



EMERGENCY MEDICAL SERVICES

EMERGENCY MEDICAL TECHNICIAN - BASIC

INTRODUCTION: This position is responsible for responding to and providing emergency medical care, transporting the sick or injured to medical facilities to prevent loss of life or aggravation of illness or injury in support of the Hopi Emergency Medical Services. The incumbent works a rotation schedule of 12 or 24 hour shifts and shall report five (5) minutes prior to shift.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive)

1. Provides emergency medical care and treatment in a pre-hospital setting at the EMT-B level of certification as directed by the Northern Arizona EMS Guidelines and/or Medical Director; provides initial on-site assessment of patient's condition to determine the nature and extent of illness or injury and other pre-existing medical conditions; follows established emergency care procedures and guidelines; determines the need for additional assistance; transports patient to medical facility for emergency medical treatment.
2. Monitors and maintains radio communications with authorized medical personnel at emergency medical facility to obtain instruction regarding further treatment and to arrange for reception of patient at medical facility; compiles and submits patient care information and records per established procedures; assists physicians and other professional medical personnel in providing emergency treatment, i.e., emergency room, x-ray, screening patients; and interacts with other agencies, i.e., law enforcement, fire, etc.
3. Provides reception and care of patients in the Hopi Health Care Center Emergency Room; screen/triages emergency patients to determine the nature and extent of health care required; this is inclusive of but not limited to: 1) interpretation of signs and symptoms of condition specific to patient; by taking and recording vital signs; c) observing irregularities in patient signs and symptoms; d) reviewing medical history and reports all findings to the emergency room Physician or RN.
4. Maintains all patient contact and medical information strictly confidential according to all HIPAA requirements. May have access to Protected Health Information (PHI) and other patient information only to the extent that is necessary to complete their job duties. May not share any patient information with any person without the need to know credentials and without the approval of the Director.
5. Drives and operates specially equipped emergency vehicles in a safe manner in response to medical and other emergencies; uses specialized vehicle extrication and high angle rescue techniques and skills when necessary.
6. Maintains the Hopi EMS system, i.e., ambulances, equipment and quarters, in a clean and serviceable condition, performs regular and thorough vehicle checks every shift and upon completion of emergency calls; maintains vehicles, medical and communication equipment, cleans equipment, replenishes first-aid equipment and supplies.
7. Prepares and submits activity or narrative reports to the supervisor as required or necessary.
8. Provides trainings & presentations according to qualifications as necessary at health fairs, conferences, schools, communities, etc.; and attends meetings, training and seminars.
9. Assigned as the Shift Charge EMT/Medic as scheduled.
10. Performs other duties as assigned or authorized to achieve Hopi EMS goals and objectives.

COMPLEXITY: The work includes varied duties involving different and related processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action to be taken is by assessment, policy, guidelines and physician medical control.

SUPERVISION RECEIVED: The incumbent is under general supervision and line authority of the Supervisory Certified Emergency Paramedic. The supervisor or hospital physician makes specific assignments with clear, detailed and specific instructions. The incumbent also works under the direction of medical command (EMT or Paramedic) in the pre-hospital setting and works with Hopi Health Care Center ER Physicians and RNs in the delivery of emergency health care. The incumbent works as instructed and consults with the supervisor or Physician on all patient matters; the incumbent uses initiative in carrying out recurring assignments in accordance with instructions, policies, previous training or accepted practices in the occupation. The supervisor assures that finished work and methods used are

technically accurate and in compliance with instructions, established procedures and/or Northern Arizona EMS guidelines.

PERSONAL CONTACTS: Contacts are with employees within/outside the immediate work area, supervisor, personnel of the Hopi Health Care Center, Tuba City Regional Health Care Corporation, Flagstaff Medical Center and other agencies in the incumbent's specialized area, law enforcement agencies, fire/rescue services, schools, villages & communities and the general public. The purpose of these contacts is to exchange factual information, provide assistance, coordinate services and foster a network of communication. Some contacts may be stressful and reluctant to provide information.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work is performed in a pre-hospital & hospital setting; ambulance and in the public. The work requires physical & strenuous exertion such as lifting and carrying patients in excess of 125 lbs., supplies, material and equipment over varying terrain and in varying weather conditions. The incumbent must be able to hike ½ mile or longer, work in harsh environmental conditions, under stressful physical and mental conditions. The incumbent may be exposed to some occupational hazards such as blood-borne pathogens, which may include, but not limited to, Hepatitis B and Human Immunodeficiency Virus (HIV), and will require the incumbent to wear and use protective clothing and gear. The incumbent will maintain a flexible work schedule to work evenings, weekends and holidays. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education : High school diploma or G.E.D. certificate;

AND

B. Training : Arizona Dept. of Health Services EMT Basic Certification;

AND

C. Experience : No experience necessary;

2. Required Knowledge, Skills and Abilities

A. Knowledge:

- in patient assessment and treatment techniques
- of Basic Cardiac Life Support, vehicle extrication and high angle technical rescue procedures
- and respect for the culture, tradition, political and socio-economic environment of the Hopi reservation
- of state and local emergency medical guidelines, rules and regulations
- of the principles and practices of emergency medical care
- of basic pharmacology and medical terminology
- of Cardiopulmonary Resuscitation (CPR)
- of the maintenance, preparation and use of emergency care equipment and supplies

B. Skills:

- in pre-hospital communication of all pertinent information to Medical Control and receiving facility
- in recognition, assessment and management of emergency situations
- in automated external defibrillation
- in the Advanced EMT, IV therapy and Combitube certification in accordance with Arizona Department of Health Services-EMS Bureau regulations.

C. Abilities:

- to coordinate agencies and personnel involved with patient care and transportation
- to make sound decisions regarding patient care and transfers, vehicle usage and EMS staff assignments
- to understand, document and communicate pertinent medical information in written and verbal form
- to interpret diagnostic signs and symptoms
- to cope in stressful situations
- to maintain confidentiality of patient information
- to maintain a healthy and physical fitness regime to perform duties of an EMT.
- to work odd working hours; 12 hour shifts: Day 0700-1900 or Night 1900-0700; or 24 hour shifts: 0700-0700 or 1900-1900

- to be a team player and work well with others, EMS is a team effort and providers must provide necessary assistance to ensure proper care is given and adheres to quality assurance standards.
- to perform in and promote a "Drug-Free and Alcohol-Free" environment
- to maintain, prepare and use emergency care equipment and supplies
- to establish and maintain professional working relationships with others

NECESSARY SPECIAL REQUIREMENTS:

1. Possess or be able to obtain, within 30 days of employment, a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Maintain EMT-B certification through the Arizona Department of Health Services (ADHS)-EMS Bureau every two (2) years by accomplishing the following requirements:
 - a. Obtain 24 hours of continuing medical education (CME) hours in accordance with ADHS-EMS Bureau requirements.
 - b. Maintain the American Heart Association-Basic Life Support certification.
 - c. Maintain International Trauma Life Support or Pre-hospital Trauma Life Support certification.
 - d. Maintain Emergency Pediatric Care (EPC), PALS or PEPP certification.
 - e. Attend minimum required run reviews conducted by Hopi Health Care Center EMS or Medical Director.
 - f. Attend ADHS-EMS Bureau approved Basic Life Support Refresher.
 - g. Performs 24 advanced life support ambulance runs; six (6) must be trauma and six (6) cardiac runs.
 - h. Observe a minimum of two (2) child births.
 - i. Attend all required ADHS-EMS Bureau and Hopi EMS Pre-hospital care trainings.
3. Maintain and update all immunizations to meet State and Federal requirements for healthcare workers.

REVIEWED BY:  11/22/11
Department/Office Hiring Authority Date

APPROVED BY:  11/22/11
Director of Human Resources Date

Background 1B
NON-EXEMPT: SENSITIVE
Range 26
11/2011