

Kewaskum Fire Department EMS Emergency Medical Technician Job Description

PRIMARY FUNCTION:

Provides basic life support to patients in the pre-hospital setting; is qualified to provide care for patients of all ages, works under the supervision of the Fire Chief, EMS Captain EMS Lieutenant and the Medical Director. Performs duties to provide the highest level of patient care and maximize patient satisfaction.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Provides care for the critically ill or injured patient from referral point contact or pre-hospital scene until the patient is relinquished to the accepting medical facility.
- Works within the designated scope of practice as defined by the State of Wisconsin (DHS 110), and the Kewaskum Fire Department.
- Maintains competency in knowledge and psychomotor skills by participating in required continuing education.
- Communicates educational needs to the Fire Chief, Rescue Captain or Rescue lieutenant.
- Maintains all continuing education records.
- Completes all necessary patient care documentation.
- Complies with safety standards to assure safety of self, other medical personnel, and equipment.
- Maintains awareness of current issues related to Emergency Medical Services.
- Performs assigned work safely, adhering to established departmental safety rules and practices.

- Reports to Fire Chief, EMS Captain EMS Lieutenant in a timely manner, any unsafe activities, conditions, hazards, or safety violations that may cause injury to oneself, other employees, patients and visitors.

Responds to emergency and non-emergency calls calmly, efficiently and promptly;

- Administers basic life support to patients in a pre-hospital setting, in accordance with federal, state, and local laws, regulations, and standards;
- Assess the nature and extent of injury or illness, establish, prioritize and perform appropriate medical procedures.
- Communicate with professional medical personnel at treatment facilities and obtain instructions regarding further treatment and/or to arrange diversion of patients to the appropriate center.
- Complete patient care forms, insurance forms, evaluation forms, and all other forms in a competent and timely fashion.

The employee must perform all job responsibilities in a manner that protects patient privacy according to federal HIPPA guidelines:

- The employee is expected to protect the privacy of all patient information as required by federal [and state] law, The Kewaskum Fire Department privacy policies, procedures, and practices, and in accordance with general principles of professionalism as a health care provider.
- Failure to comply with HIPPA and Kewaskum Fire Department procedures on patient privacy may result in disciplinary action up to and including termination of employment.
- The employee may access protected health information and other patient information only to the extent that is necessary to

complete their job duties. The employee may only share such information with those who have a need to know specific patient information in their possession, to complete their job responsibilities related to treatment, payment or other Company operations.

- The employee is expected to actively participate in the Kewaskum Fire Department privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with Kewaskum Fire Department Policy.

Additional Obligations and Skills

The employee must possess and apply knowledge and skills necessary to perform the duties of a driver of ambulance equipment, including but not limited to:

- Promptly responding to instructions from a dispatcher and driving and operating specially equipped emergency vehicles to specified locations at a safe and controlled speed, in accordance with federal, state, and local laws, regulations and standards, and in accordance with Kewaskum Fire Department policies, rules, and guidelines;
- Assuring that vehicles are in good working condition at all times, are properly maintained and stocked, have all necessary equipment and that the equipment is in good working order at all times;
- Cleaning, organizing and restocking vehicles in a ready condition after each transport;

- Receiving and responding to requests for emergency ambulance service and other duty related communication via two-way radio or other communication devices;
- Maintaining accurate records of ambulance equipment, other emergency equipment and/or personnel dispatched to each emergency and non-emergency request and other operation and administrative data as required to maintain the operational continuity of the Kewaskum Fire Department EMS Service and as directed by superiors;
- Properly document each transport on the State of Wisconsin Patient Care Report in accordance with state and Kewaskum Fire Department policies and procedures;
- Handle telephone communications professionally and efficiently with careful regard to the divulgence of information respecting confidentiality requests at all times;
- Monitor communication equipment to maintain contact with the dispatcher;
- Maintain apparatus and equipment in accordance with all policies, procedures and direction.

The employee must also:

- Be a team player, as EMS is a team effort, and providers must provide necessary assistance to ensure readiness and adherence to quality assurance standards;
- Be flexible, as emergency services operate on a 24-hour clock; the employee's assigned work shift schedule may vary and the employee should be available to respond immediately for a call during the assigned work period.
- The start and end of shift times may vary due to the nature of the business;

- Maintain a thorough working knowledge of local geography, which includes maps, streets, and grid book systems;
- Maintain a thorough working knowledge of applicable current standards of care, including equipment functions and uses;
- Assure that all certifications, licenses and registrations are up-to-date.
- Maintain positive interpersonal relationships with colleagues, EMS representatives, hospital staff and the public.
- Performs other related duties as required or assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Registered EMT-B (minimum), AEMT or higher preferred
2. Health Care Provider CPR
3. High School Graduate or GED
4. Valid Driver's License
5. Must be at least 18 years of age

KNOWLEDGE, SKILL, AND ABILITY REQUIREMENTS:

- Knowledge and ability to perform the necessary psychomotor skills within the State of Wisconsin approved scope of practice.
- Functions as a Kewaskum Fire Department EMS team member.
- Knowledge of applicable policies, procedures, protocols and standards.
- Ability to act independently within established procedures and protocols.
- Ability to communicate effectively utilizing verbal and written skills.
- Knowledge, skill and ability to use appropriate safety measures for patients, employees and self.
- Knowledge of and ability to use Infection Control measures including but not limited to Standard Precautions.
- Ability to respond to patient crisis according to policy.
- Ability to make decisions, utilizing sound judgment within the scope of responsibility.
- Ability to maintain patient confidentiality

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is regularly required to use hands to perform medical procedures and assessments, reach with hands and arms, and speak and hear.
- The employee is frequently required to sit, stand, walk, cling, balance, stoop, kneel, crouch, crawl and smell.
- The employee must frequently lift over 100lbs.

- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to focus.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORKING CONDITIONS:

Characteristics described here are representative of those an employee encounters while performing the essentials of this job.

While performing the duties of this job, the employee frequently works near moving mechanical parts, in outside weather conditions, and is frequently exposed to blood borne pathogens, airborne particles, and vibration.

MENTAL REQUIREMENTS OF THE POSITION

- Handle a significant number of stressful situations, and be able to function calmly; coolly and collectedly under all types of stressful situations.
- Get along well with diverse personalities.
- Communicate with patients and others with empathy and respect.
- Create and maintain a positive and cooperative working environment in stressful situations.
- Work smoothly and professionally in an environment where teamwork is essential.
- Analyze and interpret difficult and complex patient care and personnel situations.

- Work independently with minimal supervision for assigned tasks.
- Exercise sound independent judgment within general Policy.

PROCEDURAL GUIDELINES

- Anticipate and identify problems and take initiative to prevent or correct them.
- Establish and maintain effective working relationships with all levels of personnel within the medical community, Kewaskum Fire Department, outside agencies, patients, and members of the community.
- Understand and follow federal, state and local laws, and Kewaskum Fire Department policies, procedures, and rules.
- Follow orders.
- Appropriately deal with stress and maintain composure when encountering serious injuries or illnesses.