



WAYNE COUNTY JOB DESCRIPTION for Emergency Medical Services

GENERAL WORK FUNCTIONS

Under general supervision, performs skilled and technical work in operating an approved mobile medical unit in the Wayne County. Work involves responding to emergency and non-emergency calls, evaluating condition of patients, determining and applying necessary medical treatment to sick or injured person, preparing and transporting persons to a medical facility and/or appointment. Employee is responsible for serving as a member of an ambulance crew and directing others and administering medical care to the patient. Work also involves performing basic life support skills and other treatments as instructed by a physician. Employee is also responsible for maintaining vehicles, equipment and supplies, performing janitorial duties at the base; and performing miscellaneous office duties. Reports to the Division Supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Responds to emergency and non-emergency calls as a mobile medical unit attendant or driver.
- Performing work in accordance with established protocols for:
 - Basic life support.
 - Assesses scene for team safety.
 - Evaluates conditions of patients.
 - Gathers pertinent information, including patient's medications, allergies, medical history, etc.
- Determines and delivers proper treatments.
- Identifies when a patient exceeds scope of practice and notifies ALS providers communications for assistance.
- Works with 911 division during scheduled shifts.
- Administers necessary emergency medical care including but not limited to:
 - Monitoring vital signs
 - Performing basic life support skills such as:
 - Bandaging
 - Splinting
 - Cardiopulmonary resuscitation,
 - Suctioning airways
 - Other treatments as instructed by a physician
- Utilizes life support equipment including but limited to:
 - Immobilization equipment.
 - Heart monitors
 - AED's
 - Oxygen delivery devices
 - Suction equipment
- Prepares and transports sick or injured persons to appropriate medical facilities,
- Administers treatment to patients while enroute to hospital or on location as necessary.
- Communicates with medical facilities notifying them of incoming transports.
- Prepares patient information and documents treatment given on ambulance call reports and provides to the medical facility.

- Properly documents each patient encounter and completes prior to the end of each shift.
- Collects and maintains all necessary documentation for each transport.
- Participates in a continuous training program to improve competence in medical technical work and in ambulance service operation.
- Studies Street and road patterns and networks of the county in order that future runs may be made with minimum difficulty and delay.
- Inspects and tests ambulances and emergency equipment each day.
- Complete unit check sheets each day.
- Maintains proper inventory of equipment and supplies.
- Cleans and sanitizes ambulances and equipment, ensuring proper and good working order.
- Makes routine adjustments to equipment.
- Reports all defects/damage to equipment, stations and ambulances using designated system software.
- Performs routine maintenance and minor repairs to ambulance and equipment.
- Other responsibilities as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the principles and practices of the emergency medical service's program organization and administration.
- Thorough knowledge of the practices, procedures, standards, and regulations regarding emergency medical service at the local, state, and federal level.
- Thorough knowledge of the laws, regulations and policies governing emergency medical care.
- Thorough knowledge of the geographical layout of the county and state including political subdivisions, location of streets, important buildings and other landmarks.
- Knowledge of hazardous chemicals and the ability to identify various hazardous situations.
- Knowledge of extrication techniques, extrication tools/equipment, and of ropes/knots used for various types of rescues.
- Skill in the maintenance and related safety practices of same.
- Ability to use and maintain emergency services equipment.
- Ability to operate a two-way radio.
- Ability to operate common office equipment, including popular computer-driven word processing, spreadsheet and file maintenance programs.
- Ability to safely operate an ambulance at a high rate of speed.
- Thorough knowledge of E-911 Communication Center's procedures.

Considerable knowledge of the principles of supervision, organization and administration.

ADDITIONAL JOB FUNCTIONS

- Maintains cleanliness and performs minor maintenance of Emergency Medical Service facilities.
- Prepares incident reports and copies of call charges for billing.
- Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Minimum:

- Graduation from high school or GED supplemented by EMT certification,
- Must possess a valid North Carolina Driver's license.
- Current AHA CPR Certification.

Preferred:

- *1 year of experience in Emergency Medical Services.*

MINIMUM STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, calculators, two-way radios, EMS tools, including defibrillators and extrication equipment, etc. Must be physically able to operate motor vehicles, including ambulances, cars, and trucks. Requires the ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Requires the ability to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Must be able to lift in excess of 200 or more pounds with a partner. Physical demand requirements are those for medium to heavy work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments, or directions to subordinates, as well as receiving instructions, assignments, or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, invoices, budget statements, handbooks, manuals, procedures, statutes, guidelines, maps, minutes, etc. Requires the ability to prepare correspondence, reports, forms, budgets, guidelines, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including accounting, personnel, medical and legal terminology and emergency response codes.

Numerical Aptitude: Requires to ability to utilize mathematical formulas; to add and subtract; to multiply and divide; to calculate decimals and percentages; to interpret graphs; to perform statistical calculations which include frequency distributions, reliability and validity of tests, correlation techniques, factor analysis, and econometrics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office and equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office and EMS equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communications: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.

I have read and understand the nature of this position and the required duties described. I understand this is not an exhaustive list of duties that may be asked of me in this position. I am capable and willing to perform these duties.

This position is designated safety-sensitive and is subject to random drug screening.

Employee's Signature: _____

Date: _____

For Official Use Only: