains knowledge and skills in the care and treatment of patients; attends other training programs offered by the State and County to include online training and refresher courses.
- Assists in the cleaning and orderly care of the Emergency Services Building.
- Works with the Ambulance Service Director, Medical Director, and personnel to promote and maintain harmonious working relationships and provide quality emergency care for patients and the safe and efficient transport of ill or injured patients to the appropriate hospital for further medical care.
- Works in compliance with the Richland County Handbook of Personnel Policies and Work Rules as well as the Richland County Ambulance Service Policy Handbook addendum.
- Perform other related duties as assigned.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Valid Wisconsin EMT license.
- Current AHA's BLS for Healthcare Provider CPR Certification or equivalent.
- Valid WI Driver's license and unlimited access to reliable transportation.
- Working knowledge of computers, computer programs, typing, and data entry.
- Demonstrates complete knowledge of Wisconsin Scope of Practice.
- Successfully completed ICS 100 and IS 700 FEMA courses.
- Pass extensive background check.

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PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute, tabulate, and categorize 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.
- Ability to communicate effectively with Director, staff, other emergency responders, physicians, nurses, patients and families, emergency communication personnel, and the public.

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 dosages.

Judgment and Situational Reasoning Ability

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.
- 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.

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Physical Requirements

- 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 mildly physical effort in moderate to heavy work, including lifting, carrying, pushing, and pulling. Ability to handle, finger and feel. Ability to stoop, kneel, crouch, and crawl. Ability to climb and balance. 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 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 to work under potentially hazardous and uncomfortable conditions in environmental factors including but not limited to temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, close quarters, disease and/or dust.

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