



## EMT POSITION DESCRIPTION

<b>Date:</b> 2.2023	<b>Prepared By:</b> Human Resources		
<b>Position Title:</b> EMT		<b>Department:</b> Operations	
<b>Exempt:</b> <input type="checkbox"/> <b>Non-Exempt:</b> <input checked="" type="checkbox"/>		<b>Compensation:</b> for 48/96 schedule: \$16.25-\$21.74/hour (expected annualized salary \$53,300-\$71,295) for 3, 12 hr shift schedule: \$24.20-\$32.38/hour (expected annualized salary \$45,302.40-\$60,615.36) <b>Additional Merit Rate:</b> 1%-3% <b>Additional Bi-lingual Merit Rate:</b> 2% <b>Benefits:</b> Medical, Dental, Vision, Retirement, STD/LTD, EAP, LSA, Paid Time Off	
<b>Reports to:</b> Shift Supervisor			

<b>Frequent Internal Contacts:</b>	1. Paramedic Supervisor	2. Paramedics	3. District Staff
<b>Frequent External Contacts:</b>	1. Client	2. Medical and Mental Health providers	3. Other service providers

**Number of Employees under Supervision and Titles:** n/a

**Job Summary:** Administers basic life support care to sick and injured persons in the prehospital setting under direction of an Emergency Department Physician or ALS partner consistent with state and local operating protocols. Transfers patients from Eagle County to treatment centers.

**Values Based Expectations**  
 Expected to act in accordance with our Mission, Vision and Values at all times.

**Mission:**  
 Provides skilled, professional and compassionate Emergency Medical Service (EMS) to our community.

**Vision:**  
 To be a world leader in out-of-hospital healthcare.

**Values:**

- Integrity**  
Be honest, committed, and consistent in your words and actions.
- Excellence**  
Strive to continuously improve knowledge, practice and skills.
- Community**  
Be helpful, compassionate, and respectful in all interactions.
- Patient Advocacy**  
Act in the best interest of your patients.
- Professionalism**  
Be loyal, ethical and team oriented.

**Essential Duties and Responsibilities:**

**NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Other duties may be assigned.**

- Renders basic life support procedures to patients in a variety of settings consistent with state and local operating protocols.
- Attends all ECPS monthly training and meeting sessions unless an excused absence is granted prior to the meeting.
- Provide accurate and concise oral and written reports to designated medical personnel.
- If IV authorized, initiate intravenous fluids to replace fluids lacking in the body, consistent with state and local operating protocols. IV authorization is to be acquired within one year of hire date for all new EMT-Basics.
- Applies AED to patient to restore heart rhythm in cases of cardiac arrest, consistent with state and local operating protocols.
- Administers initial treatment at an emergency scene and takes and records patient vital signs.
- Provide medical examination and screening of patients consistent with District and Medical Director protocols.
- Assists in extricating trapped victims and transporting sick and injured persons to a definitive care facility.
- Lifts, moves and places patients on stretcher, restrains patients appropriately, lifts and moves loaded stretcher safely to and from an ambulance.
- Observes, records and reports to medical control the patient's condition and reactions to treatment, drugs and significant incidents.
- Directs and coordinates patient care between agency (i.e. Fire/Police) personnel and other District employees.
- Obeys all traffic laws of the state of Colorado while driving and operating the ambulance. Drives ambulance in a manner appropriate to conditions, at all times considering due regard for the safety of self and others.
- Communicates with physician and other medical personnel via radio or telephone.
- Completes all reports, including patient care reports, legibly, accurately and before the completion of each shift.
- At each shift, checks medical/operating supplies utilizing ECPS's daily shift check sheet.
- At each shift, inspects all vehicles to ensure they are ready for service according to the ECPS's daily shift check sheet.
- Performs all duties in a safe, courteous, professional and confidential manner, always considering one's safety and the well-being of the patient.
- Maintains response readiness consistent with the District's response criteria.
- Uses safety and PPE equipment as required by law and District policies.
- Maintains clean vehicles and quarters pursuant to ECPS policies. Completes daily cleaning duties.
- Protects the privacy of patients at all times and in accordance with ECPS HIPAA policies.
- Other duties as assigned.

#### **Essential Responsibilities Related to Client Privacy**

- Expected to protect the privacy of all patient information in accordance with the District's privacy policies, procedures and practices as required by federal and Colorado law and in accordance with general principles of professionalism as a healthcare provider.
- May access protected health information and other patient information only to the extent that is necessary to complete job duties. May only share such information with those who have a need to know specific patient information to complete their job responsibilities related to treatment, payment or other company operations.
- Encouraged and expected to report, without the threat of retaliation, any concerns regarding the District's policies and procedures on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer.
- Expected to actively participate in the District's privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with District policy.

#### **Qualifications:**

- Current EMT Certificate for the State of Colorado, or current National Registry -- must be Colorado state certified before hire date.

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- Current certification in CPR (Cardiopulmonary Resuscitation)
- Valid State of Colorado motor vehicle operating license, with continued safe driving history

Essential knowledge, skills and abilities needed for position:			
Area	Comments	Required	Preferred
Education	High School Diploma	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Computer Operations	Proficient computer skills; the ability to type, keyboard, navigate in various programs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Licenses or Accreditations	Current Colorado EMT certification, or current National Registry -- must be state certified before hire date. Current CPR (Cardiopulmonary Resuscitation). Valid State of Colorado motor vehicle operating license, with continued safe driving history.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Language and Communication Skills	Ability to communicate orally with a wide range of individuals, in various and potentially stressful situations. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence with a high degree of professionalism and accuracy. Ability to effectively interact and communicate with patients, co-workers and District staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reasoning Skills	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, and diagram or schedule form. Must practice sound decision-making skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mathematical Skills	Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emotional Effort	Work environment frequently hectic with exposure to highly emotional and stressful situations. Regular scheduling involves long shifts, regularly scheduled and unscheduled overtime and emergency callbacks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Language Ability:	Bilingual preferred	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Physical Demands

LIFTING				
Weight	NONE	UP TO 1/3	1/3 to 2/3	2/3 OR MORE
Up to 10 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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Up to 25 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 50 Pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>OTHER PHYSICAL ACTIVITIES REQUIRED</b>				
<b>Activities</b>	<b>NONE</b>	<b>UP TO 1/3</b>	<b>1/3 to 2/3</b>	<b>2/3 OR MORE</b>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driving, in all weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Digital dexterity (using hands and fingers to administer treatment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Typing, using a keyboard or tablet, writing with a pen and paper	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb or balance (includes stairs, ambulance, outdoor or uneven terrain)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Talk and hear, in variable conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>OTHER PHYSICAL ACTIVITIES REQUIREMENTS OR PHYSICAL DEMANDS</b>	
Indoor/Outdoor:	Both indoor and outdoor work (in all weather conditions) required.
Hazardous Materials or Noise:	<p>Employees are frequently called to scenes that may involve hazards or hazardous Materials and may potentially respond to a scene involving chemical or biological terrorism agents. Employees must always regard their safety first when responding to all scenes and always follow ECPS policy and procedure for dealing with these situations.</p> <p>The noise level in the work environment is usually moderate, but may be high at times due to vehicle and mechanical equipment noise.</p>
Holidays/Weekends/Evenings:	Shifts may include holidays and weekends.
Equipment Used in Job:	Computer, telephone, 10-key, copier, fax, scanner, smartphone/mobile device, motor vehicle, AED or other medical equipment/instruments.
Other:	Frequent travel throughout the work day within and outside of Eagle County.

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<b>VISION:</b>		
Close Vision: <input checked="" type="checkbox"/>	Distance Vision: <input checked="" type="checkbox"/>	Color Vision: <input checked="" type="checkbox"/>
Peripheral Vision: <input checked="" type="checkbox"/>	Depth Perception: <input checked="" type="checkbox"/>	Ability to adjust focus: <input checked="" type="checkbox"/>

**ACKNOWLEDGEMENT:**

I acknowledge receipt of this job description. I understand that signing this job description does not create a contract of employment nor guarantee employment for any definite period of time.

By signing below you signify that you have read the job posting and you understand, are able and willing to perform the essential functions and duties of the position with or without reasonable accommodation.

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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