



EMERGENCY MEDICAL TECHNICIAN

Hopi Emergency Medical Services
Department of Public Safety & Emergency Services

Reports To: Paramedic Supervisor
Salary/Hourly Range: 31
FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED
PD Revised: 8/20/2021

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. 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. 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 of Physician on all patient matters; the incumbent uses intuitive 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.

KEY DUTIES AND RESPONSIBILITIES

(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; complies 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: Interpretation of signs and symptoms of condition specific to patient: by taking and recording vital signs; Observing irregularities in patient signs and symptoms; 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 HPAAs 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 through 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) Must adhere to all Center for Disease Center (CDC), Arizona Department of Health Service-Bureau of EMS (ADHS-BEMS), Hopi Health Care Center (HHCC) and Hopi Tribe Guidelines and Requirements in the event of an epidemic or pandemic.
- 11) Performs other duties as assigned or authorized to achieve Tribal/Program goals and objectives.

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/rescues 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

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

AND

Training: Arizona Department of Health Service EMT Basic Certification;

AND

Experience: No experience necessary.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must maintain and update all immunizations to meet State and Federal requirements for healthcare workers.
- Must have knowledge in vehicle operations and emergency vehicle operations.
- Must have knowledge of helicopter operations and safety.
- Must have Hazardous materials training.
- Must have knowledge of Incident Command System.
- Must have basic knowledge of IV pumps and drips.
- Must have basic knowledge of ventilator use and management.
- Must have knowledge of auto pulse operation and management.
- Must have knowledge of active shooter and response.
- Must have knowledge of technical vehicle extrication.
- Must have basic knowledge of technical high angle rescue (rope rescue).
- Must have knowledge of decontamination of person, equipment and vehicles.
- Must have knowledge of advanced PPE.
- Must have knowledge of report writing and billing.
- Must have knowledge of simple triage and rapid transport (START).
- Must have knowledge of Pediatric simple triage and rapid transport.
- Must have knowledge of GPS and navigation.
- Must have knowledge of traumatic brain injury management.
- Must have knowledge of Interfacility transport and procedures.
- Knowledge in patient assessment and treatment techniques.
- Knowledge of Basic Cardiac Life Support, vehicle extrication and high angle technical rescue procedures.

- Respect for the culture, tradition, political and socio-economic environment of the Hopi reservation.
- Knowledge of state and local emergency medical guidelines, rules and regulations.
- Knowledge of the principles and practices of emergency medical care.
- Knowledge of basic pharmacology and medical terminology.
- Knowledge of Cardiopulmonary Resuscitation (CPR)
- Knowledge of the maintenance, preparation and use of emergency care equipment and supplies.
- Skill in pre-hospital communication of all pertinent information to Medical Control and receiving facility.
- Skill in recognition, assessment and management of emergency situations.
- Skill in automated external defibrillation.
- Skill in Advanced EMT, IV therapy and Combitube certification in accordance with Arizona Department of Health Services-EMS Bureau regulations.
- Ability to coordinate agencies and personnel involved with patient care and transportation.
- Ability to make sound decisions regarding patient care and transfers, vehicle usage and EMS staff assignments.
- Ability to understand, document and communicate pertinent medical information in written and verbal form.
- Ability to interpret diagnostic signs and symptoms.
- Ability to cope in stressful situations.
- Ability to maintain confidentiality of patient information.
- Ability to maintain a healthy and physical fitness regime to perform duties of An EMT.
- Ability to work odd working hours; 12 hour shifts; Day 0700-1900 or Night 1900-0700; or 24 hours shifts; 0700-0700 or 1900-1900.
- Ability 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.
- Ability to perform in and promote a "Drug-Free and Alcohol-Free" environment.
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- Ability to perform in and promote a "Drug-Free and Alcohol-Free" environment.
- Ability to maintain, prepare and use emergency care equipment and supplies.
- Ability to establish and maintain professional working relationships with others.

NECESSARY SPECIAL REQUIREMENTS

- 1) Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (tribal insurance qualifications are independent of DMV issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass the pre-employment screening.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.
- 7) Maintain EMT-B certification through the Arizona Department of Health Services (ADHS)-EMS Bureau every two (2) years.
- 8) Obtain 24 hours of continuing medical education (CME) hours in accordance with ADHS-Bureau of EMS every two (2) years.
- 9) Maintain the American Heart Association Basic Life Support certification.
- 10) Maintain International Trauma Life Support or Pre-Hospital Trauma Life Support certification.
- 11) Maintain Emergency Pediatric Care (EPC), PALS or PEPP certification.
- 12) Attend a minimum required run reviews conducted by Hopi Health Care Center EMS or EMS Medical Director.
- 13) Attend ADHS-Bureau of EMS approved Basic Life Support Refresher
- 14) Perform 24 basic life support ambulance runs: six (6) trauma and (6) medical calls per year.
- 15) Observe a minimum of two (2) child births.
- 16) Attend all required ADHS-BEMS and Hopi EMS Pre-Hospital Care trainings.