



## Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

### Section 100 - Management & Administration

Human Resources - 101.00		
S.O.P. # 101.17	<b>Job Description - Emergency Medical Technician</b>	PAGE: 1 OF 4
EFFECTIVE: 07/2001	Authorized: John Filer, Chief	
REVISED: 09/2013	Authorized: William Stephens, Director	

#### 101.17.01 Job Summary

This is skilled specialized work as a Maryland certified Emergency Medical Technician (EMT). Under the direction of the Chief of Emergency Medical Services, this position is accountable for responding to all assigned calls for assistance in the most appropriate and efficient manner, providing the highest standard of patient care while providing a safe and hazard-free environment. The EMT contributes to overall patient care in the areas of patient assessment, treatment, packaging and transport. Some conditions can be handled following general rules and guidelines, while more complicated problems may require assistance from Paramedics or Supervisors. EMT's will be required to assist ALS providers when necessary and appropriate. This position interacts throughout the County internally, and with patients and their families externally. In addition, this position interacts with various first responder agencies and healthcare providers, physicians and hospital personnel, externally. The nature of the work involves unpredictable circumstances that may include threat or actual presence of harm. A majority of the work is performed indoors or outdoors in emergency situations that may expose the employee to a variety of dangerous conditions, such as hazardous materials, chemicals, smoke or weakened/unstable structures. Employees are exposed to physically and mentally stressful situations, including trauma, illness, contagious diseases, extreme temperatures and contaminated environments. Employment involves working in inclement weather, at all hours of the day or night and holidays, to respond to emergency situations and requests for assistance. Driving emergency vehicles is a substantial portion of the job.

#### 101.17.02 Essential Job Functions

- Treats individuals who are ill or injured and individuals in an emotionally distressed state in an appropriate manner and according to BLS guidelines. Performs necessary emergency medical care to ill, injured, or convalescent persons at the site of an incident and en route to the hospital or other destination as prescribed by MIEMSS.
- Stabilizes the condition of the patients and assists in extricating victims from wreckage. Performs emergency medical and first aid examinations and treatment such as bandaging wounds, control of bleeding, cardiopulmonary resuscitation, insertion of oral and naso-pharyngeal airways and applications of tourniquets.
- Provides quality patient care utilizing thorough knowledge and appropriate administration of BLS interventions as outlined by state, county and/or local protocols, and completes detailed patient reports.
- Assists ALS providers in direction and assistance to others in general execution of EMS duties; maintenance of apparatus and equipment; and general housekeeping activities.



## Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

- Performs required inspections to ensure medical supplies are stocked; equipment and apparatus is clean and operational at all times. Assures that all documentation required by individual Fire/EMS stations, MIEMSS and the EMS Division is accurate and completed in a timely manner, prior to submission.
- Participates in post incident analysis with co-workers to point out positive points, assure quality documentation, areas of improvement and to assure adequate skills are maintained.
- Participates in approved continuing education training classes, various meetings, and skills review when necessary.
- Must be able to operate emergency vehicles in accordance with County driving procedures and Emergency Medical Services Division Standard Operating Procedures.
- Maintain a strict level of security concerning confidentiality of all information and protected health care information encountered.
- Reports to work regularly, on time and dressed appropriately.
- Assists other emergency service agencies as required/requested.
- Performs other duties as instructed and assigned.

### 101.17.03 Knowledge, Abilities and Skills

Knowledge of:

- Practices, methods, protocols, guidelines and techniques for responding to emergency or non-emergency situations.
- Relevant medical equipment and ability to inspect and maintain such equipment.
- Charles County geography and locations of area emergency care facilities.

Ability to:

- Evaluate the condition of patients and administer proper care.
- Maintain documentation of calls and monitor patient care by use of computerized equipment.
- Follow oral and written instructions.
- Establish and maintain working relationship with superiors, co-workers, volunteers, EMS staff and fire service personnel, MIEMSS, MFRI, hospitals and their staff in surrounding area and public.
- Communicate effectively with others verbally or in writing.
- And willingness to work shift-work.
- Make presentations to community or public groups.
- Operate emergency vehicles.
- Maintain proficient patient care skills.



## Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

### 101.17.04 Training and/or Education

Required Qualifications (Note: Any acceptable combination of education, training and experience that provides the above knowledge, abilities and skills may be substituted on a year for year basis.)

- High school diploma or GED Minimum one year documented experience as a certified Emergency Medical Technician is preferred.

### 101.17.05 Licenses and Certifications:

- Certification as a Nationally Registered EMT and/or Maryland EMT
- Certificate. Applicants who are not a Maryland certified EMS provider must obtain a valid Maryland certification within thirty (30) days of hire. Certifications in EVOC and CPR are required. Haz Mat
- Operations preferred, but not required. Employee is required to maintain certifications and licenses. Must have a valid Driver's License and maintain an acceptable driving record as described in the Charles County Risk Management Safety Manual, section 9.06.

### 101.17.06 Physical Demands:

Must have normal vision or corrected vision with glasses or contacts; read normal (typewritten) print in English; correctly name and distinguish colors; see well at night or in dim light; see in presence of glare; see low contrast or camouflaged objects; must have normal ability to hear (may be corrected with hearing aid); must have normal ability to discern odors; must be able to lift, pull and push 75 pounds; sit or stand for periods of 30 minutes; walk or run without break for one mile; climb stairs, ladders and scaffold; jump two feet off of equipment; kneel for periods of 15 minutes; bend to pick up or work on an item; carry 75 pounds on ground for 50 yards; must be able to determine if item is hot, cold, or slippery; grasp items; read and understand work orders; work outdoors during inclement weather.

### 101.17.07 Conditions of Employment:

An employee in this class must meet the standards set forth in the Charles County Substance Abuse Policy, when hired, and continue to meet the standards while in this class. Employee is subject to criminal records check. Pre-employment physical required and employee may be subject to periodic physical exams. Employee will be placed on random drug/alcohol testing list. Volunteer service in Fire & EMS in Charles County may be limited or prohibited during the term of employment.



## Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

Employment is contingent upon successfully completing an EMS internship. Internships will be evaluated within the first one hundred and fifty (150) working hours for release to independent operational status, continued internship, or separation as a probationary employee. Internships will not exceed three hundred (300) working hours or six (6) months, whichever occurs first.

### **101.17.08 FLSA Status:**

Non-exempt

### **101.17.09 Reports To:**

EMS Lieutenants

### **101.17.10 Supervises:**

None