



# Wallowa County Health Care District

**JOB TITLE: Emergency Department Technician**

**FLSA STATUS: Non-Exempt - Union**

**DEPARTMENT: Med-Surg**

**DATE: April, 2023**

**REPORTS TO: Director of Nursing Services**

**APPROVED BY: Chief Nursing Officer**

## **JOB SUMMARY:**

This position is responsible for performing direct patient care activities within scope of practice, as an ED Tech, under the direction of Physician in the Emergency Department. Works as a member of the emergency medical team, contributes to assessment of patient status, planning of care, implementation of nursing care activities, patient/family teaching and evaluation of patient response to treatment through observation of the patient. The employee will assist nursing staff in providing high quality and compassionate care for patients to promote a collaborative, interdisciplinary approach towards patients, families, and all members of the care delivery team.

## **MISSION, VISION & VALUES:**

The successful candidate(s) must share and demonstrate through job performance (and will be evaluated on) the ability, willingness and successful application of support for the Mission, Vision and Values of the District:

Mission: To provide premier Health Care

Vision: To be a recognized leader in mission focus, quality care, and fiscal

strength Values: Compassion, Respect, Integrity, Quality, Stewardship, and

Family

## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

Include the following and other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Nothing in this job description should be inferred to condone an employee acting out of their scope of license or certification.

- Participate in patient care in collaboration with RN: which may include vital signs; IV starts; blood draws; document on flow sheet or in electronic medical record; communicate with patient and family; set-up and assist with procedures; clean and dress wounds; EKGs; splinting; assist with airway management; initiate cardiac monitoring; may be required to perform emergency defibrillation; point of care testing; patient transport; patient discharge.
- Performs basic patient observation skills and reports significant changes in patient condition to the appropriate team member. Observation of secluded, restrained, or patients requiring constant or frequent observation.
- Assist with administrative duties such as patient transfers and discharges.
- Maintain department supplies by stocking patient rooms and supply areas to meet patient care needs. Assist in keeping patient care areas and equipment clean. Room set-up.
- Performs clerical and communication functions to support departmental operations and patient care, including follow-up calls
- Order entry and results retrieval in the computer system.
- Document patient care in health care record according to standards.
- Provide assistance to other nursing departments within scope of practice.
- Completes and adheres to specific duties outlined in attached ED Tech competency profile.



# Wallowa County Health Care District

## **EDUCATION & EXPERIENCE:**

- Graduate of an accredited Emergency Medical Technician certificate course or Certified Nursing Assistant license required.
- Current BLS certification.
- Excellent computer skills required.
- **For EMT-B or EMT-A:**
  - Community Health Worker Certification preferred
- **For EMT-P:**
  - Current ACLS & PALS certification
  - NRP certification preferred

## **CORE COMPETENCIES:**

- Compassion – Welcomes, mentors and receives new team members.
- Respect – Manages conflict with respect and dignity for others. Attempts to address issues before escalating.
- Integrity – Owns professional development and seeks self-development. Uses good judgment in resolving job problems. Generates and evaluates alternative solutions and makes effective and timely decisions.
- Quality - Pays close attention to detail. Strives to achieve excellence in all things.
- Stewardship – Careful and responsible management of WCHCD resources. Finds productive work to keep busy during slack periods.
- Family – Creates and participates in a team environment. Applies effective interpersonal and problem- solving skills when responding to coworkers, patients and visitors.

## **POSITION SPECIFIC COMPETENCIES:**

- Organizing, Planning, and Prioritizing Work: Develop specific goals and plans to prioritize, organize, and accomplish your work while maintaining premiere patient care.
- Communication: Ensure clear & appropriate communication with all individuals involved in patient care.
- Critical Thinking: Applied by the ED Tech in the process of solving problems of patients and decision- making processes with creativity to enhance the outcome. It is an essential process for safe, efficient, and skillful interventions.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes patient/family needs assessment, meeting quality standards for services, and evaluation of patient/family satisfaction.
- Teamwork - Healthcare teams that communicate effectively and work collaboratively reduce the potential for error, resulting in enhanced patient safety and improved clinical performance.

## **WORK ENVIRONMENT:**

This job operates in a healthcare setting. This role requires regular walking to various locations around the hospital. This role also routinely comes into contact with patients who may have contagious illnesses.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.



# Wallowa County Health Care District

**POSITION TYPE AND EXPECTED HOURS OF WORK:**

This position is in a healthcare facility which is open 24 hours a day, 365 days a year. Rotating shifts as well as holiday and work during inclement weather will be required.

**WCHCD CODE of CONDUCT & CONFIDENTIALITY STATEMENT:**

As an employee of Wallowa County Health Care District (WCHCD) you must agree to abide by the following code of Conduct/Confidentiality Statement.

I understand and agree that in the performance of my duties I must hold medical information in confidence. I understand that any violation of the confidentiality of medical information may result in punitive action. I will at all times protect the safety of our patient/residents understanding that they are our “customers” and the reason for our employment. I will avoid any and all personal conflicts of interest as it relates to my position at this facility. I agree to abide by the dress code for WCHCD. I will not use any of the assets of WCHCD for personal use. I will abide to all rules and regulations of the State of Oregon and the United States in relation to the operation of a medical facility. I will treat my co-workers at all times in a professional & courteous manner. I will strive to always work as a team player with my co-workers. I agree to report any perceived medical/facility operation noncompliance issues immediately through the compliance reporting process.

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I have read and understand the above job description.

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**Employee Signature**

**Date**



# Wallowa County Health Care District

## EMERGENCY DEPARTMENT TECHNICIAN COMPETENCIES

### PREPARE PATIENT FOR EXAMINATION:

- Measure oxygen saturation of patient
- Measure body temperature
- Obtain pulse rate
- Obtain respiratory rate
- Measure blood pressure
- Establish cardiac monitoring
- Weigh patient as needed
- Measure height of patient as needed
- Maintain a therapeutic environment
- Document patient care/action
- Assist with gowning the patient

### MAINTAIN PATIENT SAFETY:

- Perform safety checks and hourly rounding checks
- Assist with patient ambulation
- Monitor emotionally unstable patients *\*\* after appropriate training \*\**
- Report suspected abuse
- Maintain seizure precaution
- Immobilize potential harmful behavior
- Assist with maintaining spinal motion restriction

### PERFORM/ASSIST SPECIAL PROCEDURES:

- Perform CPR
- Perform EKG
- Provide wound care
- Set-up and assist with Sterile Procedures
- Perform orthostatic vital signs
- Perform ambulation trial
- Prepare IV setup *\*\* perform IV start \*\**
- Measure visual acuity
- Perform data entry
- Prepare patient for disposition
- Transport patients off unit
- Perform post-mortem care
- Photographically document wounds as requested by physician

### COLLECT LABORATORY:

- Obtain urine specimen
- Obtain stool specimen
- Obtain swab cultures
- Obtain sputum specimen
- *\*\* Draw blood samples \*\**
- Obtain POC glucose measurement
- *\*\* Insert catheter to obtain urine specimen \*\**

### PERFORM AIRWAY MANAGEMENT:

- Perform light suctioning of the oropharynx as-needed
- Administer oxygen therapy
- Titrate oxygen to goal spO<sub>2</sub>
- Monitor end-tidal CO<sub>2</sub> measurements

### PERFORM OTHOPEdic IMMOBILIZATION/PROCEDURES:

- Assist physician with orthopedic reductions
- Assist with splint application
- Apply performed splints
- Apply orthopedic devices
- Provide crutch training



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## PREPARE PATIENT AREA FOR NEW:

- Dispose of waste
- Clean and dress bed
- Facilitate Environmental Services when necessary
- Prepare instruments for sterilization
- Perform minor equipment maintenance
- Clean and ensure charging on ultrasound machine and butterfly u/s
- Clean and ensure charge on iPad
- Check and ensure charge on glidescope with airway cart check

## MAINTAIN DEPARTMENT:

- Stock linens
- Inventory and supply respiratory cabinet
- Inventory and supply dressing and wound care cart
- inventory and supply patient rooms
- stock IV supplies
- inventory and supply PPE
- inventory and supply crash carts
- inventory and supply any special procedure carts

## PERFORM PATIENT COMMUNICATION:

- perform post-ED visit follow-up calls within predetermined template
- communicate with MD or nursing any questions identified with follow-up calls

## PERFORM PATIENT CARE ON MEDICAL-SURGICAL UNIT:

- perform suctioning of the airways as-needed
- administer oxygen therapy
- Titrate oxygen to goal spO<sub>2</sub>
- Prepare patient for disposition
- Monitor emotionally unstable patients **\*\*after appropriate training\*\***
- Assist with patient ambulation
- Perform safety checks and hourly rounding
- checks
- Measure vital signs at ordered intervals (pulse, blood pressure, temperature, respirations, oxygenation saturation)
- Assist with hygiene tasks for patient (bathing, toileting, etc.)
- Clean and dress bed
- Obtain POC glucose measurement

## PERFORM PATIENT CARE IN SURGERY DEPARTMENT:

- Measure vital signs at ordered intervals
- Assist with gowning the patient
- Establish cardiac monitoring
- Prepare IV setup **\*\*perform IV start\*\***
- Prepare patient for disposition, including discontinuing IV if asked
- Clean and dress bed
- Clean high-touch surfaces between procedures

**\*\* SPECIFIC PROCEDURES ONLY TO BE DELEGATED AFTER SEPARATE COMPETENCY/TRAINING DEMONSTRATED AND APPROVED. \*\***



# Wallowa County Health Care District

**JOB TITLE:** Emergency Medical Technician - Basic

**FLSA STATUS:** Non-Exempt - Union

**DEPARTMENT:** Emergency Medical Services

**DATE:** January, 2020

**REPORTS TO:** EMS Director

**APPROVED BY:** EMS Director

## **JOB SUMMARY:**

As a member of an emergency medical team, provide pre-hospital care and transportation of sick or injured persons to a medical facility. Operate emergency medical vehicle in a safe manner. Perform duties related to furthering departmental mission, such as readiness, improvement in performance and safety.

## **MISSION, VISION & VALUES:**

The successful candidate(s) must share and demonstrate through job performance (and will be evaluated on) the ability, willingness and successful application of support for the Mission, Vision and Values of the District:

Mission: To provide premier Health Care

Vision: To be a recognized leader in mission focus, quality care, and fiscal strength

Values: Compassion, Respect, Integrity, Quality, Stewardship, and Family

**ESSENTIAL DUTIES & RESPONSIBILITIES:** includes the following and other duties may be assigned. Nothing in this job description should be inferred to condone an employee acting out of their scope of license. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Respond to emergency medical calls and inter-facility transfers, and provide care for sick or injured patients following prescribed life support protocols.
- Perform patient care per scope of practice and approved protocols.
- Operate specially-equipped emergency medical vehicles in a safe manner.
- Monitor communications equipment to maintain contact with dispatcher.
- Communicate with professional medical personnel at emergency treatment facility to obtain instructions regarding further treatment and to arrange for reception of victim(s) at treatment facility.
- Remove or assist in patient extrication.
- Complete logs and reports in an accurate and timely manner, both paper and electronic.
- Perform equipment, supply and training aid inventories.
- Perform operator maintenance on emergency vehicles and equipment operated by department.
- Lead continuing education classes/training to EMS personnel, hospital staff, community members and organizations.
- May be assigned specific program responsibilities, e.g. First Responder, Education Coordinator, etc.
- Maintain work areas in a clean, orderly and secure manner. Maintain cooperative working relationship with hospital staff, patients, other organizations, and the public to provide quality customer service in a courteous manner.
- Follow all safety rules and procedures for work areas.
- May provide training and orientation to newly appointed employees, students or volunteers.
- Maintain schedule integrity by fulfilling all scheduled commitments per policy.

## **AUXILIARY JOB FUNCTIONS:**

Provide assistance to other hospital personnel as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.

## **SUPERVISION RECEIVED:**

Works under the general supervision of the Emergency Medical Service Director or designee.



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## **CUSTOMER SERVICE:**

This job is often performed in full view of the public and sometimes the media. Must demonstrate exemplary customer service and perform in a manner that upholds the mission and vision of the Department and the Hospital.

## **QUALIFICATIONS & EXPERIENCE:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- EMT - High School diploma or equivalent education.
- One year post high school education or equivalent satisfactory combination of experience and training which demonstrated the knowledge, skills and abilities to perform the above duties.
- Possession of a current EMT license issued by the State of Oregon or ability to acquire by the time of appointment.
- Possession of Basic Trauma Life Support or equivalent within six (6) months of appointment.
- Possession of a valid driver's license and acceptable driving record and valid CPR-HCP card.
- Previous EMT experience in a hospital environment preferred.
- Knowledge of emergency medical delivery methods and operation of specialized emergency medical equipment mandatory.
- Demonstrate safe driving techniques, especially with specialized emergency medical vehicles mandatory.
- Knowledge of computer applications software and general office procedures mandatory.

## **PHYSICAL REQUIREMENTS:**

The EMS-ADA Physical Requirements are attached to this job description and are expressed herein as the EMTs mandatory ability to:

1. Using a 165 lb. manikin and one EMT partner, secure "patient" to the split stretcher and lift one end of the loaded device and place it on the transport stretcher.  
Rationale: EMTs are required to lift and move patients in a safe and efficient manner. Failure to lift safely jeopardizes the technician, the patient and the other crew member(s).
2. Safely and efficiently function as two-person team and descend 12 stairs with a 180lb person secured to the stair chair.  
Rationale: Safe descending stairs (with adult patient) with a commercial stair chair is a common function of the EMT.
3. Carry the portable defibrillator (LP 12 or 15) and the blue medical bag a distance of 100' without stopping (total carry weight of approximately 60 lbs. – half in each hand).  
Rationale: Each crewmember must be able to carry the two major pieces of equipment to a location some distance from the ambulance, often including upstairs, down embankments, etc.
4. Safely function as a two-member ambulance response team, including physically operating all on-board medical equipment and driving – safely navigating all road conditions in all weather conditions.  
Rationale: While most emergency responses will have three members, two-person crews perform inter-facility transfers and often serve as emergency backup.

## **CORE COMPETENCIES:**

- Compassion – Welcomes, mentors and receives new team members. Shows concern for the welfare of others.
- Respect – Manages conflict with respect and dignity for others. Attempts to address issues before escalating.
- Integrity – Owns professional development and seeks self-development. Uses good judgment in resolving job problems. Generates and evaluates alternative solutions and makes effective and timely decisions.
- Quality - Pays close attention to detail. Strives to achieve excellence in all things.
- Stewardship – Careful and responsible management of WCHCD resources. Finds productive work to keep busy during slack periods.



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- Family – Creates and participates in a team environment. Applies effective interpersonal and problem-solving skills when responding to coworkers, patients and visitors.

## **POSITION SPECIFIC COMPETENCIES:**

- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Medicine and Dentistry — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Transportation — Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.
- Telecommunications — Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.
- Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Therapy and Counseling — Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Active Listening — 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.
- Speaking — Talking to others to convey information effectively.
- Service Orientation — Actively looking for ways to help people.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Time Management — Managing one's own time and the time of others.
- Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Multi-limb Coordination — The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Far Vision — The ability to see details at a distance.
- Finger Dexterity — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.



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- Control Precision — The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- Response Orientation — The ability to choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part.
- Reaction Time — The ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears.
- Speed of Closure — The ability to quickly make sense of, combine, and organize information into meaningful patterns.
- Static Strength — The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- Time Sharing — The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
- Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- Auditory Attention — The ability to focus on a single source of sound in the presence of other distracting sounds.
- Depth Perception — The ability to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object.
- Extent Flexibility — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working environments include office, hospital emergency room, and accident/injury scenes. The noise level in the general work area is typical of most office/hospital environments with telephones, personal interruptions, and background noises. Performing the above duties may expose the position to infections and contagious diseases, hazardous anesthetic agents, body fluids and wastes, odorous chemical and specimens. Position may require being on standby status and responding to call after hours including weekends and holidays.

## **WCHCD CODE of CONDUCT & CONFIDENTIALITY STATEMENT:**

As an employee of Wallowa County Health Care District (WCHCD) you must agree to abide by the following code of Conduct/Confidentiality Statement.



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I understand and agree that in the performance of my duties I must hold medical information in confidence. I understand that any violation of the confidentiality of medical information may result in punitive action. I will at all times protect the safety of our patient/residents understanding that they are our “customers” and the reason for our employment. I will avoid any and all personal conflicts of interest as it relates to my position at this facility. I agree to abide by the dress code for WCHCD. I will not use any of the assets of WCHCD for personal use. I will abide to all rules and regulations of the State of Oregon and the United States in relation to the operation of a medical facility. I will treat my co-workers at all times in a professional & courteous manner. I will strive to always work as a team player with my co-workers. I agree to report any perceived medical/facility operation noncompliance issues immediately to the CEO.

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I have read and understand the above job description.

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**Employee Signature**

**Date**

EFFECTIVE DATE 01/11/2024



# Wallowa County Health Care District

**JOB TITLE: EMT Intermediate**

**FLSA STATUS: Non-Exempt - Union**

**DEPARTMENT: Emergency Medical Services**

**DATE: January, 2020**

**REPORTS TO: EMS Director**

**APPROVED BY: EMS Director**

## **JOB SUMMARY:**

As a member of an emergency medical team, provide pre-hospital care and transportation of sick or injured persons to a medical facility. Operate emergency medical vehicle in a safe manner. Perform duties related to furthering departmental mission, such as readiness, improvement in performance and safety.

## **MISSION, VISION & VALUES:**

The successful candidate(s) must share and demonstrate through job performance (and will be evaluated on) the ability, willingness and successful application of support for the Mission, Vision and Values of the District:

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Values: Compassion, Respect, Integrity, Quality, Stewardship, and Family

## **QUALIFICATIONS & EXPERIENCE:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High School diploma or G.E.D., plus one year post high school education or equivalent satisfactory combination of experience and training which demonstrated the knowledge, skills and abilities to perform the above duties.
- Possession of a current EMT Intermediate license issued by the State of Oregon.
- Possession of Basic Trauma Life Support or equivalent within six (6) months of appointment.
- Possession of a valid driver's license and acceptable driving record and valid CPR-HCP card.
- Previous EMT experience in a hospital environment preferred.
- Knowledge of emergency medical delivery methods and operation of specialized emergency medical equipment mandatory.
- Demonstrate safe driving techniques, especially with specialized emergency medical vehicles mandatory.
- Knowledge of computer applications software and general office procedures mandatory.

## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

Includes the following and other duties may be assigned. Nothing in this job description should be inferred to condone an employee acting out of their scope of license. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Respond to emergency medical calls and inter-facility transfers, and provide care for sick or injured patients following prescribed life support protocols.
- Perform patient care per scope of practice and approved protocols.
- Operate specially-equipped emergency medical vehicles in a safe manner.
- Monitor communications equipment to maintain contact with dispatcher.
- Communicate with professional medical personnel at emergency treatment facility to obtain instructions regarding further treatment and to arrange for reception of victim(s) at treatment facility.
- Remove or assist in patient extrication.
- Complete logs and reports in an accurate and timely manner, both paper and electronic.
- Perform equipment, supply and training aid inventories.
- Perform operator maintenance on emergency vehicles and equipment operated by department.
- Lead continuing education classes/training to EMS personnel, hospital staff, community members and organizations.



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- May be assigned specific program responsibilities, e.g. First Responder, Education Coordinator, etc.
- Maintain work areas in a clean, orderly and secure manner. Maintain cooperative working relationship with hospital staff, patients, other organizations, and the public to provide quality customer service in a courteous manner.
- Follow all safety rules and procedures for work areas.
- May provide training and orientation to newly appointed employees, students or volunteers.
- Maintain schedule integrity by fulfilling all scheduled commitments per policy.

## **AUXILIARY JOB FUNCTIONS:**

Provide assistance to other hospital personnel as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.

## **SUPERVISION RECEIVED:**

Works under the general supervision of the Emergency Medical Service Director or designee.

## **CUSTOMER SERVICE:**

This job is often performed in full view of the public and sometimes the media. Must demonstrate exemplary customer service and perform in a manner that upholds the mission and vision of the Department and the Hospital.

## **PHYSICAL REQUIREMENTS:**

The EMS-ADA Physical Requirements are attached to this job description and are expressed herein as the EMTs mandatory ability to:

- Using a 165 lb. manikin and one EMT partner, secure “patient” to the split stretcher and lift one end of the loaded device and place it on the transport stretcher.
- Rationale: EMTs are required to lift and move patients in a safe and efficient manner. Failure to lift safely jeopardizes the technician, the patient and the other crew member(s).
- Safely and efficiently function as two-person team and descend 12 stairs with a 180lb person secured to the stair chair.
- Rationale: Safe descending stairs (with adult patient) with a commercial stair chair is a common function of the EMT.
- Carry the portable defibrillator (LP 12 or 15) and the blue medical bag a distance of 100’ without stopping (total carry weight of approximately 60 lbs. – half in each hand).
- Rationale: Each crewmember must be able to carry the two major pieces of equipment to a location some distance from the ambulance, often including upstairs, down embankments, etc.
- Safely function as a two-member ambulance response team, including physically operating all on-board medical equipment and driving – safely navigating all road conditions in all weather conditions. Rationale: While most emergency responses will have three members, two-person crews perform inter- facility transfers and often serve as emergency backup.

## **CORE COMPETENCIES:**

- Compassion – Welcomes, mentors and receives new team members. Shows concern for the welfare of others.
- Respect – Manages conflict with respect and dignity for others. Attempts to address issues before escalating.
- Integrity – Owns professional development and seeks self-development. Uses good judgment in resolving job problems. Generates and evaluates alternative solutions and makes effective and timely decisions.
- Quality - Pays close attention to detail. Strives to achieve excellence in all things.



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- Stewardship – Careful and responsible management of WCHCD resources. Finds productive work to keep busy during slack periods.
- Family – Creates and participates in a team environment. Applies effective interpersonal and problem-solving skills when responding to coworkers, patients and visitors.

## **POSITION SPECIFIC COMPETENCIES:**

- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Medicine and Dentistry — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Transportation — Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.
- Telecommunications — Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.
- Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Active Listening — 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.
- Speaking — Talking to others to convey information effectively.
- Service Orientation — Actively looking for ways to help people.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Time Management — Managing one's own time and the time of others.
- Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Multi-limb Coordination — The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Far Vision — The ability to see details at a distance.



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- **Finger Dexterity** — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- **Manual Dexterity** — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- **Control Precision** — The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- **Response Orientation** — The ability to choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part.
- **Reaction Time** — The ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears.
- **Speed of Closure** — The ability to quickly make sense of, combine, and organize information into meaningful patterns.
- **Static Strength** — The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- **Time Sharing** — The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
- **Trunk Strength** — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- **Auditory Attention** — The ability to focus on a single source of sound in the presence of other distracting sounds.
- **Extent Flexibility** — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.

## **WORK ENVIRONMENT:**

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## **WCHCD CODE of CONDUCT & CONFIDENTIALITY STATEMENT:**

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# Wallowa County Health Care District

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I have read and understand the above job description.

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**Employee Signature**

**Date**

EFFECTIVE DATE 01/12/2024



# Wallowa County Health Care District

**JOB TITLE: EMT Advanced**

**FLSA STATUS: Non-Exempt - Union**

**DEPARTMENT: Emergency Medical Service**

**DATE: March, 2023**

**REPORTS TO: EMS Director**

**APPROVED BY: EMS Director**

## **JOB SUMMARY:**

As a member of an emergency medical team, provide pre-hospital care and transportation of sick or injured persons to a medical facility. Operate emergency medical vehicle in a safe manner. Perform duties related to furthering departmental mission, such as readiness, improvement in performance and safety.

## **MISSION, VISION & VALUES:**

The successful candidate(s) must share and demonstrate through job performance (and will be evaluated on) the ability, willingness and successful application of support for the Mission, Vision and Values of the District:

Mission: To provide premier Health Care

Vision: To be a recognized leader in mission focus, quality care, and fiscal strength

Values: Compassion, Respect, Integrity, Quality, Stewardship, and Family

## **QUALIFICATIONS & EXPERIENCE:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- EMT - High School diploma or G.E.D., plus one year post high school education or equivalent satisfactory combination of experience and training which demonstrated the knowledge, skills and abilities to perform the above duties.
- Possession of a current EMT Advanced license issued by the State of Oregon.
- Possession of Basic Trauma Life Support or equivalent within six (6) months of appointment.
- Possession of a valid driver's license and acceptable driving record and valid CPR-HCP card.
- Previous EMT experience in a hospital environment preferred.
- Knowledge of emergency medical delivery methods and operation of specialized emergency medical equipment mandatory.
- Demonstrate safe driving techniques, especially with specialized emergency medical vehicles mandatory.
- Knowledge of computer applications software and general office procedures mandatory.

## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

Includes the following and other duties may be assigned. Nothing in this job description should be inferred to condone an employee acting out of their scope of license. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Respond to emergency medical calls and inter-facility transfers, and provide care for sick or injured patients following prescribed life support protocols.
- Perform patient care per scope of practice and approved protocols.
- Operate specially-equipped emergency medical vehicles in a safe manner.
- Monitor communications equipment to maintain contact with dispatcher.
- Communicate with professional medical personnel at emergency treatment facility to obtain instructions regarding further treatment and to arrange for reception of victim(s) at treatment facility.
- Remove or assist in patient extrication.
- Complete logs and reports in an accurate and timely manner, both paper and electronic.
- Perform equipment, supply and training aid inventories.
- Perform operator maintenance on emergency vehicles and equipment operated by department.
- Lead continuing education classes/training to EMS personnel, hospital staff, community members and organizations.



# Wallowa County Health Care District

- May be assigned specific program responsibilities, e.g. First Responder, Education Coordinator, etc.
- Maintain work areas in a clean, orderly and secure manner. Maintain cooperative working relationship with hospital staff, patients, other organizations, and the public to provide quality customer service in a courteous manner.
- Follow all safety rules and procedures for work areas.
- May provide training and orientation to newly appointed employees, students or volunteers.
- Maintain schedule integrity by fulfilling all scheduled commitments per policy.

## **AUXILIARY JOB FUNCTIONS:**

Provide assistance to other hospital personnel as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.

## **SUPERVISION RECEIVED:**

Works under the general supervision of the Emergency Medical Service Director or designee.

## **CUSTOMER SERVICE:**

This job is often performed in full view of the public and sometimes the media. Must demonstrate exemplary customer service and perform in a manner that upholds the mission and vision of the Department and the Hospital.

## **PHYSICAL REQUIREMENTS:**

The EMS-ADA Physical Requirements are attached to this job description and are expressed herein as the EMTs mandatory ability to:

- Using a 165 lb. manikin and one EMT partner, secure “patient” to the split stretcher and lift one end of the loaded device and place it on the transport stretcher.
- Rationale: EMTs are required to lift and move patients in a safe and efficient manner. Failure to lift safely jeopardizes the technician, the patient and the other crew member(s).
- Safely and efficiently function as two-person team and descend 12 stairs with a 180lb person secured to the stair chair.
- Rationale: Safe descending stairs (with adult patient) with a commercial stair chair is a common function of the EMT.
- Carry the portable defibrillator (LP 12 or 15) and the blue medical bag a distance of 100’ without stopping (total carry weight of approximately 60 lbs. – half in each hand).
- Rationale: Each crewmember must be able to carry the two major pieces of equipment to a location some distance from the ambulance, often including upstairs, down embankments, etc.
- Safely function as a two-member ambulance response team, including physically operating all on-board medical equipment and driving – safely navigating all road conditions in all weather conditions. Rationale: While most emergency responses will have three members, two-person crews perform inter- facility transfers and often serve as emergency backup.

## **CORE COMPETENCIES:**

- Compassion – Welcomes, mentors and receives new team members. Shows concern for the welfare of others.
- Respect – Manages conflict with respect and dignity for others. Attempts to address issues before escalating.
- Integrity – Owns professional development and seeks self-development. Uses good judgment in resolving job problems. Generates and evaluates alternative solutions and makes effective and timely decisions.
- Quality - Pays close attention to detail. Strives to achieve excellence in all things.
- Stewardship – Careful and responsible management of WCHCD resources. Finds productive work to keep busy



# Wallowa County Health Care District

during slack periods.

- Family – Creates and participates in a team environment. Applies effective interpersonal and problem-solving skills when responding to coworkers, patients and visitors.

## **POSITION SPECIFIC COMPETENCIES:**

- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Medicine and Dentistry — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Transportation — Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.
- Telecommunications — Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.
- Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Active Listening — 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.
- Speaking — Talking to others to convey information effectively.
- Service Orientation — Actively looking for ways to help people.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Time Management — Managing one's own time and the time of others.
- Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Multi-limb Coordination — The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Far Vision — The ability to see details at a distance.



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- **Finger Dexterity** — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- **Manual Dexterity** — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- **Control Precision** — The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- **Response Orientation** — The ability to choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part.
- **Reaction Time** — The ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears.
- **Speed of Closure** — The ability to quickly make sense of, combine, and organize information into meaningful patterns.
- **Static Strength** — The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- **Time Sharing** — The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
- **Trunk Strength** — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- **Auditory Attention** — The ability to focus on a single source of sound in the presence of other distracting sounds.
- **Extent Flexibility** — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- **Originality** — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

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