

EMERGENCY MEDICAL TECHNICIAN - BASIC

DEFINITION: Under general supervision, performs work of moderate difficulty in providing urgent medical care related duties and transporting of the sick or injured to medical facilities to prevent loss of life or aggravation of illness or injury, on an on-call basis, as scheduled or as otherwise needed; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Drives and operates specially equipped emergency vehicles in response to medical and other emergencies; provides initial on-site assessment of patient's condition to determine the nature and extent of illness or injury and other pre-existing medical conditions; follows established emergency care procedures and protocols; determines the need for additional resources; transports patient(s) to medical facility for emergency medical treatment.

Monitors and maintains radio communication with authorized medical personnel at emergency treatment facility; provide a detailed patient report; obtains instructions regarding further treatment and to arrange for reception of patient at medical facility; administers EMT Basic treatment and medication; completes and submits patient care and/or department required information and records per established procedures; assists physicians and other professional medical personnel in providing patient care; translates for patients and medical provider.

Maintains and inspect vehicle, medical and communication equipment, cleans equipment, replenishes equipment and supplies to assure proper functioning and that all items are restocked and accounted for; briefs next shift; assists supervisor with assignments; interacts with other agencies (e.g. police, fire, emergency medical services, etc.); prepares and conducts presentations and/or training; participates in meetings, training and seminars.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of state and local emergency medical protocols, treatment guidelines, rules and regulations.

Knowledge of the principles and practices of emergency medical care.

Knowledge of basic pharmacology and medical terminology, human anatomy and physiology.

Knowledge of Cardiopulmonary Resuscitation (CPR).

Knowledge of the maintenance of emergency care equipment and supplies.

Knowledge of the preparation and use of emergency equipment and supplies.

Knowledge of supervisory and management methods and techniques.

Knowledge of basic computer operations.

Skill in administering medication.

Skill in operating emergency medical vehicles.

Skill in the use of emergency patient care equipment and supplies.

Skill in maintaining medical records.

Skill in reading, writing and comprehending written instructions.

Skill in understanding and applying oral instructions.

Skill in interpreting diagnostic signs and symptoms.

Skill in performing emergency treatments.

Skill in directing patient care.

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Skill in basic algebra computations.
Skill in basic computer operations.
Skill in critical thinking and decision-making.
Skill in establishing and maintaining effective working relationships.
Ability to coordinate with agencies involved in patient care and transportation.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Must be physically fit to perform all duties prescribed herein. Work requires the ability to lift and carry patients and heavy bulky equipment, materials and supplies over varying terrain; able to lift and carry at least 100 lbs. Work may be performed indoor or outdoor in varying weather conditions and may require long periods of time tending to patients in cramped quarters and/or other conditions. There is the risk of bodily/personal harm from exposure to body substances, fire and/or smoke, potentially hazardous fumes, toxic chemicals and other dangers that may be present at an incident or medical emergency scene.

MINIMUM QUALIFICATIONS:

- A high school diploma/GED.

Special Requirements:

- A favorable background investigation.
- Possess a current New Mexico EMT Basic License or Arizona EMT Basic Certification.
- Possess a valid state driver's license.
- Possess a current Cardiopulmonary Resuscitation (CPR) Certification for Health Care Provider and must pass a physical examination.

PREFERRED QUALIFICATIONS:

- Proficient in Microsoft Office software or other applications.
- Pre-hospital Trauma Life Support Certification.
- Pediatric Education for Pre-hospital Professional Certification.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit, a current immunization record, HIPAA and Privacy Act Certification within 30 days of date of hire; must obtain a physical, medical and drug screen examination and become certified in an approved Emergency Vehicle Operator's Course (EVOC) within 45 days of date of hire. Additional licenses or certificates may be required.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.