



## **FUNCTIONAL POSITION DESCRIPTION FOR THE Emergency Medical Responder**

### **INTRODUCTION**

The following is a position description for the Emergency Medical Responder. This document identifies the minimum qualifications, expectations, competencies and tasks expected of the Emergency Medical Responder.

### **QUALIFICATIONS FOR CERTIFICATION**

To qualify for state certification, the applicant shall at a minimum:

1. Meet minimum state entry requirements and completion of all required documentation.
2. Meet requirements, such as attendance and grades.
3. Successfully complete all certification examinations.
4. Have a valid verification of skill form signed (Appendix \_\_\_\_).

### **COMPETENCIES**

The Emergency Medical Responder must demonstrate competency in handling emergencies utilizing basic life support equipment in accordance with the objectives in the National Highway Traffic Safety Administration EMS Education Standards for the Emergency Medical Responder and other objectives identified by the Department, to include having the ability to:

- Verbally communicate in person, via telephone, telecommunications or with other forms of electronic devices using the English language.
- Hear and interpret spoken information from co-workers, patients, physicians and dispatchers and sounds common to the emergency scene.
- Lift, carry and balance a minimum of 125 pounds equally distributed (250 pounds with assistance), a height of 33 inches, and a distance of 10 feet.
- Read and comprehends written materials under stressful conditions.
- Verbally interview patient, family members, bystanders, other healthcare workers and be able to hear and interpret their responses.
- Document physically in writing all relevant information in prescribed format.
- Demonstrate manual dexterity and fine motor skills, with the ability to perform all tasks related to quality patient care.
- Bend, stoop, crawl and walk on uneven surfaces.
- Meet minimum vision requirements to operate a motor vehicle within the state.
- Function in varied environmental conditions such as lite or darkened work areas, extreme heat, cold and moisture.

## **DESCRIPTION OF TASKS**

May function alone or as a member of a multi-member team.

Receives calls from dispatchers, verbally acknowledges the call, reads road maps or an electronic mapping system, assists in the identification of the most expeditious route to the scene, and observes traffic ordinances and regulations.

Upon arrival at the scene, ensures that the vehicle is parked in a safe location, determines scene safety and situational awareness including the presence of hazardous materials, mechanism of injury or illness, determines total number of patients and requests additional help if necessary.

In the absence of public safety personnel, takes safety precautions to protect the injured and those assisting in the care of the patient(s).

Will be expected to make critical decisions, perform in a professional and ethical manner.

Using body substance isolation techniques protects the patient(s) and providers from possible contamination.

Interacts with patients, family members, and members of public safety personnel in a professional manner. Communicates clearly during treatment, transport and patient hand-off.

Adjusts communication strategies for patients of varying age and developmental ranges, special needs and differing cultures.

Is able to recognize the signs and systems of a critically ill appearing patient(s) and acts responsibly and accordingly.

Is well informed on current Health Insurance Portability and Accountability Act (HIPAA) issues, patient confidentiality, living wills, surrogate decision makers and advanced directives.

Can recognize and react to a mass casualty incident and communicates clearly the need for along with the type and number of additional resources needed.

Determines nature and extent of illness or injury, checks respiration, takes pulses, blood pressure by auscultation and palpation (including proper placement of the cuff), visually observes changes in skin color, and establishes priority for emergency care. Based on assessment findings, renders emergency care.

Skills performed include but are not limited to: establishing and maintaining an airway with the use of a bag-valve mask, ventilating patients, cardiac resuscitation,



use of automated external defibrillators where applicable, controlling hemorrhage, bandaging wounds and splinting of painful swollen or deformed extremities.

Responsible for the administration of oxygen.

Responsible for the proper use and safety of an auto-injector for self or peers.

Responsible for performing eye irrigation.

Reassures patients and bystanders by working in a confident, efficient manner.

Performs in situations that create stress and tension on a regular basis.

Assists in lifting, carrying and transporting patient to an ambulance.

Reports verbally and in writing, observations and emergency care given to the patient at the scene. Upon requests, provides assistance to the receiving facility staff.

Disposes of contaminated supplies in accordance with established guidelines.

Is informed and practices safe operations of vehicles, safety and operational concerns with air medical transport and all forms of rescue.

Maintains awareness of level of hazardous materials

Attends continuing education and refresher training programs as required by EMS agency and/or certifying agency.

Meets qualifications within the functional position description of the Emergency Medical Responder.