

**F-M AMBULANCE SERVICE
READY WHEELS**

Job Description:

Position:	EMT-Basic	Effective Date:	February 18, 1997
Reports To:	Operations Supervisor		

Position Purpose:	Provides high quality out of hospital care and transport by: Receiving emergency and non-emergency Ambulance / Ready Wheels calls and responding to them promptly, efficiently and professionally.
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Essential Results of the Job:	% of Time
Serves the customer by: Establishing a professional rapport with the customer and family in their time of need. Beginning the necessary treatment of the customer in a rapid, professional manner, while advising the customer / family of the treatment plan.	35%
Assures a high standard of care by: Maintaining both National Registry and state certifications including the educational and refresher requirements. Maintaining CPR certification throughout employment. Communicating patient information to receiving medical staff in speech and written reports. Adhering to protocols and standing orders. Serving as a preceptor for students in the field of EMS. Assuring the safety of the patient and F-M Ambulance Service personnel at the scene. Selecting the appropriate receiving hospital as described in the policy manual. Adhering to company policies and procedures.	40%
Work with the Leadership Team to meet company goals by: Assisting the on duty supervisor as needed. Informing the Supervisor of deficiencies in supplies, equipment, needed documents, and ambulances. Representing the company and its staff in a positive manner at all times. Serving as a dispatcher if called upon to do so.	10%
Providing patient information for billing and patient records by: Developing a working diagnosis based on information available. Writing a comprehensive report documenting the situation at the scene, exam results, orders received, treatments rendered and supplies used. Documenting statistics and codes for the State of North Dakota and our company reports. Obtaining all billing information possible including patients' signature for billing purposes.	05%
Assures that vehicles and stations are prepared to meet internal and external customer needs by: Maintaining the ambulances, equipment and supplies. Cleaning and maintaining the ambulances and their stations. Completing appropriate reports including the call logs, station duty sheets, and vehicle checkoff sheets.	10%
The most significant duties have been included in this description. This does not preclude the assignment of occasional or developmental duties. The company reserves the right to modify this job description as needed to accurately reflect duties assigned.	

	Required	Preferred	Certification Required	Basic	Advanced	Instructor
High School Diploma or (GED)	X		Basic Life Support	X		
EMT-Basic	X		ACLS			
Associate Degree			BTLS or PHTLS			
Bachelor's Degree			National Registry	X		
Master's Degree						
Other: Current Drivers License	X		Other: PALS			

Exposure to Bodily Fluid	No	Yes	X
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Experience:	Operations:	Supervision:
	None	0 to 2 years
X	3 months to 1 year	3 to 4 years
	1 year to 3 years	5 to 7 years
	3 years to 5 years	8 to 10 years
	Greater than 5 years	Greater than 10 years

Physical Activity	Not Applicable	0-25%	26-75%	76-100%	Average Pounds
Lift / Carry			X		
Push / Pull			X		
Reach Overhead		X			
Climb		X			
Squat/Bend/Kneel		X			
Sit			X		
Stand		X			
Walk / Move About		X			

Working Conditions		Description
X	Temperature	Various indoor and outdoor temperature extremes
X	Noise	Vehicle noise, sirens, radio traffic, rescue tools
X	Chemical or Hazardous Materials	Cleaners, Biohazards, Haz Mat products at emergency scenes
X	Tools Used	Basic hand tools
X	Equipment Used	All BLS Equipment, Diesel trucks, various radio equipment, cell phones