



El Dorado County Emergency Services Authority

Policy Subject Matter: **4.4 Emergency Medical Technician-Basic Job Description**
Review Date:
Revision Date:
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I. PURPOSE:

The purpose of this policy is to establish the job description for and describe the essential functions and qualifications of an Emergency Medical Technician (EMT-B) for the El Dorado County Emergency Services Authority (JPA).

II. POSITION SUMMARY:

Under direction of the assigned Supervisor, provide ambulance transport services as a member of the El Dorado County Emergency Services Authority. The non-firefighter position of EMT-B works under the direct supervision of the EMS assigned Supervisor in conjunction with other JPA staff and the overall direction of the EDC ESA. The primary responsibility of the EMT-B is to provide Basic Life Support (BLS) care and transport of patients as a component of the El Dorado County Service Area-7 911 System.

An EMT-B is required to be able to make critical decisions that impact the safety, well-being, or life of patients and members of the JPA in stressful situations. The EMT-B is expected to execute sound judgement that demonstrates the highest of ethical and moral standards in the performance of job duties and other situations with and without explicit direction. The EMT-B is not authorized to make budget expenditures.

III. POSITION DUTIES:

- Respond to emergency and non-emergency medical calls for service and provide basic life support functions as indicated per local, state, and federal protocols.
- Support and assist other fire and medical personnel as directed on emergency and non-emergency medical calls.
- Operate JPA owned ambulances and other JPA vehicles as directed, including driving to and from emergency and non-emergency medical calls as part of the ambulance transportation team.
- Clean and decontaminate equipment including but not limited to, ambulance and EMS in compliance with CalOSHA regulations.
- Document and complete all reports such as: pre-hospital care reports, incident reports, travel information and training and continuing education records as per Policy.
- Maintain and restock inventory of ambulance and station EMS supplies through supply orders.
- Perform other duties as directed by JPA Staff.

- Follow all Federal, State, County, Local, and JPA laws, regulations, protocols, and policies including the Health Insurance Portability and Accountability Act (HIPAA).
- Maintain required state and local licenses and certifications.
- In the event of a major emergency, may be called in from off duty to work an extended period of time and is expected to respond per Policy.

IV. MINIMUM POSITION REQUIREMENTS:

Offers of employment are contingent upon successful completion of a background check and a physical to include a drug screen.

The education or experience requirements may be modified or waived at the sole discretion of the JPA Executive Director. At least one of the education or experience requirements must be met; both requirements cannot be modified or waived. The El Dorado County Emergency Services Authority Board of Directors shall be notified of any such modifications or waivers.

- **Age:**
 - Must be at least eighteen (18) years of age.
- **Education and Experience:**

Education must be obtained through a post-secondary institution currently accredited by any accreditation body recognized by either the Counsel for Higher Education Accreditation (CHEA) or the United States Department of Education.

 - **Education:**
 - High School Diploma or equivalent.
 - Possession of and ability to maintain current California EMT-B Certificate or greater with a current CPR for the Healthcare Provider certification.
 - Desirable Certifications:
 - California State Certified Hazardous Materials First Responder Awareness level training
 - California State Certified Low Angle Rope Rescue Operational level training.
 - California State Certified Auto Extrication level training.
 - **Experience:**
 - Work experience on a transporting ambulance is highly desirable.

V. KNOWLEDGE AND ABILITIES:

- **Knowledge of:**
 - Applicable federal, state, county, and JPA policies, practices, procedures and regulations.
 - Principles of emergency ambulance and transportation procedures including first aid, resuscitator, and gurney operations, including safe emergency work practices.
 - Infectious disease control procedures.
 - Emergency radio communication procedures.
 - Medical terminology and documentation.

- Emergency vehicle maintenance and operation, including all applicable federal and state driving licenses.
- Geography and street layout of the El Dorado County West Slope and surrounding areas.
- Principles and practices of customer service.
- **Ability To:**
 - Ability to function seamlessly within the JPA fire-based ambulance system.
 - Safely drive and operate emergency response vehicle and related equipment.
 - Safely and properly treat and transport patients during ambulance transportation.
 - Work effectively in difficult and hazardous emergency situations and environments and carry out work assignments as instructed.
 - Make accurate observations and rapid judgements.
 - Read electronic and incident maps and follow map directions.
 - Maintain accurate and orderly records in a confidential manner.
 - Maintain and service equipment.
 - Restock inventory and EMS supplies.
 - Establish and maintain effective working relationships with those contacted in the course of work.
 - Demonstrate an awareness and appreciation of the cultural diversity of the community.
 - Communicate effectively with the public and fellow employees.
 - Communicate clearly and concisely, both orally and in writing.
 - Follow verbal and written directions.

VI. LICENSE

Possession of and ability to maintain a current valid California Driver's license, Class C, is a condition of employment.

VII. ENVIRONMENTAL ELEMENTS AND WORKING CONDITIONS

- Maintain physical ability and stamina to meet position tasks and responsibilities. Physical abilities must commensurate with the essential functions of the position. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the position.
- No person shall pose a threat to themselves or to the health and safety of other individuals in the work place, or to the public they serve.
- Essential duties described in the EMT-P job description are performed in and affected by the following environmental and operational factors:
 - Operates both as a member of a team and independently at incidents of uncertain factors.
 - Spends extensive time outside exposed to the elements.
 - Works in wet, icy, or muddy areas.
 - Performs a variety of tasks on slippery, hazardous surfaces such as on roadways.
 - Works in areas where sustaining traumatic or thermal injuries are possible.
 - Faces exposure due to working in proximity to emergency scenes where carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, acids, carbon monoxide, or organic solvents are present either through inhalation or skin contact.
 - Faces exposure to infectious agents such as but not limited to Hepatitis B or HIV.

- Wears designated personal protective equipment (PPE) while performing essential functions.
 - Performs complex tasks during life-threatening emergencies.
 - Works for long periods of time, requiring sustained physical activity and intense concentration.
 - Faces life and death decisions during emergency conditions.
 - Exposed to grotesque sights and smells associated with major trauma and burn victims.
 - Makes rapid transitions from rest to near maximal exertion without warm-up periods.
 - Operates in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces.
 - Relies on senses of sight, hearing, smells, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confused, chaotic, and potentially life threatening environment throughout the duration of the incident.
- Health Exposure: This is a Department of Health and Human Services Category I position. Tasks involve exposure to blood, body fluids, or tissues.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK PERFORMED. THEY ARE NOT INTENDED TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES, AND SKILLS REQUIRED FOR AN INDIVIDUAL IN THIS POSITION.