

# RICHLAND COUNTY POSITION DESCRIPTION

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**Position Title: AEMT (full time)**

**Reports to: EMS Service Director**

**Date: December 9, 2014**

**Hours Per Week: 40-48 (16 & 24 hr shifts)**

**FLSA Status: Exempt**

**Pay Grade: 7 -\$10.92-\$11.42**

## **PURPOSE OF POSITION**

The primary purpose of this position is for a full time Advanced EMT or Intermediate Technician to transport both emergency and non-emergency patients and in rendering emergency medical care and life saving measures within the AEMT Scope of Practice, established by the State of Wisconsin.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Responds to both emergency and non-emergency calls being dispatched by the Richland County Sheriff's Department. Work Shifts will be 24 and 16 hours depending upon the shift rotation.
- Obtains information from the patient, relatives or by-standers concerning history of illnesses or injury; evaluates the nature of the emergency and patient's condition and determines extent of injury or illness.
- Provides the necessary care and treatment of the patient to include cardiopulmonary resuscitation, airway management, bandaging, splinting, administering oxygen, treatment of shock, administer approved medications and other emergency care along with advance life support (ALS) measures in accordance with established medical protocols and the Wisconsin Scope of Practice for an AEMT.
- Prepares patient for transport and continues to monitor the patient's condition/vitals during the transport and if necessary apply additional interventions to improve or stabilize the patient's condition.
- Communicates with hospital emergency department personnel to inform them of patient en route to hospital and relays information concerning nature and extent of the patient's injury or illness, vitals and all interventions performed.
- Provides care during inter-facility transports to nursing homes, CBRF units, MRI Center or specialty care hospitals.
- Ability to effectively perform triage functions during a mass casualty incident.

- Check ambulances daily to detect malfunctions and to ensure efficient operation. Clean and restock ambulance after every call, conducts inventory of equipment and supplies; performs minor maintenance on ambulance vehicles.
- Complete WARDS Report (Wisconsin Ambulance Run Data System) at the completion of each call or run reflecting data required for medical documentation of the care rendered, insurance, Medicare, Medicaid, and other legal purposes.
- Perform QA/QI functions assigned by the Service Director to ensure that patients are receiving the highest level of care and that all established medical protocols are being followed. Provide positive, constructive feedback to all staff in regards to quality improvement.
- Fulfill the role of training officer; develop and facilitate the monthly training session.
- Attends in-service classes when available to broaden knowledge and skills in the care and treatment of patients; attends other training programs offered by the State and County to include Centre Learn Modules and refresher courses.
- Assist in the cleaning and orderly care of the station and EMS lounge.
- Works with the EMS Service Director, Medical Director and all paid on call personnel to promote and maintain harmonious working relationships, to provide quality emergency care and treatment of patients and the safe and efficient transportation of the seriously ill or injured patients to the appropriate hospital for advanced medical care.
- Perform other related duties as assigned.

## **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM**

### **ESSENTIAL JOB FUNCTIONS**

- Current Wisconsin AEMT or Intermediate Technician.
- Current WI Driver's license and unlimited access to reliable transportation.
- Working knowledge of computers, computer programs, typing, and data entry.
- Demonstrates complete knowledge of all Wisconsin Scopes of Practice.
- 21 years of age or older.
- Successfully completed ICS 100, ICS 200, IS 700 and IS 800 FEMA courses.
- Pass extensive background check.
- Current on all immunizations.
- Ability to use the WARDS- Wisconsin Ambulance Run Data System.

## **OPTIONAL PREFERRED TRAINING AND EXPERIENCE**

- 2 years experience as an AEMT or Intermediate Technician
- TEMS endorsed (tactical emergency service training)
- Instructor certifications in EVOC and EMS continuing Ed.
- Experience in developing plans, protocols and procedures
- Understanding of radio and pager equipment function and programming.
- Current American Heart Association BLS Instructor Certification.
- Current National Registry Certification

## **PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM**

### **ESSENTIAL JOB FUNCTIONS**

#### Language ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including patient medical assessments, medical diagnosis and medication recommendations, medical protocols, letters and memos, state and federal rules and regulations manuals, professional journals and papers EMS textbooks and budget sheets.
- Ability to prepare a variety of documents including patient medical records, QA/QI evaluations, QA/QI reports and training documents. Ability to record and deliver information and explain medical procedures, assessment findings and medications delivered.
- Ability to communicate effectively with patients, supervisor, physicians, other health professionals, law enforcement, the general public, hospital, government officials and department staff both in person and in writing.

#### Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and fractions.
- Ability to compare, count, differentiate, measure and/or sort data information.
- Ability to classify, compute, tabulate, and categorize data.
- Ability to measure appropriate medication doses and calculate IV drip rates.

#### Judgment and Situational Reasoning

- Ability to perform patient assessments, differential diagnosis, initiate patient care protocols and re-evaluate skills and interventions used against the patient's improved or unimproved condition.
- Ability to lead others and reinforce thinking to perform tasks.
- Ability to apply abstract thinking to perform tasks.
- Ability to work in stressful environments.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Requirements

Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating medical equipment, medical tools, hand tools and office equipment.

Ability to stoop, kneel and crouch for extended periods of time. Ability to handle, manipulate with fingers, and feel. Ability to lift and carry a minimum of 80lbs.

Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.

Ability to move, manipulate and guide medical tools and equipment.

Ability to physically respond to a variety of calls such as medical calls, trauma, lift assist, extrication, hazardous chemical, mass casualty incidents, long medical transports, scenes of physical violence, industrial accidents and active fire ground scenes.

Ability to operate an emergency vehicle.

Environmental Adaptability

Ability, in regard to environmental factors such as temperature variations, noise, disease, and/ or dust to perform all functions expected of an AEMT.

Ability to work in environments with a moderate risk for disease or physical harm.

*Richland County is an Equal Opportunities 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.*

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Employee's Signature

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Date

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EMS Service Director Signature

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Date