



### **1. Introduction**

The following general position description for the EMT and EMT-P is provided as a guide for advising those interested in understanding the qualifications, competencies and tasks required for emergency medical services certification. It is the ultimate responsibility of an employer to define specific job descriptions within each Emergency Medical Services (EMS) entity.

### **2. Qualifications**

An individual must successfully complete a Texas Department of State Health Services approved course and achieve competency in each of the psychomotor skills to qualify for EMS certification or licensure. In addition, the individual must achieve a passing score on the National Registry of EMT's examination.

EMS personnel must be at least 18 years of age. Generally, the knowledge and skills required show the need for a high school education or equivalent. EMS personnel must have the:

- a. ability to communicate verbally via telephone and radio equipment;
- b. ability to lift, carry and balance up to 125 pounds (*250 pounds with assistance*);
- c. ability to interpret written, oral and diagnostic form instructions;
- d. ability to use good judgment and remain calm in high-stress situations;
- e. ability to work effectively in an environment with loud noises and flashing lights;
- f. ability to function efficiently throughout an entire work shift;
- g. ability to calculate both weight and volume ratios and read small print under life threatening time constraints;
- h. ability to read and understand English language manuals and road maps;
- i. ability to accurately discern street signs and address numbers;
- j. ability to interview patient, family members and bystanders;
- k. ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such; and
- l. ability to converse in English with co-workers and hospital staff as to status of patient.

EMS personnel should possess good manual dexterity, with the ability to perform all tasks related to highest quality patient care. Having the ability to bend, stoop and crawl on uneven terrain and to withstand varied environmental conditions such as extreme heat, cold and moisture is vital. The ability to work in low light, confined spaces and other dangerous environments is required.

### **3. Description of Tasks**

- a. Receives call from dispatcher, responds appropriately to emergency calls, reads maps, may drive ambulance to emergency site, uses most expeditious route and observes traffic ordinances and regulations.
- b. Determines nature and extent of illness or injury, takes pulse, blood pressure, visually observes changes in skin color, auscultates breath sounds, makes determination regarding patient status, establishes priority for emergency care, renders appropriate emergency

care (*based on competency level*); may administer intravenous drugs or fluid replacement as directed by physician.

- c. May use equipment (*based on competency level*) such as, but not limited to, defibrillator, electrocardiograph, performs endotracheal intubation to open airway and ventilate patients.
- d. Assists in lifting, carrying, and transporting patient to ambulance and on to a medical facility.
- e. Reassures patients and bystanders, avoids mishandling patient and undue haste, and searches for medical identification emblem to aid in care.
- f. Extricates patient from entrapment, assesses extent of injury, uses prescribed techniques and appliances, radios dispatcher for additional assistance or services, provides light rescue service if required, provides additional emergency care following established protocols.
- g. Complies with regulations in handling deceased, notifies authorities, and arranges for protection of property and evidence at scene.
- h. Determines appropriate facility to which patient will be transported, reports nature and extent of injuries or illness to the facility, asks for direction from hospital physician or emergency department.
- i. Observes patient en-route and administers care as directed by physician or emergency department or according to published protocol.
- j. Identifies diagnostic signs that require communication with facility.
- k. Moves the patient into the emergency facility from the ambulance.
- l. Reports verbally and in writing concerning observations about the patient, patient care at the scene, patient care en-route to facility and provides assistance to emergency department staff as required.
- m. Maintains familiarity with all specialized equipment.
- n. Replaces supplies, sends used supplies for sterilization, checks all equipment for future readiness, maintains ambulance in operable condition, ensures ambulance cleanliness and orderliness of equipment and supplies, decontaminates vehicle interior, determines vehicle readiness by checking oil, gasoline, water in battery and radiator and tire pressure.

#### **4. Americans with Disabilities Act**

The Americans with Disabilities Act does not exempt the student from the *Functional Position Description* requirements. **These requirements are viewed as essential to the job.** However, whenever possible, reasonable accommodations will be made to students with disabilities. The Collin College EMS program uses the rules of the Texas Department of State Health Services along with the National Registry of EMTs as a guide with regards to what accommodations will be provided. Students must speak with the instructor **within the first class session** in order to be considered for accommodation. It is the student's responsibility to contact the ACCESS office at 972-881-5898 and show legitimate documentation of the disability by the third day of class.

The following is a sample list of accommodations that are **not allowed** in the EMS Program because they are not in compliance with the essential job functions of an EMT or paramedic as outlined in the *Functional Position Description*. These include, but are not limited to:

- a. ***Students are not allowed additional time for skills with specific time frames.***
  - i. Patients would suffer due to life threatening conditions in emergency situations if treatment were delayed.
- b. ***Students are not allowed unlimited time to complete a written exam.***
  - i. This request is not considered unreasonable because a candidate should be able to complete a test within a finite amount of time.
  - ii. Students will be allowed a maximum of time and one-half to complete written exams.
- c. ***Students are not provided a written exam with a reading level of less than grade eight.***
  - i. The EMS profession requires a reading level of at least grade eight to work safely and efficiently.
- d. ***Students must answer all written test questions as written. No explanation of the question can be provided by the test proctor or any other individual.***
  - i. Additional descriptions of test questions would not be a reasonable accommodation because reading and understanding written English is an essential part of EMS communication.
  - ii. Student must be able to understand and converse in medical terms appropriate to the profession.