

# Township Ambulance Authority EMS Job Description

**POSITION:**

EMT – BASIC

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**JOB TITLE:** Emergency Medical Technician – Basic

**JOB PURPOSE:** To provide quality patient care in the pre-hospital transportation setting.

**PRIMARY SUPERVISOR:** Assistant Director

**MAY ALSO REPORT TO:** **System Director**

**CLASSIFICATION:** Non-Exempt

## **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

All EMT Basics will complete these functions:

1. Remain familiar with and follow all company polices, work rules, guidelines, standard operating procedures, and directives.
2. Report to their assigned work location on time and prepared to work.
3. Maintain a presentable and professional appearance at all time.
4. Maintain their uniform in accordance with agency polices.
5. Maintain any agency issued equipment in working order.
6. Accurately report hours worked.
7. Respond in a timely manner to an emergency or non-emergency situation as assigned by dispatch.
8. Maintain in contact and accessible to dispatch while on duty.
9. Operate all agency vehicles, and vehicles from other agencies the employee is charged with, in accordance with State of Michigan Motor Vehicle Code and company policies.
10. Will not operate TAA EMS vehicles while responding to a scene or while transporting a patient without first being certified in an MDCH approved emergency vehicle driver program.
11. Perform patient assessment and care up to the level licensed by the Michigan Department of Community Health in accordance with local medical control authority protocols, Local, State and Federal laws and the standard of care.
12. Take directions from an Incident Commander, Medical Sector Officer, Triage Officer, or other applicable officials in an established incident command structure at the scene of an emergency.
13. Operate in accordance with the National Incident Management System and National Response Plan during an emergency incident or declared disaster.
14. Communicate effectively regarding patient assessment findings and care with other healthcare professionals such as other EMS personnel, nurses and physicians during patient care and when transferring patient care to or from others.
15. Take direction from and complete tasks as required from a Medical Control physician or his/her designee.
16. Complete and maintain all patient care records, reports and other supporting documents required for response to emergency or non-emergency care of the patient.
17. Complete all reports and documentation required during the daily operations of the EMS agency.
18. Ensure that all equipment and the vehicle the employee is responsible for is in working order, cleaned, stocked appropriately, and ready for emergency response at all times.
19. Ensure that any personal property in possession of a patient at the time of transport is secured, cared for and given back to the patient or other appropriate persons at the conclusion of transport.
20. Interact with patients, coworkers, colleagues from other agencies and the public with respect and compassion.
21. Ensure that all patient care records and information is kept confidential and only disclosed in accordance with HIPAA, company policy and standard of care.

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22. Ensure that all company proprietary information is kept confidential in accordance with company policies and confidentiality rules.
23. Ensure that the offices, public areas, restrooms, showers and living quarters of all agency buildings are kept in a clean, safe and presentable fashion.
24. Maintain all certifications essential to the job function including but not limited to,
  - a. Continuing education requirements for re-licensure with MDCH.
  - b. Current CPR certification
  - c. Current driver's license without restrictions
  - d. FEMA NIMS Certifications as required.
  - e. Current credentials needed to maintain authority to operate within the medical control authorities covered by the company.
25. Promptly report any deficiencies in vehicles, supplies and equipment to their supervisor.
26. Promptly report any unusual incidents or situations to their supervisor.
27. Promptly report any injury or job-related illness to their supervisor.
28. Promptly report any unsafe situations, agency equipment, agency vehicles or agency facilities to their supervisor.
29. Attend required, or mandatory training and meetings as specified by the agency, unless expressly excused from such meetings or training.
30. Notify the company of a change in status regarding licensure, certifications, driving status or criminal history.
31. Notify the company of any change in address, name or phone number.
32. Other duties as assigned by supervision and management.

## **MINIMUM JOB EDUCATION AND TRAINING**

All employees working as an EMT will have the following education and training:

1. A high school diploma or equivalent.
2. Completed a MDHHS approved EMT course or equivalent in another state.
3. Licensed by the State of Michigan as an EMT-B
4. Certified in CPR at the healthcare provider level (BLS)
5. Valid Michigan State Driver's License free of restriction
6. An MDHHS approved emergency vehicle operators certification\*
7. Pre-Hospital Trauma Life Support (PHTLS) or International Trauma Life Support (ITLS) certification\*
8. Required training in the National Incident Management System\*

\*May be obtained after initial employment

## **PERSONAL PERFORMANCE REQUIREMENTS**

All employees working as EMTs must be able to:

1. Communicate with others verbally and in writing
2. Read and comprehend legal and medical documents
3. Utilize communications equipment such as radios and cell phones
4. Maintain calmness and professionalism in a stressful environment
5. Have clear decision-making abilities in a stressful environment
6. Familiar with computer operations
7. Familiar with GPS and GPS reading

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## **PHYSICAL REQUIREMENTS**

All employees working as EMT may need to:

1. Sit for long periods of time
2. Stand for long period of time
3. Walk or run
4. Kneel or crouch
5. Bend at knees or waist
6. Use of all extremities
7. Grip items
8. Crawl
9. Jump
10. Ascending or descending stairways, ramps or ladders.
11. Carry loads or lift greater than 25 lbs while doing any of the above listed items
12. Lifting stretchers, litters and other devices with or without patients on them
13. Read
14. Write
15. Type

## **ENVIRONMENTAL FACTORS**

Employees working as an EMT may be exposed to the following environmental factors. Reasonable attempts will be made for employees not to be placed in hazardous situations. However, the employee is ultimately responsible for their own safety. Employees should familiarize themselves with specific company policies dealing with safety and their environment, available personal protective equipment and protocols concerning the proper response to hazardous situations.

1. Work environment will be indoors, out of doors in vehicles or any combination thereof.
2. Adverse weather conditions including but not limited to:
  - a. Extreme heat
  - b. Extreme cold
  - c. Precipitation including rain, sleet, hail snow, freezing rain
  - d. Icy conditions
  - e. Thunder and lightning
  - f. High winds
3. Indoor conditions such as
  - a. Structurally poor or messy housing and buildings
  - b. Slippery floors
  - c. Uneven floors
  - d. Extreme cold or heat
  - e. Poor lighting
  - f. Stairways
  - g. Ramps
4. Hazardous or potentially dangerous sites such as
  - a. Highways and open roadway and/or motor vehicle accidents
  - b. Industrial sites and/or accidents
  - c. Construction sites and/or accidents
  - d. Agricultural sites and/or accidents

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- e. Building collapse sites
- f. Sites of natural or manmade disasters
- g. Residential sites in a state of disrepair
- 5. Potentially hazardous chemicals and materials as a result of
  - a. Responding to and assisting victims at the scene of an emergency
  - b. Cleaning and decontaminating, vehicles, equipment and uniforms
- 6. Bio-hazardous materials including:
  - a. Blood
  - b. Vomit
  - c. Spit
  - d. Urine
  - e. Feces
  - f. Semen
  - g. Vaginal secretions
  - h. Cerebral Spinal Fluid
  - i. Interstitial fluids
  - j. Tissues
  - k. Body parts
  - l. Blood borne pathogens
  - m. Air borne pathogens

*Conditions of employment: TAA is an "at-will" employer. What this means is that you or the TAA are free to end the employment relationship at any time, with or without notice, with or without cause and that your employment is for no specified period.*

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Employee Signature

Date

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TAA Assistant Director

Date