

**Henrietta Volunteer Ambulance Service - Personnel
Policy**



Policy Number: 2.109
Original: 03/12/2008
Last Revised: 11/10/2015
BOD Approval: 11/10/2015
Effective: 11/10/2015

**Job Description –
Emergency Medical Technician**

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Position Title: Emergency Medical Technician
Managed by: Captain
Supervised by: On Duty Shift Officer
Supervises: Not Applicable
Status: Non-Exempt Employee or Volunteer

GENERAL PURPOSE -

- This position provides the core service to the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES -

- Report to work at the scheduled time in the appropriate uniform, ready for work
- Clock in at beginning of shift, clock out at end of shift
- Respond to emergency calls in a professional and prompt manner; providing high quality patient care
- Complete a full check sheet for assigned vehicle(s)
- Assure ambulance and first response vehicles are stocked and ready to respond
- Assure your assigned vehicle(s) are stocked in accordance with NYS DOH regulations
- Fuel your assigned vehicle(s) prior to the end of your shift
- Always be prepared to take the next call
- Report any day to day incidents, equipment malfunctions, or supply shortages in writing to the duty officer prior to the end of your shift
- Maintain your CME responsibilities
- Perform assigned duties, tasks, chores for your shift
- Be familiar with the HVA policies and SOG's
- Report any conflicts with anyone to the duty officer
- Communicate any issues, problems, etc to the duty officer
- Attend meetings mandated by the Chief
- Maintain minimum hour requirements per the SOG's
- Maintain confidentiality of all patient, staff, and Henrietta Ambulance matter, following all HIPAA regulations.
- Adhere to HVA, MLREMS, and NYS DOH standards for responding to emergencies, caring for and transporting patients, and completing required paperwork.
- Other duties as assigned.

MINIMUM QUALIFICATIONS –

Education and Experience:

- 19 Years of age (Career) or 18 years of age (volunteer)

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- Valid insurable NYS drivers license or equivalent (does not apply to non-driving volunteers)
- Valid CPR card
- Valid NYS DOH EMT-D certification and in good standing with DOH
- ITLS preferred
- EVOC or CEVO, within 6 months after date of hire (does not apply to non-driving volunteers)
- Minimum 2 years previous EMS experience, desired (Career)

We recognize that often volunteers come to HVA with little or no prior experience. We embrace this and encourage folks to join HVA to gain the knowledge necessary to become competent EMT's.

Necessary Knowledge, Skills, and Abilities:

- Familiar with NYS Article 30, Part 800 and DOH Policy Statements
- Thorough Knowledge of NYS DOH BLS Protocols.
- Must be able to achieve a minimum of Driver, Medic status (Volunteers can attain medic status only)
- Strong communication skills; written and oral a plus
- Computer Skills: Knowledge EMS Charts© a plus

PHYSICAL DEMANDS

- “While performing the duties of this job the employee is frequently required to sit; talk and hear; walk; use fingers, hands and arms to handle, reach or operate basic office equipment, objects, tools or controls. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.”
- Must be able to meet or exceed the requirements outlined in the job description of an EMT/AEMT as per NYS DOH Policy Statements.
- Unimpaired Mobility: Must be able to quickly respond to ambulance, must be able to access patients in difficult terrain, must be able to climb stairs, must be able to work in close and dangerous environments such as damaged vehicles, must be able with partner to carry equipment and patients weighing up to 250 pounds.
- Physical Abilities: Must be able to perform strenuous physical requirements such as CPR, lifting and moving of equipment and patients in a variety of environmental conditions. Must be able to swim at the basic survival level.

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- **Fine Motor Skills:** Must be able to perform required medical skills and techniques within their scope of practice, such as bandaging, splinting, establishing an IV, performing endotracheal intubation and other advanced airway techniques, manual defibrillation, pleural decompression.
- **Vision:** Must have correctable vision acceptable for day and night operation of emergency vehicles, must have color acuity adequate for determination of skin and blood color. Must be able to read medication dosages on drug labels and syringes.
- **Hearing:** Must be able to hear and understand information provided by patients, family or bystanders; must be able to hear breath sounds and accurately determine auscultated blood pressures; must be able to differentiate separate conversations in active, distracting environments; must be able to hear and understand radio traffic when responding with lights and sirens.
- **Speech:** Must be able to speak and enunciate clearly and at a level audible to others in loud conditions, must be able to speak clearly in stressful situations, must be able to verbally communicate with patients, families and other emergency personnel.

The Chief on recommendation of the Deputy Chief, Assistant Chief of Operations or Training reserves the right to waive any of the minimum qualifications set forth above and to consider any other qualifications or combinations that, in the Chief's opinion, will serve as an adequate substitute for those minimum qualifications.