

Spec. Code: 3969
Occ. Area: 12
Work Area: 445
Prob. Period: 6 mo.
Prom. Line: none
Effective Date: 3/15/22
Last Action Rev.

EMERGENCY MEDICAL TECHNICIAN

Function of Job

Under direct supervision of authorized personnel, the Emergency Medical Technician (EMT) performs direct patient care, basic life support procedures, emergency medical care and transportation of patients.

Characteristic Duties and Responsibilities

A(n) Emergency Medical Technician Typically:

1. transports or accompanies patients via an emergency medical service vehicle (such as a Medicar or ambulance) from location to location;
2. renders medical assistance to patients who are experiencing difficulty while in transport;
3. escorts and/or transports patients by wheelchair or cart to and from locations in hospital facilities;
4. maintains supplies for the emergency medical service vehicle (such as oxygen, IV solutions, first aid equipment, and special items needed for particular patients);
5. assists medical and nursing staff with tasks related to diagnostic and therapeutic procedures appropriate to experience, training and skill level;
6. performs or assists medical staff in performing cardiac-pulmonary resuscitation techniques;
7. administers oxygen to patients as the need arises;
8. assists medical and nursing staff with assessment, education, and documentation of patient condition including obtaining and recording patients' vital signs;
9. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Current/valid State of Illinois licensure as an Emergency Medical Technician-Basic (EMT-B).
2. Based on institutional requirements, current/valid State of Illinois driver's license for the type(s) vehicle(s) to be operated.
3. Based on institutional requirements, a current Cardiopulmonary Resuscitation (CPR) and/or Basic Life Support-Healthcare provider (BLS) certification by an approved certifying board as defined by the employing institution.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities including symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
2. Knowledge of principles and processes for providing customer service.
3. Knowledge of relevant equipment, policies, procedures to promote safety and security.
4. Knowledge of health care administration procedures and systems including medical terminology, medical software, and confidentiality laws (HIPAA).
5. Skilled in giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
6. Ability to use full range of body motion to lift, push, pull, carry or handle objects.
7. Ability to communicate and interact effectively as appropriate for the needs of the audience.
8. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
9. Ability to work collaboratively, building strategic relations with colleagues, coworkers, constituents and volunteers.
10. Ability to exhibit strong organizational skills and maintain detailed, accurate records.