



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.

FUNCTIONAL POSITION DESCRIPTION FOR THE EMERGENCY MEDICAL TECHNICIAN

INTRODUCTION

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

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, grades , and all clinical and field patient contacts.
3. Successfully complete all certification examinations.
4. Have a valid skills verification form signed (Appendix ____).

COMPETENCIES

The EMT 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 EMT and other objectives identified by the Department, to include having the ability to:

- Verbally communicate in person, via telephone, telecommunications and other 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, a distance of 10 feet.
- Read and comprehend written materials under stressful conditions.
- Verbally interview patient, family members, bystanders and hears and interprets their responses.
- Document physically in writing all relevant information in prescribed format.
- Demonstrate manual dexterity and fine motor skills, with 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 electronic mapping systems, identifies 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; performs size-up to determine scene safety and situational awareness including the presence of hazardous materials, mechanism of injury or illness, determines total number of patients. Performs triage and requests additional help if necessary.

Maintains knowledge and ability to recognize and multiple casualty incidents, acts accordingly to triage and communicate the need for the appropriate type and number of resources.

Communicates verbally for additional help as needed.

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. Is educated on the most current infection control issues and precautions to include proper cleaning, sterilizing, and decontamination of equipment and vehicles.

Inspects for medical identification, emblems, bracelets or cards that provide emergency care information.

Communicates to patient(s), family members, bystanders, guardians and others to obtain history taking information in regard to medical history, suspected illness or injury and conditions prior to activating the EMS system.

Determines nature and extent of illness or injury, checks respiration, auscultates breath sounds, takes pulses, blood pressure by auscultation and palpation (including proper placement of the cuff), visually observes changes in skin color, obtains a pulse oximetry value, establishes priority for emergency care. Based on assessment findings, renders emergency care to adults, infants and children.

Skills performed include but are not limited to: establishing and maintaining an airway, ventilating patients manually or with the use of an **automatic transport**



ventilator, cardiac resuscitation, use of automated external defibrillators and mechanical CPR devices with additional training where applicable. In addition, provides prehospital emergency care of single and multiple system trauma such as controlling hemorrhage, treatment of shock (hypoperfusion), bandaging wounds, spinal immobilization and splinting of painful swollen or deformed extremities.

Manages medical patients to include but are not limited to: assisting in childbirth, management of respiratory, cardiovascular, endocrine, allergic, neurologic, behavioral, and environmental emergencies and suspected poisonings.

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

Shall know the five rights of medication administration.

Performs interventions and assists patients with prescribed medications, including sublingual nitroglycerin, auto injectors, aspirin by mouth, oral glucose and patients prescribed nebulized/aerosolized inhalers.

Responsible for the administration of oxygen using a variety of oxygen delivery devices.

Application of mechanical patient restraint

Reassures patient(s) and bystanders by working in a confident, efficient manner.

Interacts with patients, family members, and 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.

Interacts with patients and families with special challenges and communicates in a clear, professional and appropriate fashion, to be morally and ethically sensitive to the needs and perceptions of the patients, families and bystanders.

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

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

Where extrication is required, assesses extent of entrapment and provides all possible emergency care and protection to the patient. Uses recognized techniques and equipment for removing patients safely. Following extrication provides



additional medical care and triaging the injured in accordance with standard emergency procedures.

Complies with regulations for the handling of crime scenes and prehospital deaths by notifying the appropriate authorities and arranging for the protection of property and evidence at the scene.

Carries and places patient in the ambulance and assures that the patient and stretcher are secured, and continues emergency medical care enroute in accordance with state and local protocols.

Determines most appropriate facility for patient transport. Reports to the receiving facility the nature and extent of injuries, the number of patients being transported.

Observes patient enroute and administers care as directed by medical control, local/state or national protocols. Able to maneuver to all points in the patient compartment while transporting with a stretchered patient. Assists in lifting and carrying patients, and appropriate equipment from ambulance and into receiving facility.

Reports verbally and in writing, observations and emergency care given to the patient at the scene and in transit to the receiving staff for record keeping and diagnostic purposes. Upon requests, provides assistance to the receiving facility staff.

Maintains ambulance in operable and safe condition, which includes cleanliness, orderliness and restocking of equipment and supplies. Determines vehicle readiness by checking general maintenance to include oil, fuel, breaking and steering systems and tire pressure. Will properly utilize all safety equipment available.

Checks all medical equipment for future readiness. Maintains familiarity with all specialized equipment.

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, medical direction, and/or certifying agency.

Meets all qualifications within the functional position description of the EMT.

FUNCTIONAL POSITION DESCRIPTION FOR THE ALS PROVIDER

QUALIFICATIONS

The following is a position description for the Advanced EMT, Paramedic, and Pennsylvania certification level of Prehospital R.N. (PHRN), Prehospital Physician Extender (PHPE) and Prehospital Physician (PHP), (hereafter referred to as an ALS Provider). This document identifies the qualifications, competencies and tasks expected of the ALS Provider.

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, grades and all clinical and field patient contacts.
3. Successfully complete all certification examinations.
4. Have a valid skills verification form signed (the only exception is for reciprocity)

COMPETENCIES

The ALS Provider must demonstrate competency in handling emergencies utilizing advanced and basic life support equipment in accordance with the objectives in the National Education Standards, or other objectives identified by the Department, to include having the ability to:

- Verbally communicate in person via telephone, telecommunications or with other form of electronic devices using the English language.
- Hear and interpret spoken information from co-workers, patients, families, other healthcare workers, physicians and dispatchers as well as 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 comprehend written/printed materials under stressful conditions.
- Verbally interview patients, family members and bystanders, other healthcare workers and be able to hear and interpret their responses.
- Document physically, in writing or via an electronic device, 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 lit or darkened work areas, extreme heat, cold and moisture.
- Interpret written, oral and diagnostic forms of instruction.
- Perform in situations that create stress and tension on a regular basis.

DESCRIPTION OF TASKS

Be capable of performing all EMT skills and using BLS equipment.

Be able to perform in accordance with all behavioral objectives of the ALS curriculum approved by the Department and other objectives identified by the Department.

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

Receives calls from dispatchers, verbally acknowledges the call, reads road maps or uses a computer based mapping system, identifies the most expeditious route to the scene, and observes traffic ordinances and regulations. Responds accordingly in the safest mode possible.

Upon arrival at the scene, ensures that the vehicle is parked in a safe location; performs a size-up to determine scene safety, utilizes situational awareness, determines the mechanism of injury or illness, determines total number of patients and requests additional help if necessary. Performs triage and requests additional help if necessary.

Maintains knowledge and ability to recognize multiple casualty incidents, acts accordingly to triage and communicate the need for the appropriate type and number of resources.

Utilizes a nationally recognized system of incident management to operate and communicate amongst other public safety and health care agencies and providers.

Communicates verbally for additional help as needed

In the absence of public safety personnel, creates a safe environment for the protection of 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 at all times

Be educated on the most current laws, procedures and policies regarding, consent and refusal of treatment, confidentiality, mandatory reporting, patients' rights and end-of life issues.

Using body substance isolation techniques protects the patient(s) and providers from possible contamination. Is educated on the most current infection control issues and precautions to include proper cleaning and sterilizing and decontamination of equipment and vehicles. Is educated on drug-resistant bacteria and other emerging diseases.

Communicates to patients, family members, bystanders, guardians and others to obtain history taking information in regard to medical history, suspected illness or injury and conditions prior to activating the EMS system.

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



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

Interacts with patients and families with special challenges and communicates in a clear, professional and appropriate fashion, to be morally and ethically sensitive to the needs and perceptions of the patients, families and bystanders.

Determines the nature and extent of illness or injury, assesses pulses, assesses blood pressure by auscultation and palpation, visually observes changes in skin color, establishes priority for emergency care, obtains a pulse oximetry value calculates drip rates and drug concentrations, renders appropriate, approved intravenous, intramuscular, oral, subcutaneous, intraosseous, nasogastric or intranasal medications or fluid replacement as directed by a protocol, or directed by medical command physician. Performs endotracheal intubation (within scope of practice dependent upon certification level) to open airways or the use of supraglottic airways, ventilates and oxygenates patients. Can perform percutaneous cricothyrotomy when authorized.

Skills performed include but are not limited to: establishing and maintaining an airway, providing oxygen via various types of masks to include BiPAP/CPAP, ventilating patients manually, with artificial ventilation (demand valve or similar device) or with the use of an automatic transport ventilator, cardiac resuscitation, and use of automated external defibrillators and mechanical CPR devices, with additional training where applicable. In addition, provides prehospital emergency care of single and multiple system trauma such as controlling hemorrhage, treatment of shock (hypoperfusion), bandaging wounds, spinal immobilization and splinting of painful swollen or deformed extremities.

Is able to proficiently use waveform capnography and manage patients through artificial ventilation and oxygenation. Is able to verify proper placement of an advanced airway.

Performs tracheobronchial suctioning, utilizes multi-lead ECGs, and performs synchronized and unsynchronized cardioversion. Initiates intraosseous infusions, accesses indwelling catheters and monitors central lines, and initiates/ monitors thrombolytic medication, within scope of practice dependent on certification level. The ability to recognize, treat and transport to the appropriate facility a patient with a STEMI or acute coronary syndrome.

Initiation of intravenous catheters, intraosseous needles and accessing indwelling catheters and implanted central IV ports, within scope of practice dependent on certification level, to administer approved medications, fluids and thrombolytic medications. Must be able to initiate and maintain intravenous medication drips, by use of mechanical or automated means.

Shall know and apply the five rights of medication administration.

Shall understand and be able to apply mechanical patient restraints.

Assisting in insertion of chest tubes, within scope of practice dependent on certification level, obtains blood samples for blood chemistry analysis, and eye irrigation with the use of Morgan lens.



Assisting with the use of nasogastric and orogastric tube, within scope of practice dependent on certification level.

Performs cardiac monitoring, interprets ECG tracing, and transmits an ECG rhythm to medical control or the receiving hospital.

Complies with regulations on the handling of crime scenes and prehospital deaths by notifying the appropriate authorities and arranges for protection of property and evidence.

Participates or oversees the extrication of patient from entrapment, assesses extent of injury, uses prescribed techniques and appliances, radios dispatcher for additional assistance or services, provides rescue if required, provides additional emergency care.

Determines most appropriate facility for patient transport unless otherwise directed by medical control. Reports the nature and extent of injuries, the number of patients being transported and destination to assure prompt medical care in accordance with local and state protocols.

Observes a patient enroute and during transport, administers care as directed by medical control/state/local or national protocols. Able to maneuver to all points in the patient compartment while moving with a stretchered patient. Assists in lifting, carrying, and transporting patients to ambulance and to a medical facility.

Reassures patients, family members, bystanders and the public at large.

Is actively aware of patient safety issues and corrects them or reports them in an official capacity.

Utilize personal protective equipment and standard safety precautions. Is actively involved in prevention of work related injuries.

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

Maintains awareness level of hazardous materials.

Avoids mishandling patients and undue haste

Inspects for medical identification, emblems, bracelets or cards that provide emergency care information.

Reports verbally, and in writing or by electronic means, any and all observations and emergency care given to the patient at the scene and in transit, to the receiving staff for record keeping and diagnostic purposes. Upon requests, provides assistance to the receiving facility staff.

Is well informed on current Health Insurance Portability and Accountability Act (HIPAA) issues and patient confidentiality.

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



After call, restocks and replaces patient care supplies, cleans all equipment following appropriate decontamination/cleaning procedures, makes careful check of all equipment to ensure availability of ambulance for next run. Maintains ambulance in efficient operating condition.

Attends continuing education and refresher training programs as required by employers, medical director, and/or certifying agency.

Will function as a patient advocate for patients in emergency setting and have an active role in public health information, education and care when appropriate.

Meets all qualifications within the functional position description of the EMT and ALS Provider.