



**COLE COUNTY EMS**  
**MISSOURI**  
 POLICY & PROCEDURE MANUAL

**CHAPTER 2**  
**ADMINISTRATIVE MANAGEMENT**  
 SECTION 3 – JOB DESCRIPTION

<b>Emergency Medical Technician (EMT)</b>	
Policy Number: 2003-11	
Date Approved: 3/1/2019	Date Effective: 3/1/2019
Approved By: Chief Matt Lindewirth	Policy Revisions: 1/1/2022 (Next Review Date)
CAAS Standard: 101.02.03 – Job Descriptions	

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**DISTRIBUTION**

All Personnel

**PURPOSE**

To outline the job description for the position of Emergency Medical Technician (EMT).

**DESCRIPTION**

A full-time, non-exempt, hourly employee. EMT's shall be full-time or part-time who report directly to their respective Battalion Chief.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Education and Experience:
  - a. High school diploma or equivalent.
  - b. AA/AS degree preferred, BA/BS highly desired.
2. Background:
  - a. A criminal background check will be completed on selected applicant prior to appointment. Any drug related conviction will immediately exclude applicant from employment.
  - b. A Medicare Exclusion List check will be completed on all selected applicants prior to appointment, and monthly throughout employment.
3. Certificates, Licenses, Registrations:
  - a. Valid Missouri Class "E" license driver's license.
  - b. Valid Missouri EMT license.



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**QUALIFICATIONS (continued)**

- c. Must maintain continuous AHA Basic Life Support (BLS) Certification. ICS100, ICS200, IS700, IS800 required.
  - d. Pre-Hospital Trauma Life Support (PHTLS) certification, Pediatric Advanced Emergency Assessment, Recognition and Stabilization (PEARS), Geriatric Education for EMS (GEMS) certifications preferred, or obtain any missing certifications within six (6) months of hire. Obtain and maintain additional certifications as directed by the Department.
  - e. Must be currently certified through a standard Emergency Vehicle Operations Course (EVOC), or similar standard as approved by the Chief.
  - f. Ability to obtain and maintain Cole County Pre-Hospital Provider Certification.
1. Job Knowledge:
    - a. Principles and practices of emergency medical care and EMS system operations.
    - b. Familiarization with laws, regulations and requirements related to EMS.
    - c. Organizational techniques.
    - d. Computer operations and data analysis.
    - e. Response area of CCEMS.
    - f. Thorough knowledge of all CCEMS policies, procedures, and medical protocols.
    - g. Able to obtain and maintain protocol exam score of 80% or higher.
  
  4. Skills
    - a. Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.



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**QUALIFICATIONS (continued)**

- b. Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in-group problem solving situations; Uses reason even when dealing with emotional topics.
- c. Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- d. Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives.
- e. Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Makes timely decisions.
- f. Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- g. Language and Interpersonal Communication Skills – Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals and ability to write routine reports and correspondence. Ability to communicate effectively with patients and their families.
- h. Reasoning Ability – Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- i. Computer Skills – Ability to operate windows-based applications



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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Operations
  - a. Quickly assesses the nature and extent of a patient’s illness and/or injury and administers appropriate emergency care within the licensure and training of a Missouri State EMT. Emergency care may include performing cardiopulmonary resuscitation; assisting in child birth; applying Kendrick Extrication Device (KED); operating a pulse oximeter; bandaging wounds; operating and maintaining all other pieces of emergency equipment which the EMT is licensed to use in the State of Missouri.
  - b. Determines patient condition in order to decide upon appropriate treatment and/or to assist a physician in making such decisions by conducting a primary assessment that includes checking level of consciousness, airway, breathing, blood pressure, pulse, lung sounds, pupils, skin color and skin temperature; and by conducting a secondary assessment that includes a focused or complete head-to-toe physical inspection and asking the patient or other knowledgeable persons about medications, current medical treatment, and prior conditions or illnesses.
  - c. Uses muscular strength, coordination and endurance needed for lifting, moving and restraining patients. Able to work in adverse weather conditions, including extreme heat and extreme cold. Able to work long periods of time in a standing position and perform well with little sleep.
  - d. Uses aural keeness needed to evaluate physical characteristics of a patient such as blood pressure, crepitation, and lung sounds.
  - e. Has the ability to function well in stressful situations to deal tactfully with patients, family members and co-workers. Able to cooperate and maintain a good rapport with fire, police and hospital personnel.
  - f. Operates the ambulance communication equipment and communicates information in a professional manner. Relays patient assessment information to the medical control physician in a clear, concise manner and provides frequent updates as needed regarding the patient’s condition.



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**ESSENTIAL DUTIES AND RESPONSIBILITIES (continued)**

- g. Follows the CCEMS treatment protocols and/or treatment orders of the on-line medical control physician.
- h. Prepares patients for transportation through use of appropriate splints such as back boards, cervical collars, and head immobilization devices; by removing patients from vehicle wreckage; and by restraining, lifting and carrying patients to and from the ambulance or up and down stairs.
- i. Drives the ambulance to reach and transport patients as quickly as possible while protecting the community from motor vehicle collisions by following local and state driving regulations and CCEMS vehicle operating policies and procedures; by using various maps and directional guides; and by applying a knowledge of County streets, roads and landmarks.
- j. Records information relating to patient assessment, treatment administered, and any other pertinent information on the electronic Patient Care Report (ePCR) and other appropriate documents in a clear, concise and timely manner. Ensures all billing information and signatures are obtained.
- k. Establishes priorities of care in a multi-casualty situation and directs others to assist in care, as needed, utilizing the Incident Command System (ICS) as it pertains to CCEMS operations. Assumes a leadership role in patient care situations when working with an EMT.
- l. Checks the inventory of the ambulance at the beginning of each shift by visually inspecting and counting numerous items such as medical supplies and equipment. Keeps an ongoing inventory of equipment and supplies used during the shift and reports any equipment that is lost, broken or malfunctioning or which is not replaced during the shift. Ensures that the vehicle and all equipment is kept clean and in good working order at all times.



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**ESSENTIAL DUTIES AND RESPONSIBILITIES (continued)**

- m. Performs an emergency vehicle safety and operational inspection at the beginning, or when assuming control of, an emergency vehicle.
- n. Assumes other duties as assigned by the Chief, or their designee.

**MARGINAL DUTIES AND RESPONSIBILITIES**

1. Continually re-evaluates emergency care knowledge and techniques and participates in CCEMS training classes to maintain skill and knowledge proficiency, while fulfilling National and State relicensure requirements.
2. Participates in public relation and public education presentations as requested. Presentations shall be conducted with a spirit of professionalism and enthusiasm. Provides tours of District facilities and vehicles, talking to groups, demonstrating procedures, and answering questions to increase public awareness of emergency medical care and procedures.
3. Completes routine housekeeping tasks and other assigned duties including cleaning of the ambulance and the crews' living quarters in order to prevent the spread of contagious diseases and maintain a constant state of preparedness.
4. Completes other duties as assigned by management.

**ESSENTIAL FUNCTIONS**

1. Physical activities required on the job include:
  - a. Regularly (over 70% of the time) sitting, talking and hearing (i.e. meetings, public speaking engagements, etc.).
  - b. Frequently (41% to 70% of the time) grasping, standing, walking and driving.
  - c. Occasionally (1% to 40% of the time) feeling attributes of objects, reaching with hands/arms, stooping and kneeling, climbing or balancing, and repetitive wrist, hand and/or finger movement.



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**ESSENTIAL FUNCTIONS (continued)**

2. Job requires ability to lift and/or exert force as follows:
  - a. Regularly (over 70% of the time) lifts up to 25 pounds
  - b. Frequently (41% to 70%) lifts up to 75 pounds
  - c. Occasionally (15% to 40%) lifts up to 100 pounds
  - d. Rarely (less than 15%) lifts over 100 pounds
3. Visual activities required on the job include:
  - a. Clarity of vision at 20 feet or more and 20 inches or less.
  - b. Three-dimensional vision—ability to judge distance and space relationships.
  - c. Ability to identify and distinguish colors.
  - d. Ability to adjust the eye to bring an object into sharp focus.
  - e. Ability to see up and down or to right or left while fixed on point.
4. Mental activities that are required during a typical workday are:
  - a. Concentrated attention with regards to writing and preparing various CCEMS written communication.
5. While on a call the job requires exposure to any of the following environmental conditions:
  - a. Frequently (50% to 75%) exposed to outdoor weather conditions
  - b. Rarely (5% to 10%) exposed to extreme cold (non-weather), extreme heat (non-weather), subject to oils (mechanical or food)
  - c. Occasionally (25% to 40%) work in hazardous traffic.



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**ESSENTIAL FUNCTIONS (continued)**

- The noise that is experienced on the job is a moderate noise level (i.e. office with computers and/or computer printers and clinical equipment).

**PHYSICAL DEMANDS**

This position requires the employee to sit and use hands to handle, feel, finger, grasp or operate objects, tools or controls; reach with hands and arms; use mental acuity and repetitive motion; crouch, kneel and stoop; and walk, talk and hear. The employee must occasionally lift up to one hundred eighty (180) pounds with one assistant. Cardiovascular conditioning should be sufficient for the extended performance of cardiac chest compressions, maneuvering and lifting of the gurney and other transport tools, and transport of medical equipment and patient belongings. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job; the employee is frequently exposed to moving mechanical parts and outside weather

**WORK ENVIRONMENT (continued)**

conditions, the employee is occasionally exposed to fumes or airborne particles; extreme cold; extreme heat; risk of electrical shock and vibration. The noise level in the work environment is usually loud.

All employees of Cole County Government are employed on an “at-will” basis, which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Cole County Government may discontinue the employment relationship on the same grounds.

***Cole County upholds federal, state, and local laws that protect employees and job applicants from discrimination on the bases of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, veteran status, marital status, or any other non-merit based factors protected by federal, state, or local law.***

**TERMS OF EMPLOYMENT**





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*The County has the right to revise this position description at any time, and thus does not represent in any way a contract of employment. All employees of Cole County Government are employed on an “at-will” basis, which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Cole County Government may discontinue the employment relationship on the same grounds.*

I, \_\_\_\_\_, acknowledge that I have received a copy of this job description and that I have read and understand what is written in this job description. I will ask questions about anything I do not understand.

\_\_\_\_\_  
 Employee Printed Name      Employee Signature      Date

\_\_\_\_\_  
 Witness Name      Witness Signature      Date

This policy/procedure supersedes any previous policy or memorandum on this topic.