

# **RUTHERFORD COUNTY, TENNESSEE**

## **CLASSIFICATION SPECIFICATION**

<b>CLASSIFICATION TITLE:</b>	<b>EMERGENCY MEDICAL TECHNICIAN – BASIC</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>
<b>SAFETY</b>	<b>SUBJECT TO RANDOM DRUG AND</b>
<b>SENSITIVE:</b>	<b>BREATH ALCHOL TESTING</b>

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to respond to medical transport calls and provide basic life support to sick/injured persons in pre-hospital settings. Duties and responsibilities include maintaining readiness for medical response, assessing condition of patients, providing basic life support at emergency scenes, transporting patients to medical facilities, driving ambulances, operating/utilizing/maintaining medical equipment, preparing charts and records, and performing other tasks as assigned. Reports to Ambulance Services Operations Support Supervisor.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Maintains a state of readiness/preparation for medical response

Performs daily inspections and maintenance of vehicles/equipment; checks/maintains stock of equipment and supplies on ambulance and in EMS station; re-loads equipment and apparatus following response to emergency calls

Coordinates activities between medical team and emergency responders from other agencies

Operates an ambulance to respond to emergency and non-emergency calls

Performs driving functions in a safe and efficient manner under various conditions, including in day/night hours, in congested traffic, in adverse weather conditions, and in emergency situations involving speeds in excess of posted limits

Determines best route to reach location of calls

Conducts patient assessments

Assesses nature and severity of illness/injury and identifies life threatening problems

Determines/prioritizes appropriate medical treatment/procedures and need for additional assistance

Performs patient triage

Takes and records patient's vital signs

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Performs physical examinations and obtains patient history

Assesses status of patient's neurological system, cardiovascular system, orthopedic system, motor and sensory skills, and level of consciousness

Administers basic life support care at scene and during transport in accordance with established medical standards

Assists paramedics with advanced life support care

Performs invasive and non-invasive procedures on patients with life-threatening or non-life-threatening conditions, per established procedures or as authorized/directed by physicians

Responds to cardiac and respiratory emergencies

Provides basic airway management and CPR

Maintains circulation; provides spinal management and immobilization

Manages bleeding and post-traumatic shock

Assists with childbirth

Administers medications as appropriate

Observes, records, and provides assistance in vehicle stabilization and extrication of trapped victims

Performs rapid extrication in case of fire/explosive situations

Communicates with medical personnel at emergency treatment facility to convey patient's condition, obtains instructions regarding further treatment, and arranges for reception of victims at treatment facility

Transports patients to medical facilities

Stabilizes patients for hospital transport

Performs physical lifting techniques associated with moving patients between incident site, stretcher, or ambulance

Restraints combative/uncooperative persons per established procedures

Provides assistance in emergency room as needed

Assists in identifying unsafe circumstances, maintains safety at incident scenes, identifies hazards at incident scenes, and removes individuals from unsafe areas

Completes required records/reports on all incidents

Creates patient charts and provides charts to hospital personnel as appropriate

Enters data relating to patient care or billing information into computer

Provides reassurance, comfort, counseling, or mediation to patients and family members, in accordance with HIPPA laws

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Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals

Takes appropriate measures to prevent disease transmission or exposure to bodily fluids

Operates or utilizes various emergency vehicles and emergency/medical equipment, tools and supplies, which may include an ambulance, blood pressure cuff, AED, airway equipment, intravenous pump, oxygen terminal, pulse oximetry monitor, CPAP, splinting devices, suction equipment, stretcher, thermometer, medical supplies, radio communications equipment, and general office equipment

Performs general maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, which may include inspecting/testing equipment, replacing parts, checking fluid levels, refueling vehicles, or washing/cleaning equipment; decontaminates ambulance interior and related equipment

Disposes of biomedical waste materials per established procedures

Re-stocks medical supplies following each call; monitors equipment operations to maintain efficiency and safety

Reports faulty equipment

Maintains inventory levels and checks expiration dates on departmental supplies

Prepares or completes various forms, reports, correspondence, logs, checklists, medical record documentation, patient charts, incident forms, or other documents

Receives various forms, reports, correspondence, patient records, policies, procedures, protocols, medical books, medical charts, maps, manuals, catalogs, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate

Operates a computer to enter, retrieve, review or modify data

Verifies accuracy of entered data and makes corrections

Utilizes word processing, the automated run tracking system to enter patient information, or other software programs

Maintains current manuals, policies/procedures, bulletins, map books, and reference materials for reference/review

Communicates with supervisor, employees, other departments, dispatchers, law enforcement personnel, fire personnel, hospital personnel, medical professionals, property owners/occupants, patients/victims, family members, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, review status of patients, exchange information, or resolve problems

Provides information and assistance

Takes and relays messages or directs calls to appropriate personnel

Responds to requests for service or assistance

Returns calls as necessary

Communicates effectively and coherently over radio channels while initiating and responding to radio communications

Promotes positive public relations

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Provides education to the public regarding issues such as public health, life safety, drug/alcohol abuse, first aid, CPR, or emergency care; provides tours of ambulances and stations

Provides “standby” coverage at special events/activities as assigned

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies, and procedures

Maintains an awareness of new techniques, equipment, medications, trends, and advances in the profession

Reads professional literature

Maintains professional affiliations

Participates in continuing education activities and training sessions

Attends shift meetings, workshops and seminars as appropriate

Completes work at assigned workstation as determined by supervisor

Must work hours as scheduled

### **ADDITIONAL FUNCTIONS**

Performs basic housekeeping, laundry, and maintenance tasks associated with maintaining EMS station, ambulances, and related facilities

Provides assistance to other employees or departments as needed

Performs other related duties as required

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by completion of an Emergency Medical Technician training program and completion of coursework in emergency vehicle operations and extrication; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid TN Emergency Medical Technician License. Must possess and maintain valid Healthcare Provider Basic Life Support certification or equivalent. Must possess and maintain a valid Tennessee driver's license with appropriate endorsement.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

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**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, division, and basic algebra; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; the ability to interpret graphs; and the ability to perform calculations related to drug dosage and drip rates.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

### **ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stresses which require a range of safety and other precautions. This classification works in an environment that requires physical stamina and potential exposure to hazardous and stressful situations.

Employees are constantly required to stand, walk, sit, and key information into a computer. Employees must be able to operate all equipment. Employees will frequently perform duties in confined spaces.

Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately to extremely heavy objects and materials (20-125 pounds); may occasionally involve even heavier objects and materials (up to 200 pounds).

Tasks include walking, running, climbing stairs, standing, crouching, and crawling unassisted up to 12 hours in a work shift, and in some emergency situations may require prolonged periods of walking or standing for up to 24 hours without relief.

Due to the unpredictable and potentially life-threatening nature of emergency work, all employees must be able to perform the full range of physical motion and may be expected to run short-medium lengths, including up or down terrain, at any time, and to have the physical and mental ability to assist in given situations.

Employees must be able to reach, bend, squat, push or pull, crouch, and crawl frequently. Employees must be able to perform all functions of an emergency technician, with or without reasonable accommodation. Employees within this classification are considered essential to the safe operation of the ambulance department.

Employees are to work as scheduled. Employees must be able to work various shifts, extended shifts, weekends, and holidays. Employees within this classification are subject to movement to alternate duty locations, such as hospitals, other stations, and based on agency need.

**Sensory Requirements:** Employees must be able to finger, grasp, and have sensation in their hands. Employees must have no restrictions to fumes, chemicals, or smells. Employees must have visual acuity not worse than 20/40 corrected in each eye and peripheral vision of 70 degrees horizontally in each eye. Employees require the ability to hear and differentiate sounds, with or without mechanical assistance.

Employees must have hearing in a pure tone average of not worse than 30 decibels (dB) 500, 1000 and 2000 Hertz (Hz), with or without mechanical assistance. Employees must not have hearing worse than 45 dB at 3000 HZ or 55 dB at 4000 Hz in each ear.

Some tasks require the ability to perceive and discriminate visual and auditory cues or signals. Some tasks require the ability to communicate orally. Employees must be capable of issuing clear oral commands that can be heard and understood in loud environments.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, hazardous materials, toxic agents, violence, disease, or pathogenic substances.

### **.PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

**Tasks:** walking to patients, walking to and from ambulance

**Surface:** Tile, carpet, asphalt, gravel, dirt, mud, snow, etc.

**Estimated Total Hours:** varies **Maximum Continuous Time:** 14 hours

**2. SITTING**

**Tasks:** Driving/riding to calls, sitting in ambulance during patient care, off-time between calls

**Estimated Total Hours:** varies **Maximum Continuous Time:** 2 hours

**3. LIFTING/CARRYING**

**Objects:** cots, jump bags, monitor, oxygen tanks, patients, other equipment

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs.		X			
11-25 lbs.		X			
26-50 lbs.		X			
51-75 lbs.		X			
76-100 lbs.	X	X			
>100 lbs.	X	X			

**4. PUSHING/PULLING**

**Objects:** cots, stretcher, patients, equipment, furniture

**Estimated Total Hours:** varies **Maximum Continuous Time:** 2 Hours

**Height of hands above floor during push:** Waist or mid-chest level

**5. CLIMBING**

**Tasks:** Patient care up/down stairs, up/down embankments

**Device:** Stairs, ambulance, terrain, stretcher, long spine board, splinting device, equipment, and gear any other area as needed

**Height:** Varies while on shift

**Frequency:** Dependent on number of calls

**6. BENDING/SQUATTING/KNEELING**

**Tasks:** Lifting patients, equipment, cots, various patient-care scenarios

**Frequency:** Dependent on number of calls

**7. REACHING**

**Tasks:** Lifting and moving patients, including mobility impaired patients, moving equipment

**Hands Used:** RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	Daily	varies	150-200 lbs
21-36"	All	Daily	Varies	150-200 lbs

**8. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	

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<b>Fumes</b>	X	
<b>Cramped Quarters</b>	X	
<b>Cold Surfaces</b>	X	
<b>Hot Surfaces</b>	X	
<b>Sharp Edges</b>	X	
<b>Vibration</b>	X	
<b>Fluorescent Lighting</b>	X	
<b>Computer Monitor Screen Glare</b>	X	

<b>Inside Building</b>	30	<b>% of time</b>
<b>Outside</b>	70	<b>% of time</b>

**9. OTHER JOB DEMANDS**

<b>Does Job Require</b>	<b>Yes</b>	<b>No</b>
<b>Crawling</b>	X	
<b>Jumping</b>	X	
<b>Lying on Back</b>	X	
<b>Lying on Stomach</b>	X	
<b>Twisting</b>	X	
<b>Sweeping/Mopping</b>	X	
<b>General Cleaning</b>	X	
<b>Handling Trash</b>	X	

**10. LIST TOOLS, EQUIPMENT, AND MATERIALS USED**

Jump bags, monitors, cots, spine boards, oxygen tanks, ventilator, suction, stretcher, stair chair, medical supplies, radios, etc.

**11. HAND USE**

<b>Type of Use</b>	<b>Yes</b>	<b>No</b>	<b>Frequency</b>
<b>Keystrokes</b>	X		Daily
<b>Grasp</b>	X		Daily
<b>Fine Motor i.e: writing, twisting hands or wrist, etc</b>	X		Daily

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Rutherford County, Tennessee, 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. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Full Legal Name (printed)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date