

# Callaway County

## Ambulance District

311 Hickman Avenue  
PO Box 246  
Fulton, MO 65251  
Voice (573) 642-7260  
Fax (573) 642-4069

Position Description – EMT-Basic

Effective Date – January 1, 2009

Salary Range – See Attachment B

FLSA Classification – Non-Exempt

Reports to – Ambulance Shift Supervisor

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### PURPOSE OF POSITION

The purpose of this position is to respond to emergency medical calls, provide basic life support to sick/injured persons in pre-hospital settings. Duties and responsibilities include maintaining readiness for emergency response, responding to emergency and non-emergency calls, assessing conditions of patients, providing basic life support at emergency scenes, transporting patients to medical facilities, driving ambulances, operating/utilizing medical equipment, preparing charts and records, and performing other tasks as assigned. Reports to the Ambulance Shift Supervisor.

### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Maintain a state of readiness/preparation for medical emergency response; performs daily inspections and maintenance of vehicles/equipment; checks/maintains stock of equipment and supplies on ambulance and in EMS station; reload equipment and apparatus following response to emergency calls.

Respond to emergency calls for medical assistance, hazardous materials incidents, motor vehicle accidents, fires, natural disasters, crime scenes explosions, multiple-casualty incidents, trapped persons,, or other emergency situations; coordinate activities between medical team and emergency responders from other agencies; maintains mutual aid with other counties.

Operate an ambulance to respond to emergency calls; perform driving functions in a safe and efficient manner under various conditions, including in day/night hours, in congested traffic, in adverse weather conditions, and in emergency situations involving speeds in excess of posted limits; determine the best route, using a map book and computer aided mapping system, to reach location of emergency calls.

Conduct patient assessments; assess nature and severity of illness/injury and identify life threatening problems; determine/prioritize appropriate medical treatment/procedures and need for additional assistance; perform patient triage; take and record patient's vital signs; perform physical examinations and obtain patient history; assess status of patient's neurological system, cardiovascular system, circulatory system, skeletal system, orthopedic system, motor and sensory skills, and level of consciousness.

Administer basic life support care at emergency scene and during transport in accordance with established medical standards; assists paramedics with advanced life support care; performs non-invasive procedures on patients with life-threatening or non life-threatening conditions, per established procedures or as authorized/directed by physicians; responds to cardiac and respiratory emergencies; provides basic airway management and CPR; maintains circulation; provides spinal management and immobilization; manage bleeding and post-traumatic shock; assists with childbirth; observe, record, and monitor patient's condition and effects of medication.

Provide assistance in vehicle stabilization and extrication of trapped victims; perform rapid extrication in case of fire/explosive situations.

Communicate with medical personnel at emergency treatment facility to convey patient's condition, obtain instructions regarding further treatment, and arrange for reception of victims at treatment facility.

Transport patients to medical facilities; stabilize patients for hospital transport; perform physical lifting techniques associated with moving patients between incident site, stretcher, or ambulance; restrain combative/uncooperative persons per established procedures.

Assist in identifying unsafe circumstances, maintaining safety at incident scenes, identifying hazards at incident scenes, and removing individuals from unsafe areas.

Complete required records/reports on all emergency incidents; create patient charts and provide charts to hospital personnel as appropriate; enter data relating to patient care into computer.

Provide reassurance, comfort, counseling, or mediation to patients and family members in accordance with HIPPA laws.

Follow safety procedures, utilize safety equipment, and monitor work environment to ensure safety of employees and other individuals; take appropriate measures to prevent disease transmission or exposure to bodily fluids.

Operate or utilize various emergency vehicles and emergency/medical equipment, tools and supplies, which may include, but is not limited to, an ambulance, extrication tools, blood pressure cuff, AED, glucose monitor, airway equipment, oxygen terminal, pulse oximetry monitor, splinting devices, suction equipment, stretcher, stair-chair stretcher, forceps, thermometer, pediatric equipment, medical supplies, radiation detection equipment, radio communications equipment, and general office equipment.

Perform general maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting/testing equipment, replacing parts, checking fluid levels, refueling vehicles, or washing/cleaning equipment; decontaminate ambulance interior and related equipment; dispose of biomedical waste materials per established procedures; re-stock medical supplies following each call; monitor equipment operations to maintain efficiency and safety; report faulty equipment.

Maintain inventory levels of departmental supplies; check expiration dates of drugs/supplies; initiate requests for new or replacement materials.

Prepare or complete various forms, reports, correspondence, logs, checklist, medical record documentation, patient charts, incident forms, or other documents.

Receive various forms, reports, correspondence, patient records, policies, procedures, protocols, medical books, medical charts, maps, manuals, catalogs, reference materials, or other documentation; review, complete, process, forward or retain as appropriate.

Operate a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes Microsoft Office products, mapping programs, automated run tracking systems, or other software programs.

Maintain current manuals, policies/procedures, bulletins, map books, continuing quality improvement forms, and reference materials for reference/review.

Communicate with supervisor, employees, other departments, dispatchers, law enforcement personnel, fire personnel, hospital personnel, medical professionals, property owners/occupants, patients/victims, family members, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, review status of patients, exchange information, or resolve problems.

Communicate via telephone and/or two-way radio; provide information and assistance; take and relay messages or direct calls to appropriate personnel; responds to requests for service or assistance; return calls as necessary; communicate effectively and coherently over radio channels while initiating and responding to radio communications.

Promote positive public relations; provide education to the public regarding issues such as public health, safety, first aid, CPR, or emergency care; provides tours of ambulances and stations.

Provide "standby" coverage at special events/activities as assigned.

Maintain a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintain an awareness of new techniques, equipment, medications, trends, and advances in the profession; reads professional literature; maintain professional affiliations; participate in continuing education activities; attends shift meetings, in-services, workshops and seminars as appropriate.

### **ADDITIONAL FUNCTIONS**

Perform basic housekeeping, laundry, and maintenance tasks associated with maintaining EMS station, ambulances, and related facilities.

Provide assistance to other employees or departments as needed.

Perform other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by completion of EMT-Basic training program coursework. Must possess and maintain valid Missouri EMT-Basic License. Must possess and maintain valid CPR certification. Must possess and maintain a valid Missouri driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

#### **ADA COMPLIANCE**

See Attachment A

## ATTACHMENT A

### ADA Information

This attachment provides information on the job relating to the Americans with Disabilities Act.

### FREQUENCY DEFINITIONS

The following frequency definitions are to be used in completing the Physical Environment and the Non-Physical Environment sections of this form:

C = Constantly (2/3 or more of the time)  
 F = Frequently (from 1/3 to 2/3 of the time)  
 O = Occasionally (up to 1/3 of the time)  
 R = Rarely (less than one hour per week)  
 N = Not Applicable (does not apply in this job)

### PHYSICAL ENVIRONMENT

Descriptive examples of physical job actions (please use the letter corresponding to the appropriate frequency):

Requirement	Frequency	Example
Lifting : 250-300 lbs. (with a partner)	F	Patients from ground, bed, cars
Sitting:	F	Office work, driving
Standing:	F	On scene, sometimes extended standby times
Walking, on normal, flat surfaces:	F	Moving patients with stretcher
Walking, on uneven surfaces:	F	Moving patients from ditches, plowed fields, piers, etc.
Walking, on slippery surfaces:	F	Muddy fields
Driving:	C	Emergency and Non-emergency
Bending (from waist):	F	Treating and rescuing patients
Crouching/Squatting:	F	Treating and rescuing patients
Kneeling:	F	Treating and rescuing patients
Crawling:	O	Treating and rescuing patients
Twisting:	O	Treating and rescuing patients
Reaching:	F	Treating and rescuing patients
Balancing:	O	Treating and rescuing patients
Carrying:	F	Treating and rescuing patients
Pushing:	F	Treating and rescuing patients
Pulling:	F	Treating and rescuing patients
Throwing:	R	Treating and rescuing patients
Repetitive Motion:	F	Treating and rescuing patients, typing
Fingering (fine dexterity, picking, pinching):	C	Treating and rescuing patients, typing
Handling (seizing, holding, grasping):	C	Treating and rescuing patients
Wrist Motions (repetitive flexion/rotation):	C	Treating and rescuing patients typing
Feet (foot pedals):	F	Driving

### SENSORY REQUIREMENTS

Descriptive examples of sensory demands (please use the letter corresponding to the appropriate frequency):

Sensory Demand	Frequency
Color (perceive/discriminate)	C
Sound (perceive/discriminate)	C
Taste (perceive/discriminate)	R
Odor (perceive/discriminate)	F
Depth (perceive/discriminate)	C
Texture (perceive/discriminate)	C
Visual (perceive/discriminate)	C
Oral Communications ability	C

### NON-PHYSICAL ENVIRONMENT

Descriptive examples of non-physical demands (please use the letter corresponding to the appropriate frequency):

Non-Physical Demand	Frequency
Time Pressures (e.g., meeting deadlines)	C
Noisy/Distracting Environment	F
Performing Multiple Tasks Simultaneously	C
Danger/Physical Abuse	F
Deals With Difficult People	C
Periods of Idle time, Interspersed with Emergencies Requiring Intense Concentration	C
Emergency Situations	C
Tedious, Exacting Work	C
Works Closely with Others as Part of a Team	C
Works Alone	F
Irregular Schedule/Overtime	F
Frequent Change of Tasks	C
Other (describe)	O

### WORK ENVIRONMENT

1. Must be able to lift and carry patients of all sizes. Must be able to reach patients in various situations by any physical means necessary (walking, running, climbing, crawling, etc.).
2. May be exposed to infectious diseases, hazardous chemicals, and other dangerous substances. May encounter environmental extremes, violent individuals, and numerous other hazards.

## ATTACHMENT B

### Wage Rates

Wage rates for persons employed by Callaway County Ambulance District are established by the Board of Directors and are summarized the following table.

Position	Minimum Pay	Maximum Pay	
		Hire Date Prior to 1-1-08	Hire Date On or After 1-1-08
EMT-Basic	\$9.57 / hour	\$14.64 / hour	\$11.39 / hour
Paramedic	\$12.08 / hour	\$17.14 / hour	\$17.14 / hour
Supervisor	\$15.41 / hour	\$21.46 / hour	\$21.46 / hour
Assistant Director	\$50,000 / year	\$60,000 / year	\$60,000 / year
Director	\$60,000 / year	\$70,000 / year	\$70,000 / year
Business Office	\$13.00 / hour	\$23.69 / hour	\$20.60 / hour