

*Reports to:* Field Supervisor

*Responsibilities:*

1. The EMT is responsible for all aspects of patient care within the scope of their certification. The EMT must arrive on time, in proper uniform, neat and clean. The EMT must have a valid drivers license, a copy of his/her current NYS EMT certificate, on his/her person at all times while on duty. EMTs who do not meet these criteria will not be allowed to start work.

*Principal duties:*

1. Performs a visual inspection of the ambulance inside and out, for cleanliness and damage.
2. Cleans the patient compartment and equipment as necessary.
3. Completes the Vehicle / Equipment Check List.
4. Replaces damaged or missing items.
5. Presents the signed, dated Vehicle / Equipment Check List to the supervisor or places it in the appropriate receptacle at CMT 1 or CMT 2.
6. Ensures that the ambulance is at all times in compliance with applicable New York State Department of Health regulations. Failure to carry out this responsibility may result in disciplinary action.
7. Directs the Ambulance Driver / EMT with regarding patient care and handling, use of emergency warning devices, speed and special driving conditions particular to the patient's needs.
8. Responds to all calls as directed by the Dispatcher.
9. Treats all patients in accordance with New York State BLS protocols and requests appropriate ALS as needed, per AAREMS protocols.
10. Secures patient information and records from the discharge planner or RN at the transferring facility.
11. Monitors the patient at all times.
12. Observes all patient rights with regard to courteous conduct, behavioral and appropriate communication.
13. Records any changes in patient's condition during transport.
14. Alters patient care in accordance with changes in the patient condition.
15. Transports all patients to their assigned location at a medical facility or residence. Patients are never to be left at the door. Assures complete turn over of patient care at receiving facility.
16. Obtains proper documentation of refusals of medical aid or transport as necessary.
17. Properly completes Pre-Hospital Care Reports and Continuation Sheets.
18. Properly completes all company paperwork and obtains all necessary signatures for billing purposes.
19. Maintains professional conduct and courteous interaction with all medical facility staff.
20. Replaces equipment in the ambulance as necessary to maintain compliance with State regulations and Company policy.
21. Returns the patient compartment to a condition of readiness for the next call.
22. Complies with all Federal, State and Local laws, ordinances and regulations.
23. Demonstrates excellent decision making skills.
24. Maintains certifications.
25. Performs other duties as required.

The EMT may from time to time be exposed to working in inclement weather conditions, or may be potentially exposed to blood-borne and airborne pathogens, hazardous materials, or combative patients. The EMT must be physically able to lift 125 pounds of weight and must be able to function under the stress of emergency conditions involving the provision of health care to patients in life-threatening conditions.

*Qualifications:*

1. High school diploma or equivalent.
2. Current NYS EMT certificate
3. Current valid driver's license, insurable by the Company's insurance underwriter.
4. Current CPR card (American Red Cross or American Heart Association)
5. At least 21 years of age, preferred

*Effective:*

December 26, 2003