

# **Emergency Medical Technician Job Description Norwich Fire Department**

## **1. GENERAL PURPOSE**

- 1.1. This job description applies to the position of Emergency Medical Technician.
- 1.2. Protects life, property and the environment by performing medical pre-hospital duties.
- 1.3. This position is an “at will” position and may be modified or terminated by the employer at any time without cause.

## **2. SUPERVISION RECEIVED**

- 2.1. Works under the supervision of more senior or higher trained emergency medical technicians and the fire chief and deputy fire chief and EMS Operations Director.

## **3. SUPERVISION EXERCISED**

- 3.1. May supervise more junior emergency medical technicians.

## **4. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- 4.1. Performs duties in accordance with the Norwich Fire Department Standard Operating Procedures.
- 4.2. Functions within the National Incident Management and Incident Command Systems.
- 4.3. Performs as a member of a team.
- 4.4. Performs emergency medical technician duties at their level of certification and consistent with Vermont EMS Protocols and DHMC Patient Care Protocols that include but are not limited to:
  - 4.4.1. Opening and maintaining an airway,
  - 4.4.2. Ventilating patients,
  - 4.4.3. Administering cardiopulmonary resuscitation, including use of automated external defibrillators.
  - 4.4.4. Providing pre-hospital emergency medical care of simple and multiple system trauma such as:
    - 4.4.4.1. Controlling hemorrhage,
    - 4.4.4.2. Treatment of shock (hypoperfusion),
    - 4.4.4.3. Bandaging wounds,
    - 4.4.4.4. Immobilization of painful, swollen, or deformed extremities,
    - 4.4.4.5. Immobilization of painful, swollen, or deformed neck or spine,
  - 4.4.5. Providing emergency medical care to:
    - 4.4.5.1. Assist in emergency childbirth,

- 4.4.5.2. Manage general medical complaints of altered mental status, respiratory, cardiac, diabetic, allergic reaction, seizures, poisoning behavioral emergencies, environmental emergencies, and psychological crises. Additional care is provided based upon assessment of the patient and obtaining historical information.
- 4.4.6. Searching for medical identification emblems as a guide to appropriate emergency medical care.
- 4.4.7. Assisting patients with prescribed medications, including sublingual nitroglycerin, epinephrine auto injectors and hand-held aerosol inhalers.
- 4.4.8. Administration of oxygen, oral glucose and activated charcoal.
- 4.4.9. Reassuring patients and bystanders by working in a confident, efficient manner.
- 4.4.10. Avoiding mishandling and undue haste while working expeditiously to accomplish the task.
- 4.5. Where a patient must be extricated from entrapment, the Firefighter/EMT assesses the extent of injury and gives all possible emergency care and protection to the entrapped patient and uses the prescribed techniques and appliances for safely removing the patient. After extrication the EMT provides additional care in triaging the injured in accordance with standard emergency procedures.
- 4.6. The EMT is responsible for:
  - 4.6.1. Lifting the stretcher (be able to lift and carry 125 pounds),
  - 4.6.2. Placing it in the ambulance and seeing that the patient and stretcher are secured
  - 4.6.3. Continuing emergency medical care while enroute to the medical facility if accompanying the ambulance. This may include:
    - 4.6.3.1. Constantly assessing the patient enroute to the emergency facility.
    - 4.6.3.2. Administering additional care as indicated or directed by medical control.
    - 4.6.3.3. Assists in lifting and carrying the patient out of the ambulance and into the receiving medical facility.
    - 4.6.3.4. Reports verbally and in writing, their observation and emergency medical care of the patient at the emergency scene and in transit to the receiving medical facility staff for purposes of records and diagnostics.
    - 4.6.3.5. Upon request provides assistance to the receiving medical facility staff.
- 4.7. In addition to the duties describe in this section an EMT-I or EMT-P may perform other functions consistent with Vermont EMS Protocols and DHMC Patient Care Protocols.

4.8. After each call, the EMT:

- 4.8.1. Restocks and replaces used supplies,
- 4.8.2. Cleans all equipment following appropriate disinfecting procedures,

4.9. Additionally the EMT:

- 4.9.1. Maintains familiarity with specialized equipment used by the service
- 4.9.2. Attends continuing education and refresher training programs as required by employers, medical control, licensing or certifying agencies.
- 4.9.3. Participates in the maintenance of incident accountability.
- 4.9.4. Wears appropriate protective clothing and equipment.
- 4.9.5. Able to communicate with two-way communications systems.
- 4.9.6. Maintains competence in Hazardous Material Awareness (Hazardous Materials Operations preferred), Bloodborne Pathogen Exposure Control, CPR/AED and other required competencies.

## **5. PERIPHERAL DUTIES**

- 5.1. Attends classes in emergency medical, hazardous materials and related subjects.
- 5.2. Attends regular and assigned training sessions to maintain and upgrade EMT skills.
- 5.3. Maintains equipment and facilities.
- 5.4. Presents programs to the community on emergency medical services and health and welfare if trained.
- 5.5. Other duties as assigned by the fire chief or deputy fire chief or EMS Operations Director.

## **6. DESIRED MINIMUM QUALIFICATIONS**

6.1. Education and Experience:

- 6.1.1. Graduation from high school or GED equivalent.
- 6.1.2. No specific work experience required.

6.2. Necessary Knowledge, Skills and Abilities:

- 6.2.1. Ability to perform work requiring good physical condition.
- 6.2.2. Working knowledge of driver safety
- 6.2.3. Ability to successfully learn the operation of the listed tools and equipment.
- 6.2.4. Ability to learn to apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques.
- 6.2.5. Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.

- 6.2.6. Ability to act effectively in emergency and stressful situations.
- 6.2.7. Ability to follow verbal and written instructions.
- 6.2.8. Ability to communicate effectively orally and in writing.
- 6.2.9. Ability to establish and maintain effective working relationships with other employees, supervisors and the public.
- 6.2.10. Ability to meet the special requirements listed below.

## **7. SPECIAL REQUIREMENTS**

- 7.1. Must be eighteen (18) years of age or older.
- 7.2. Must possess, or be able to obtain by time of hire, a valid Vermont Driver's License, without record of suspension or revocation in any state.
- 7.3. National Registry of Emergency Medical Technicians Emergency Medical Technician Basic or higher and Vermont Emergency Medical Services EMT-B or higher.
- 7.4. NIMS Requirements
  - 7.4.1. FEMA IS-700: NIMS, An Introduction
  - 7.4.2. ICS-100: Introduction to ICS
- 7.5. Must take and complete the Coaching the Emergency Vehicle Operator II course or equivalent and maintain competency.
- 7.6. Must maintain, as a minimum, current Hazardous Materials Awareness competency.
- 7.7. Must maintain competency in Norwich Bloodborne Pathogen Plan.
- 7.8. Physically fit and able to perform duties associated with EMS services as appropriate.
- 7.9. No felony convictions, no misdemeanor conviction involving moral turpitude or pattern of misdemeanor convictions, no pending misdemeanor or felony charges, not a habitual drunkard or gambler, no use of illegal drugs in the past ten years, never sold illegal drugs.
- 7.10. Ability to read and write the English language.
- 7.11. Ability to meet Departmental physical standards.

## **8. TOOLS AND EQUIPMENT USED**

- 8.1. Emergency medical equipment including AED, radio, pager, personal computer, phone, washer/extractor and similar equipment.

## **9. PHYSICAL DEMANDS**

- 9.1. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

