

# North Stonington Ambulance Association

## Policy & Procedure Manual

### 2.1.4 Job Description: EMT-B (driver)

Number: 2.1.4	Created: 06/13/2001
Page: 1 of 4	Revised: 01/20/2009
	Version: ①②③④⑤

The job description for Emergency Medical Technician – Basic (driver) known herein as (EMT-B), applies to any NSAA employee who rides on an ambulance in the capacity of an Emergency Medical Technician. With exception of salary, no distinction is drawn between volunteer and paid employees.

#### **Nature of Work**

People's lives often depend on the quick reaction and competent care of Emergency Medical Technicians. Incidents as varied as automobile accidents, heart attacks, drownings, childbirth, and gunshot wounds all require immediate medical attention. EMTs provide this vital attention as they care for and transport the sick or injured to a medical facility.

#### **Salary Range**

\$14.00 /hour - \$21.00 /hour

#### **Minimum Qualifications**

- Eighteen (18) years of age or older;
- Valid Driver's License;
- State of Connecticut Emergency Medical Technician Certification or higher;
- Sponsor Hospital BLS Pharmacology/Defibrillation Certification;
- NIMS IS-700 Introduction to National Incident Management System;
- Hazardous Materials First Responder – Awareness Level or higher;
- Certified Emergency Vehicle Operation Training;
- Successful completion of NSAA's Written Examination and Skills Proficiency Testing.

#### **Conditions for Continuous Employment**

Employment as an Emergency Medical Technician is contingent upon passing a post-offer physical examination and drug screening by the NSAA's Occupational Health Physician. Additionally, employment as such is contingent upon passing a post-offer background check. Both, physical examination and investigation will be at the expense of NSAA

#### **Abilities Required**

- Communicate verbally via telephone and radio equipment;
- Interpret written, oral and diagnostic form instructions;
- Use good judgment and remain calm in high-stress situations;
- Be unaffected by loud noises and flashing lights;
- Function efficiently throughout an entire work shift without interruption;
- Read English Language manuals and road maps;
- Accurately discern street signs and address numbers;
- Interview patient, family members, and bystanders;
- Document, in writing, all relevant information in prescribed format in light of legal ramifications of such;
- Converse in English Language with coworkers and hospital staff as to status of patient;
- Lift, carry, and balance up to 125 pounds (250 with assistance);
- Bend, stoop, and crawl on uneven terrain;
- Withstand varied environmental conditions such as extreme heat, cold, and moisture;
- Work in low light and confined spaces;
- Effectively delegate tasks and oversee the work of at least two (2) persons simultaneously.

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#### **Duties and Responsibilities**

Emergency Medical Technician - Basic (EMT-B) respond to emergency calls to provide efficient and immediate care to the critically ill and injured, and to transport the patient to a medical facility. After receiving the call from the dispatcher, the EMT-B drives the ambulance to address or location given, using the most expeditious route, depending on traffic and weather conditions. The EMT-B must observe traffic ordinances and regulations concerning emergency vehicle operations.

The EMT-B:

- Functions in uncommon situations;
- Has a basic understanding of stress response and methods to ensure personal well-being;
- Has an understanding of body substance isolation;
- Understands basic medical-legal principles;
- Functions within the scope of care as defined by state, regional and local regulatory agencies;
- Complies with regulations on the handling of the deceased, notifies authorities and arranges for protection of property and evidence at the scene.

Upon arrival at the scene of an emergency, the EMT-B parks the ambulance in a safe location to avoid additional injury. Prior to initiating patient care, the EMT-B will also "size-up" the scene to determine:

1. The scene is safe;
2. The mechanism of injury or nature of illness;
3. The total number of patients;
4. Requirements for additional help or resources.

In the absence of law enforcement, the EMT-B creates a safe traffic environment, such as the placement of hazard triangles, removal of debris, and redirection of traffic for the protection of the injured and those assisting in the care of injured.

The EMT-B determines the nature and extent of illness or injury and establishes priority for required emergency care. The EMT-B renders emergency medical and or trauma care, to adults, children and infants based on assessment findings. Duties include but are not limited to:

- Opening and maintaining an airway;
- Ventilating patients;
- Administering cardiopulmonary resuscitation, including use of automated external defibrillators;
- Providing pre-hospital emergency medical care of simple and multiple system trauma such as:
  - Controlling hemorrhage,
  - Treatment of shock (hypoperfusion),
  - Bandaging wounds,
  - Immobilization of painful, swollen, or deformed extremities,
  - Immobilization of painful, swollen, or deformed neck or spine;
- Providing emergency medical care to:
  - Assist in emergency childbirth,
  - Manage general medical complaints of altered mental status, respiratory, cardiac, diabetic, allergic reaction, seizures, poisoning behavioral emergencies, environmental emergencies, and psychological crises. Additional care is provided based upon assessment of the patient and obtaining historical information.
- Searching for medical identification emblems as a guide to appropriate emergency medical care.

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- Assisting patients with prescribed medications, including sublingual nitroglycerin, epinephrine auto-injectors and hand-held aerosol inhalers.
- Administration of oxygen, oral glucose and activated charcoal.
- Reassuring patients and bystanders by working in a confident, efficient manner.
- Avoiding mishandling and undue haste while working expeditiously to accomplish the task.

Where a patient must be extricated from entrapment, the EMT-B assesses the extent of injury and gives all possible emergency care and protection to the entrapped patient and uses the prescribed techniques and appliances for safely removing the patient. If needed, the EMT-B radios the dispatcher for additional help or special rescue and/or utility services and provides simple rescue service if the ambulance has not been accompanied by a specialized unit. After extrication, provides additional care in triaging the injured in accordance with standard emergency procedures.

The EMT-B is responsible for:

- Lifting the stretcher (be able to lift and carry 125 pounds);
- Placing the stretcher in the ambulance and verifying the patient and stretcher are secure;
- Continuing emergency medical care while enroute to the medical facility.

The EMT-B uses the knowledge of the condition of the patient and the extent of injuries and the relative locations and staffing of emergency hospital facilities to determine the most appropriate facility to which the patient will be transported. The EMT-B reports directly to the emergency department or communications center the nature and extent of injuries, the number being transported, and the destination to assure prompt medical care on arrival. The EMT-B identifies assessment findings, which may require communications with medical control, for advice and for notification that special professional services and assistance be immediately available upon arrival at the medical facility.

The EMT-B:

- Constantly assesses the patient enroute to the emergency facility, administers additional care as indicated or directed by medical control;
- Assists in lifting and carrying the patient out of the ambulance and into the receiving medical facility;
- Reports verbally and in writing, observations and emergency medical care of the patient at the emergency scene and in transit, to the receiving medical facility staff for purposes of records and diagnostics;
- Upon request, provides assistance to the receiving medical facility staff.

After each call, the EMT-B:

- Restocks and replaces used linens, blankets and other supplies;
- Cleans all equipment following appropriate disinfecting procedures;
- Makes careful check of all equipment so that the ambulance is ready for the next run;
- Maintains ambulance in efficient operating condition;
- Ensures that the ambulance is clean and washed and kept in a neat orderly condition;
- In accordance with local, state or federal regulations, decontaminates the interior of the vehicle after transport of patient with contagious infection or hazardous materials exposure.

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### **Additional Responsibilities of the EMT-B**

- Assumes the position of Crew Chief as appropriate;
- Determines that vehicle is in proper mechanical condition by performing vehicle checks;
- Maintains familiarity with specialized equipment used by the service;
- Attends continuing education and refresher training programs as required by NSAA, Medical Control, Regional/State licensing or certifying agencies;
- Completes the daily chore list, in accordance with the instructions provided for each task;
- Answer the business phone lines as needed;
- Assist with the orientation, mentoring and training of new members/employees;
- Maintain contact with Dispatch Center at all times;
- Other periodic duties for the benefit of NSAA as assigned by a supervisor;
- Protects the privacy of all patient information in accordance with the Company'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;
- Accesses protected health information and other patient information only to the extent that is necessary to complete job duties and only shares such information with those who have a need to know specific patient information in possession of the EMT-B in order to complete their job responsibilities as related to treatment, payment or other company operations.

### **Reports to**

The EMT-B reports to the Crew Chief, Supervisor, then to Management respectively.

### **Disclaimer:**

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted, as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees, assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

History: Job description originates from Policy & Procedure Manual (Revision 7/1/2003) Section 2-08 Job Description – Emergency Medical Technician, Ambulance Crew. 8/8/2006 BOD reformatted section 'Duties and Responsibilities' providing a descriptive scenario based list of responsibilities, added section 'Abilities Required', added 'Eighteen (18) years of age or older', 'Valid Driver's License', 'NIMS IS-700', and 'Certified Emergency Vehicle Operation Training' to Minimum Qualifications. 1/20/2009 BOD increased salary range to \$14.00 - \$21.00 per hour.