

Adopted: 5/95  
Revised: 12/03

**TITLE: BASIC EMT**

**REPORTS TO: PARAMEDIC SUPERVISOR**

**SUMMARY:**

Performs basic life support procedures consistent with state and local operating protocols. Reports to field supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Renders basic life support procedures to patients in a variety of settings consistent with state and local operating protocols.

Ability to provide good and accurate oral reports to designated medical personnel.

May initiate intravenous fluids to replace fluids lacking in body.

Inflates pneumatic anti-shock garment on patient to improve blood circulation.

Administers initial treatment at emergency scene and takes and records patient's vital signs.

Provide medical examination and screening of patients consistent with District and Medical Director Protocols.

Assists in extricating trapped victims and transports sick and injured persons to treatment center.

Lifts and places patients on stretcher, restrains patient appropriately, lifts and moves patient to stretcher, lifts and moves loaded stretcher into ambulance.

Observes, records, and reports to physician, patient's conditions, and reaction to drugs, treatments, and significant incidents.

Directs and coordinates patient care, between inter-agency (ie. Fire and police) personnel and other District employees.

Drives ambulance to and from emergency and non-emergency scenes in a manner appropriate to dispatch direction and to patient condition, 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 records, legibly, accurately, and on a timely basis.

At each shift change, checks medical/operating supplies and vehicle utilizing ECAD's shift check list.

At each shift, inspects vehicle to ensure that it is ready for service (e.g. brakes, lights, fluids, etc.)

Performs all duties in a safe courteous, confidential and professional manner, always taking into account the well-being of the patient.

Mentors, trains, and encourages fellow staff as needed, to help them attain their full potential.

Maintains response readiness consistent with District's response criteria.

Uses safety and PPE equipment as required by law and District policies.

Maintains vehicles and quarters pursuant to ECAD policies.

Other duties as assigned.

## **JOB RESPONSIBILITIES RELATED TO PATIENT 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 health care 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 District privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with District policy.

## **VALUES BASED EXPECTATIONS:**

Expected to act in accordance with our Mission, Vision and Values.

### **Mission:**

Eagle County Health Service District provides skilled, professional and compassionate Emergency Medical Service (EMS) to our community.

### **Vision:**

To care for our community using the highest emergency medical standards while seeking continuous improvement in:

- Personalized emergency medical care
- Proactive community service
- Superior employee development and professionalism

### **Values:**

- **Integrity**  
Everything must be done in a moral, ethical, and legal manner.  
Be trustworthy and show integrity.  
Always consider the internal and external customer.
- **Teamwork**  
Participate in meetings and trainings.  
Remember...we win and we lose as a team, not individuals.  
Have fun. Enjoy working with the group.  
Help your fellow members succeed.  
Recognize fellow employees for a job well done  
Build relationships to improve trust and understanding.
- **Education**  
Increase education and skill level.  
Focus on helping to move the district forward.  
Seek to improve everything we do.  
Think why we can, instead of why we can't.  
Be data driven.
- **Encouragement**  
Treat others the way you wish to be treated.  
See value in others. Everyone has value.  
Care about the other employees and help them succeed.  
Focus more on the positive attributes of others instead of the negative. We will not ignore the negative, but we will emphasize the positive.  
Help energize others by being motivated yourself.
- **Fiscal Responsibility**  
Reuse, Recycle whenever possible  
Is there a less expensive way to do it?  
Can you accomplish the task with greater value.

Understand our budget is limited. How can we make the biggest impact with what we have?

- **Pride**

Be proud of individual and group accomplishments.  
You belong to an elite family and that is no mistake.  
Look professional, act professional and you will feel professional

- **Positive Attitude**

When you bring a concern to a supervisor bring two possible solutions.  
Do not engage in chronic complaining. Be part of the solution, not part of the problem. Complaining does little to improve the organization.  
Help us work towards positive solutions.  
Don't accept negative behavior in others. Bring negativity to their attention.  
Avoid negative thinking. Negative thinking is contagious and limits our potential.  
Remember...Attitude is a choice; choose to have a good one.  
Develop a "Can Do" attitude. You are in control of your potential.  
Focus on making a positive impact on others and the district.  
Deal in FACTS, not assumptions.  
Play to win versus play not to lose

- **Commitment**

Remember... you're here to help the district succeed.  
Stay focused on contributing to the mission, vision, and goals.  
Don't get distracted with personal agendas.  
You are our most valuable resource... we will support you through education, training, coaching and counseling.  
Every task that you engage in must be aligned with the mission.

- **Innovation**

Challenge the process! Anything can be improved.  
Bring creative solutions to the table regardless if there is a problem or not.  
Look at problems as opportunities. How can we improve?  
Seek out opportunity and ways to implement.  
Build a better mousetrap but let someone else prove it works rather than our patients.

- **Empowerment**

Seek out opportunity any time you are confronted with adversity.  
You are in control of your destiny.  
This organization was built around self-starters and people who speak their mind.

- **Open Communication**

Communicate by participation in meetings, trainings, special events and community education opportunities.  
Communicate by asking questions and offering positive solutions.  
Participate by helping the organization be better today than it was yesterday.

- **Leadership**

Keep communication open.  
Always seek win-win solutions.  
Allow mistakes. We will all make mistakes when we try new ideas.  
Learning must take place when we make mistakes.  
Poor performance is not tolerated.  
We are constantly faced with adversity and problems. Don't let the problems pull you down. Our job is to adapt and overcome problems.

## **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write grammatically correct routine reports and correspondence. Ability to effectively interact and communicate with patients, co-workers and District staff.

### **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 and interpret EKG charts.

### **Reasoning Ability:**

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, diagram, or schedule form.

### **Certificates, License, Registrations:**

Current Basic EMT License for the State of Colorado

Current CPR (Cardiopulmonary Resuscitation).

Valid State of Colorado motor vehicle operating license, with continued safe driving history.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel objects, equipment, or controls; reach with hands and arms; see, talk and /or hear. The employee frequently is required to climb or balance and stoop, kneel, sit, crouch, or crawl. The employee is occasionally required to taste or smell.

### **VERY HEAVY WORK:**

Employees must be able to lift, carry, push and/or pull, and balance up to 125 pounds (250 pounds with assistance). Frequent exposure to physically stressful situations.

**HIGH EMOTIONAL EFFORT:**

Work environment frequently hectic with exposure to highly emotional situations. Regular scheduling involves long shifts and regularly scheduled and unscheduled overtime.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee frequently works in outside weather conditions and is exposed to vibration. The employee occasionally works near moving mechanical parts and in high precarious places, and is occasionally exposed to wet and or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock, blood and body fluids and associated pathogens.

The noise level in the work environment is usually moderate, but may be high at times due to vehicle, highway and mechanical equipment noise.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

I understand that signing this job description does not create a contract of employment nor guarantee employment for any definite period of time. I understand that I have been hired at the will of the Eagle County Health Service District and my employment may be terminated at any time, with or without cause and with or without notice.

I have read and understand the above, and by my signature consent to these statements.

\_\_\_\_\_  
Employee Signature      Date

\_\_\_\_\_  
Supervisor Signature      Date