

**LifeCare Medical Services, Inc.
Job Description**

Job Title: EMT-Basic
Department: Operations

Reports to: Operations Manager
FLSA Status: Non-exempt

Prepared By: R. Reed **Prepared Date:** 10/2001
Approved By: J. Caplinger **Approved Date:** 10/2001

Employee Signature: _____ **Date:** _____

Supervisor Approval: _____ **Date:** _____

SUMMARY

Provide basic emergency medical care and transportation under the guidelines of approved Division Medical Protocols and Standard Operating Procedures within the EMT-Basic scope of practice.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Must pass post job offer breath alcohol and drug test prior to starting assignment.

Must agree to random breath alcohol and drug tests per Company policy.

Provide a safe and welcome environment for patients and customers.

Maintains cleaning standards of station(s), vehicles(s), and equipment used in providing care and transportation.

Performs regular assigned shift duties (i.e., unit checkout, vehicle cleaning, and housekeeping.)

Follows all Company Health and Safety policies (OSHA).

Drives Company vehicles in accordance with Company driving policies.

Completes patient care and billing reports for every trip. Documentation must be thorough and legible in accordance with Company standards. Gather patient billing information and necessary signatures.

Notifies management immediately of any accident involving a Company vehicle; or damage or loss of any Company property.

Completes detailed Incident and Accident Reports in a timely manner at the request of management.

Demonstrates effective verbal communication skills when interacting with other employees, patients, and customers, and verbal and written communication when completing evaluations.

Uses the appropriate radio signals and codes, and follows radio communications procedures, including, but not limited to: beginning shift mileage, radio/pager checks, end of shift mileage, and status changes.

Displays a working knowledge of service areas, including facility locations, municipal regulations, and local procedures.

Demonstrates ability to work as a member of a team, and individually as necessary.

Follows scheduling procedures as outlined in the Standard Operating Procedures Manual.

Demonstrates a thorough knowledge and compliance with the Company Standard Operating Procedures and Employee Manual.

Shows skill in conflict resolution, and knows various methods with which to resolve conflicts.

Maintains strict confidentiality regarding patient information in accordance with HIPAA regulations, as well as sensitive Company and employee information.

Assess nature and extent of illness or injury to establish and prioritize medical procedures to be followed or need for additional assistance.

Administers initial treatment at emergency scene and takes and records patient's vital signs.

Assists in extricating trapped victims and transports sick and injured persons to treatment center.

Observes, records, and reports to physician patient's condition and reaction to drugs, treatment, and significant incidents.

Communicates with physician and other medical personnel via radio/telephone.

Attends mandatory Company meetings and training sessions.

Demonstrates ability to properly use all Company provided medical equipment within scope of practice.

Follows Company uniform standards.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

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.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED).

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LINCENSES, REGISTRATIONS

Possess and maintain current Ohio EMT-Basic certification.

Possess and maintain CPR certification.

Possess and maintain a valid Ohio Driver's License with no more than four (4) points; and approval by Company insurance provider as a having Company driver's status.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform 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 required to stand, walk, sit, use hands and fingers, handle, or feel, stoop, kneel, crouch, or crawl, and talk or hear. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move more than 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristic 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 regularly exposed to outside weather conditions. The employee is occasionally exposed to high, precarious places and fumes or airborne particles.

Because essential functions of the job may cause exposure to situations associated with general involvement in a health care service, including but not limited to exposure to AIDS, HIV, and Hepatitis B viruses involving Risk Classification Categories 1, 2, and 3, **environmental and safety conditions will fluctuate. To be qualified for the position a person will have the ability to work in this type of environment, with or without reasonable accommodations, and without posing a direct threat to self or others.

**Universal Precautions Risk Classification Categories:

1. Tasks may involve exposure to blood or body fluids.
2. Tasks do not routinely involve contact with blood or body fluids, but could result in Category I exposure.
3. Tasks do not involve any risk of exposure to blood and body fluids.