



Northwest EMS, Inc.

Emergency Medical Technician (EMT)

Job Description

Reports To: EMS Captain	FLSA Status: Non-Exempt
Department: Operations	Approved/Revised: 11/2022

Position/Job Summary:

EMTs, or Emergency Medical Technicians are medical professionals who arrive on the scene of emergency situations to provide basic life support and patient care. They'll work closely with Paramedics and other emergency medical personnel to assess the situation and provide care for the patient. Their main duties include transporting patients to hospitals, driving emergency vehicles safely and responsibly and quickly responding to calls made by Dispatchers.

Essential Duties and Responsibilities: (ability to perform with or without reasonable accommodations)

- Responds to EMS calls both emergency or routine transport, observes safety policies and operates an emergency vehicle with due regard for others.
- Effectively communicates patient assessment, treatment, health care instruction and status to other providers, allied health professionals and / or family members as appropriate.
- Prepares patients for scheduled procedures.
- Perform a thorough patient assessment of the patient illness/injury, establish patient care priorities and provide pre-hospital medical care and transportation for patient.
- Lift or may assist in lifting and moving patients.
- Identifies assessment findings, which may require communications with medical direction for advice and for notification that special professional services and assistance be immediately available upon arrival at the medical facility.
- Maintains appropriate documentation of patient care, incident reports and other necessary reports.
- Reports verbally and in writing their observation and emergency medical care of the patient at the emergency scene for purposes of records and diagnostics. Upon request, provides assistance to the transporting ambulance.
- Encourages a safe, pleasant work environment for Team Members.
- Responds to emergency calls to provide efficient and immediate care to the critically ill and injured (within PA-DOH scope of practice and PA DOH protocols).
- Interacts and communicates with various groups and individuals utilizing customer service skills.
- Attend and maintain continuing education and refresher training programs as required by employers, medical direction, licensing or certifying agencies.
- Responsible for completing BLS trip forms on calls that function as BLS.
- Responsible for completing all required checklists and billing forms. This may include: vehicle checklist; medication and narcotics checklist; patient reports, patient billing forms.
- Maintain the preparedness of the operational and secondary vehicles at all times. Ensure adequate supplies and equipment, as well as the expected vehicle operational requirements such as gas, oil, and functioning equipment to safely drive the vehicle.
- Responsible for the clean and orderly maintenance of work area and building, being sure all areas of the building are in a clean and neat condition at the end of each shift.
- Responsible for reporting events of personal injury, staffing problems, vehicle problems, equipment failure and/or property damage to the EMS Supervisor or Managers.
- Present on time for duty and in the appropriate approved NWEMS uniform at all times.
- Become familiar with and adhere to all policies and procedures for NWEMS in his/her function as an EMT and support goals and objectives of the organization.

Other Duties:

- Provide life support care, such as cardiopulmonary resuscitation (CPR), when needed.
- Work a variety of shifts. Including 12-hour, 16-hour shifts, sometimes staying on call for 24 hours.
- Communicate with other emergency services, such as firefighters and police officers, to respond to calls for help.
- The ability to work long hours without lowering the quality of care they provide
- The ability to provide care in stressful situations
- Problem-solving skills
- Critical thinking skills
- Situational awareness
- Stress management skills
- Interact positively and professionally with all other EMS personnel, allied health providers, fire/rescue personnel, law enforcement officers, physicians, patients and their families, and the public.
- Maintain appropriate confidentiality of patient information in the performance of the EMT's duties.
- Adhere to safe driving requirements of local, state, and federal laws pertaining to the operation of an emergency vehicle.
- Perform other duties as necessary or as assigned.

Education, Experience and Competencies:

- High school or general education degree (GED).
- PA Department of Health EMT certification, or precepted at NWEMS, or show proof of calls ran with a volunteer or career department.
- Certifications for EVOC, Haz-Mat Awareness level, NIMS (100, 200, 700 & 800) and CPR.
- EMSVO – required to drive. Must have EVOC first.
- Ability to perform physical agility test.
- Ability to score 80% on NWEMS Inc. EMT Test.
- Current Pennsylvania driver's license.
- Excellent verbal and written communication skills.
- Ability to work well under pressure and make quick decisions.
- Computer literate. Ability to log on to a tablet, read and write charts
- Maintain confidentiality and adhere to HIPAA.
- Adhere to the policies, mission, vision, and values of the organization.
- Be available to work a variety of hours.



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Work Environment:

Exposure to hazardous conditions/materials is negligible.

Physical Demands:

Lifting	Never 0%	Rarely <10%	Occasionally 11-35%	Frequently 36-70%	Continuously 71-100%
0-125 lbs.				X	
Body Position and Movement	Never 0%	Rarely <10%	Occasionally 11-35%	Frequently 36-70%	Continuously 71-100%
Sit				X	
Stand				X	
Walk				X	
Bend				X	
Push				X	
Pull				X	
Kneel				X	
Squat				X	
Reaching				X	
Twisting				X	
Balancing				X	
Climbing				X	
Carrying	Never 0%	Rarely <10%	Occasionally 11-35%	Frequently 36-70%	Continuously 71-100%
0-125 lbs.				X	
Sensory Abilities	Specifically Required	Not Specifically Required			
Vision	X				
Hearing	X				
Touch/Feeling	X				
Taste		X			
Smell		X			

Disclaimer: This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with the job. It is intended to be a reflection of those principal job elements essential for recruitment and selection, for making fair job evaluations, and for establishing performance standards. The percentages of time spent performing job duties are estimates, and should not be considered absolute. The incumbent shall perform all other functions and/or be cross-trained as shall be determined at the sole discretion of management, who has the right to amend, modify, or terminate this job in part or in whole. Incumbent must be able to perform all job functions safely.