

San Marcos/Hays County E.M.S., Inc.

Standard Operating Procedures

Policy and Procedure Number: 101
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Effective Date: 10/01/07
Replaces Date: 03/01/07

Job Description: Emergency Medical Technician-Basic

I. QUALIFICATIONS

A. Education:

- High School Graduate or Equivalent**
- Successful completion of an accredited EMT program with a satisfactory course grade.**

B. Certification:

- Current AHA BLS Healthcare Provider Card**
- Current and valid Class "C" or higher Texas Driver's license.**
- Current and valid Texas Department of State Health Services (TDSHS) EMT-Basic certification.**
- BTLS or PHTLS Basic certification encouraged.**

C. Interpersonal Skills:

- Function effectively in emergency situations**
- Implement technical skills**
- Demonstrate leadership skills**
- Document appropriately**
- Communicate effectively**
- Assume responsibility for own education, development, and performance.**
- Deal effectively with individuals under extreme stress**
- Must show initiative and ability to adjust to new situations with non-judgmental attitude regarding race, creed, color, social status, interpersonal relationships and medical diagnosis.**
- Must be receptive to constructive criticism**
- Regular contacts with subordinates to furnish or obtain information and discuss both supervisory and/or controversial matters where tact is necessary.**
- Regular patient and/or public contact requiring professionalism and tact.**

D. Physical Demands:

Tasks performed require close concentration and mental application for periods of time as long as two hours or more under conditions of pressure. Must be able to work and concentrate under conditions of stress. Physically able to stand and walk for long periods of time and ability to lift, carry, and balance up to 125 pounds (250 pounds with assistance). Auditory and visual acuity corrected to normal ranges. Must be able to demonstrate full range of motion and hand dexterity to handle and manipulate instruments and equipment. Must be able to squat, bend, kneel, climb stairs, lift and move heavy objects simultaneously, or for extended periods of time.

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E. Working Conditions:

- Frequent exposure to blood/body substances and contagious diseases. Exposure to disagreeable elements or a combination of such. Exposure to such factors as heat, cold, dampness, wind, fumes, vibration, loud noises, violence, etc.**
- Exposed to unpleasant elements (injury, illness, death, etc.).**
- Subject to varying and unpredictable situations.**
- Occasionally subjected to irregular working hours or potential call in.**
- Potential for frequent situations in which tact and discretion must be used with patients, family members, bystanders, public officials, etc.**
- Regularly handles equipment such as radios, telemetry equipment, emergency vehicles, rescue equipment, medical equipment and any other type of equipment used to administer the duties as assigned.**

II. JOB SUMMARY

Delivers basic life support and transports sick or injured persons to destination medical facility while working as a member of a BLS, ALS or MICU team. Responds to patient locations as assigned by dispatch and monitors communications equipment to maintain contact with dispatch. The EMT-Basic assists with triage duties and may assume care of BLS patients. Removes or assists in removal of victim(s) from accident scenes or catastrophes. Determines nature and extent of illnesses or injuries, or magnitude of incident, to determine procedures to be followed or need for additional assistance, basing decisions on persons involved, patient or scene assessments and personal knowledge base as an EMT-Basic.

Administers basic life support at scene, or in unit, performing such activities as application of splints, administration of oxygen, treatment of wounds and artificial resuscitation. May be allowed to perform certain ALS procedures once education and medical director approval have been achieved. Treats patients in accordance with standards of care and operating procedures. Communicates with medical personnel at destination facility to arrange transfer of patient care and/or obtain further treatment instructions from the Emergency Physician. Assists destination facility personnel with a smooth transition of patient care and the relaying of pertinent information regarding patient. May assist personnel at destination facility with patient care once unit duties are completed.

Maintains vehicles, medical and communications equipment and replenishes unit stock levels as needed. May be required to assist in crowd control, protecting patient's valuables, or performing other duties at scenes of major incidents. The EMT-Basic is responsible for individual growth and educational development and maintains professional contacts with patients, co-workers, family members and significant others, as well as the general public and public officials. Is responsible for the safe operation of equipment and vehicles.

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III. SUPERVISION

- A. Employees supervised: None**
- B. Responsible to: E.M.S. Director, Medical Director, Operations Director, EMS Command, Station Captain, Field Training Officers, EMT-Paramedics/Licensed Paramedics, EMT-Intermediates**

IV. PERFORMANCE RESPONSIBILITIES

The EMT-Basic will be responsible for the following:

- A. Assures the unit stock levels are adequate**
- B. Assures proper mechanical function of vehicles**
- C. Providing BLS care to appropriate patients to the level of care expected of an EMT-Basic**
- D. The ability to prioritize patients, assume responsibility of caring for BLS patients in multi-casualty incidents, assist with care of ALS or MICU patients. Insures that all patients at a scene are medically evaluated.**
- E. Treats patients according to standards of care and operating procedures of San Marcos/Hays County E.M.S.**
- F. The ability to answer questions concerning policies, procedures and medical protocols.**
- G. Has excellent knowledge of territory served by the San Marcos/Hays County E.M.S.**
- H. Communicates with personnel from the oncoming shift regarding missing equipment, vehicle problems, etc.**
- I. Communicates with surrounding dispatch agencies and other Emergency Medical Services as required during incidents in and out of the San Marcos/Hays County E.M.S. coverage area.**
- J. Operate emergency vehicles with safety of others first.**
- K. Insures cleanliness of unit and equipment after an incident.**
- L. Insures cleanliness of station, grounds and unit throughout shift.**
- M. Attends mandatory San Marcos/Hays County E.M.S. meetings.**
- N. Precepts students as assigned.**
- O. Maintains certification by attending continuing education courses.**
- P. Other duties as assigned.**