

## EMERGENCY MEDICAL TECHNICIAN

### KIND OF WORK

Skilled Emergency First Aid treatment and safety inspection work.

### NATURE AND PURPOSE

Following strict procedures, give appropriate emergency care and transport the patient. Some conditions can be handled following general rules and guidelines, while more complicated problems are carried out under the direction of medical practitioners.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Provides for all Emergency First Aid care to staff, volunteers, interns, contractors, and guests so that medical emergencies are cared for with professionalism and a minimum amount of delay.

Provide direct care as delegated by an RN and/or practitioner, ensuring appropriate and quality care is received in the most efficient manner.

Administer medications under the direction and monitoring of an RN.

Inspects public and staff areas to ensure that safety and health is maintained. Assist in development of overall safety programs.

Provides administrative skills required to maintain department operations so that all work is documented.

Provides general assistance to guests, volunteers, staff, and personnel as required.

Assists in the administration of Severe Weather and Fire Evacuation programs involving the entire complex.

Maintains positive interpersonal relationship skills with all staff, supervisors, visitors and participants in the mission, vision initiatives, and strategies, as directed by supervisor.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### **Technical Competencies:**

Successfully complete the State of Minnesota 140 hours Emergency Medical Technician course with curriculum determined by the Federal Department of Transportation and must continue to maintain Emergency Medical Technician certification every two years.

Knowledge of:

State buildings and grounds and possess a thorough understanding of facility rules, regulations, and policies.

Filling out the proper paperwork associated with an on the job injury to ensure that proper procedures are followed and that the necessary contacts are made in an expeditious manner.

Certified to administer procedures to patients currently at the Advanced Life Support level; procedures include defibrillation and shock administration to persons in cardiac arrest, advanced airway adjuncts, and the injection of life saving epinephrine to patients in anaphylactic shock.

Remains committed to seek additional training to benefit the overall safety program.

Solves first aid related incidents at incumbent's discretion as the need arises, but within established policies. Departure from standard procedures is subject to approval from supervisor.

**Work Management Competencies:**

Possesses strong public relations skills and maintains good working relationships with staff, volunteers, and local emergency response personnel.

Ability to remain calm and efficiently handle any emergency situation.

Completes assigned tasks, both oral and written, with minimum direct supervision.

**Interpersonal Competencies:**

Ability to work closely with guests, staff, volunteers, and local police, fire, and ambulance personnel.

Ability to communicate effectively both orally and in writing in a knowledgeable courteous and expedient manner.

Est.: 3/01

Rev.: 4/22

T.C.:

Former Title(s):