

University of Medicine and Dentistry of New Jersey Competency-Based Job Description

Job Title: Emergency Medical Technician (EMT)
Department: Emergency Medical Services (EMS)
Operating Unit: University Hospital
Reports To: EMS Supervisor
Approved By: DHW *[Signature]*
Approved Date: May 2011

MISSION STATEMENT:

"To improve the quality of life for all those we touch through excellence in patient care, education, research and community service."

SUMMARY (*Basic purpose of the job*):

The primary purpose of the **Emergency Medical Technician** position is to provide pre-hospital Basic Life Support (BLS) in all weather conditions, in concert with other EMS employees and as a member of the patient care team under the supervision of an EMS Supervisor, to patients of all ages and from all populations who experience any serious illness or injury, using age and population appropriate equipment and techniques to safely assess, treat, lift and move patients to the transport vehicle, and transport them to an appropriate medical facility, while completing all required documentation and other assigned duties supporting efficient EMS operations and representing UMDNJ, UH, and EMS in a positive and professional manner.

Age/Patient Population(s) Served
Double Click on Box(es) for Your Selection; Select Checked; Click OK for All that Apply

AGE/PATIENT POPULATION(S) SERVED KEY

<u>Age of Patient Population Served</u>	<u>Population</u>
<input type="checkbox"/> Neonate (birth - 28 days)	<input type="checkbox"/> Bariatric Patients: BMI greater than 40, or greater than 35 with weight related co-morbidities
<input type="checkbox"/> Infant (29 days – less than 1 year)	<input type="checkbox"/> Patient with exceptional communication needs
<input type="checkbox"/> Pediatric (1 - 12 yrs)	<input type="checkbox"/> Patient with developmental delays
<input type="checkbox"/> Adolescent (13 – 17 yrs)	<input type="checkbox"/> Patient at the end of life
<input type="checkbox"/> Adult (18 – 64 yrs)	<input type="checkbox"/> Patient under isolation precautions
<input type="checkbox"/> Geriatric (65 yrs & older)	<input checked="" type="checkbox"/> All Populations
<input checked="" type="checkbox"/> Nonage Specific Task (N/A)	

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. (*List Essential Duty Responsibility Statements.*) *Core Competency is the demonstrated ability to carry out the primary responsibilities of the job, which should be reflected in the essential duties section of the job description.*

1. Responds as dispatched to requests for Basic Life Support and performs accurate scene, initial, and in-depth assessments.
 - a. Ensures safety of self, coworkers, patient(s) and bystanders.
 - b. Uses appropriate level of Respiratory and Body Substance Isolation (BSI) and Personal Protective Equipment (PPE) 100% of the time.
 - c. Requests appropriate additional resources as needed.
 - d. Identifies and manages immediate life threats 100% of the time.
 - e. Identifies and prioritizes the chief complaint 100% of the time.
 - f. Identifies patients requiring and requests Advanced Life Support (ALS) units when appropriate.
 - g. Performs clinically relevant history and physical assessment .
 - h. Correctly identifies and interprets normal and abnormal assessment findings.
 - i. Considers and prioritizes differential diagnoses to form a clinically relevant field impression.

2. Provides pre-hospital emergency basic life support treatment to patients within the population served, newborn through geriatric.
 - a. Forms and implements a clinically relevant treatment plan.
 - b. Is clinically competent in skills performed.
 - c. Is clinically knowledgeable and competent in the use of all equipment and medications used.
 - d. Considers and meets needs of ages and populations served, using age and population appropriate techniques and equipment 100% of the time.
 - e. Operates within scope of practice as contained in NJAC 8:40-1.1 et seq. and NJAC 8:40A-1.1 et seq.
 - f. Protects and maintains patient privacy and confidentiality.

3. Uses age and population appropriate equipment to safely lift, move, and transport patients to an appropriate medical facility.
 - a. Ensures personal, partner, and patient safety when lifting, moving, and transporting 100% of the time.
 - b. Uses age and population, and situation appropriate personal, passenger, and patient safety restraints 100% of the time.
 - c. Transports patients to a clinically appropriate medical facility.
 - d. Safely operates vehicle in non-emergency and emergency modes.
 - e. Uses appropriate visible and audible warning devices when required 100% of the time.

4. Displays excellent communication and documentation skills according to departmental policy.
 - a. Accurately relays history, assessment, and treatment to partner, other EMS providers, and receiving facility.
 - b. Uses appropriate radio procedures and etiquette when communicating via radio.
 - c. Accurately and legibly completes the Patient Care Report (PCR) in a timely fashion, documenting history, assessment, treatment, events of incident, and other relevant information.
 - d. Uses appropriate terminology and abbreviations on the PCR.
 - e. Ensures accuracy and completeness of PCR and billing information.
 - f. Identifies and completes other appropriate paperwork.
 - g. Reviews, signs, and returns all QA/PI in a timely fashion.
 - h. Uses QA/PI feedback to improve documentation and clinical performance.

5. Displays excellent interpersonal interaction skills.
 - a. Complies with the Uniform Policy and maintains a clean, neat and orderly personal appearance.
 - b. Functions independently and as a member of the patient care team.
 - c. Follows the direction of the paramedics as a member of the patient care team when ALS interventions are being provided.
 - d. Provides excellent Customer Service to customers of all ages and from all populations.
 - e. Interacts with all customers, coworkers and supervisors in a positive and professional manner.
 - f. Represents UMDNJ, UH, and EMS in a positive and professional manner 100% of the time.
 - g. Considers and meets the expectations and needs of customers of all ages and from all populations 100% of the time.

6. Supports efficient EMS Operations.
 - a. Learns the service area, demonstrates ability to locate all calls dispatched to.
 - b. Immediately responds to all emergency assignments without delay.
 - c. Follows directions of EMS supervisor.
 - d. Familiarizes self with the Department's emergency operating plan and follows ICS principles during major events.
 - e. Is knowledgeable of, competent in, and complies with applicable policies and procedures.
 - f. Fingernails and facial hair comply with applicable policies and procedures 100% of the time.
 - g. Maintains a clean, neat, and orderly EMS vehicle and work environment.
 - h. Checks the vehicle at the start of each shift for required equipment and supplies.
 - i. Inspects equipment at the start of each shift, checks for proper function, restocks and replaces equipment as used.
 - j. Cleans/ Decontaminates/ Disinfects equipment in accordance with applicable policies and procedures.
 - k. Disposes of Hazardous/ Biomedical waste in accordance with applicable policies and procedures 100% of the time.
 - l. Attends or completes mandatory training and in-services in a timely fashion 100% of the time.
 - m. Actively participates in educational and research opportunities.
 - n. Complies with all applicable aspects of NJAC 8:40 –1.1 et. seq. and NJAC 8:40A – 1.1 et. seq.

7. Understands and adheres to UMDNJ's compliance standards as they appear in UMDNJ's Corporate Compliance Policy, Code of Conduct and Conflict of Interest Policy.

8. Keeps abreast of all pertinent federal, state and UMDNJ regulations, laws, and policies as they presently exist and as they change or are modified.

9. Performs other related duties as assigned.

JOB REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed must be representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The **Emergency Medical Technician** *must* have at least two (2) years EMS experience. It is *preferred* that the **Emergency Medical Technician** have at least two (2) years of EMS driving experience with satisfactory driving record and possess a valid Pre-Hospital Trauma Life Support (PHTLS) or Basic Trauma Life Support (BTLS) provider card. The **Emergency Medical Technician** *must* be able to pass a medical evaluation and a respirator fit test and wear an N95 particulate filter respirator mask in accordance with PEOSHA standards as a condition of employment. Bi-lingual English/Spanish skills preferred. The **Emergency Medical Technician** *must* possess and maintain current and active credentials in good standing (as determined by initial and periodic Primary Source Verification) as follows:

- Certification as an Emergency Medical Technician – Basic (EMT-B) in NJ, PA, NY, DE, MD, VA, WV, or Washington, D.C., or any other member of the Atlantic EMS council – NJ EMT-B Reciprocity *must* be obtained prior to completion of probationary period.
- Driver’s license with NJ driving privileges. Driver’s license must be in accordance with the DOT/MVC regulations for the type/size/weight of the vehicle(s) as assigned. Must be an authorized driver approved by Logistical Services.
- American Heart Association (AHA) BLS for the Healthcare Provider
- Incident Command System (ICS) Level 100
- National Incident Management System (NIMS) Awareness

-Primary Source Verification: TABB, Inc.

PHYSICAL DEMANDS:

The **Emergency Medical Technician** must be in excellent physical condition, able to work in all weather and environmental conditions, able to lift and move patients in all circumstances. The **Emergency Medical Technician** must be able to perform all duties consistent with providing BLS in the pre-hospital environment. Must be able to lift 50 lbs frequently and up to 125 lbs. occasionally.

WORK ENVIRONMENT:

The **Emergency Medical Technician** will, on a routine and daily basic, be required to see, hear, smell, speak, sit, walk, lift, drive, and communicate in English both verbally and in writing. In certain situations the **Emergency Medical Technician** may be required to kneel, crawl, climb or jump.

EMPLOYEE ACKNOWLEDGEMENT

I, _____, Acknowledge Review of This Job Description.
(Employee’s Name - PRINT Name)

Employee’s Signature

Date: _____

Supervisor’s Signature

Date: _____