THE QUEEN ELIZABETH HOSPITAL BOARD

JOB DESCRIPTION

JOB TITLE: Emergency Medical Technician
SALARY SCALE: Z27-20
DEPARTMENT: Emergency Ambulance Services
REPORTS TO: Assistant Ambulance Officer
DIRECT REPORTS: Nil

JOB SUMMARY:

Under general supervision, provides pre-hospital emergency medical care at the appropriate service level. Performs medical care pursuant to prescribed medical guidelines outlined by the Medical Director, as well as the Standards and Procedures outlined by the Paramedical Professionals Act.

MAJOR DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as an illustration of the various types of work that may be performed:

1. Demonstrates and ensures knowledge, understanding and compliance with the Emergency Ambulance Service (EAS) policies and procedures;
2. Ensures that the vehicle and equipment is sanitized and ready for use at the beginning of the shift and after every call;
3. Administering approved basic and advanced medical to patients at the scene, en route to the hospital and in a pre-hospital setting in accordance with EAS regulations and standards;

4. Ensures the appropriate housekeeping duties are adhered to in order to keep the living quarters clean;
5. Responds to emergencies and non-emergencies using appropriate care and caution in accordance with The Road Traffic Act, EMS regulations, Hospital policy and the principles of safe emergency vehicle operation;
6. Appropriately and safely delivers the patient to the nearest appropriate medical facility;
7. Performs duties at all times in the best interests of high quality patient care, in such a manner to reflect credibly on the Emergency Ambulance Service, as well as the professional reputation of the Paramedic;
8. Performs duties at all times with personal safety in mind, as well as the safety of colleagues, patients and bystanders;
9. Accompanies patients to their destination, continuing to provide appropriate care and patient advocacy until the responsibility for the patient has been transferred to an appropriate medical professional and a report has been given;
10. Completes all appropriate documentation accurately and record keeping for every assignment;
11. Adheres to professional standards and codes of conduct of the Paramedical Professionals Council;
12. Adheres to Universal Precautions when dealing with patient contacts;
13. When necessary and appropriate, acts as a team leader in dealing with emergency and non-emergency situations, directing and supervising other members of the emergency medical care team;
14. Continues professional development ensuring that the service being provided reflects current knowledge of best practice;
15. Reports to assigned shifts in designated uniform and on time unless the proper notification has been made and remains on-duty and in designated uniform until properly relieved;
16. Provides ambulance stand-by services at sporting events or any public mass crowd or special events;

17. Accommodates observers/students for orientation and/or educational purposes;
18. Observes health and safety protocols in the execution of duties;
19. Uses customer service skills to establish and maintains effective working relationships with staff, government officials and members of the public.
20. Performs any other related duty as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of local geography
2. Knowledge of applicable current standards of care, including equipment functions and uses
3. Knowledge of pre-hospital emergency medical procedures and protocols
4. Knowledge of medical terminology
5. High degree of personal integrity and responsibility
6. Ability to work effectively with minimal supervision, using good judgment
7. Ability to communicate orally or in writing
8. Ability to remain calm and effective under heavy workloads and in emergency situations
9. Ability to determine priorities of emergencies
10. Ability to obtain and act on information quickly and accurately in emergency situations
11. Ability to perform effectively as team leader in patient care situations
12. Skilled in the operation of Ambulances, Medical and radio equipment

REQUIRED TRAITS

- Accountability
- Collaboration
- Confidentiality
- Co-operation
- Flexibility and Adaptability
- Initiative
- Meticulousness
- Patience
- Respect

EDUCATION AND EXPERIENCE

At least four subjects at CXC General Proficiency level, including English Language and a Science subject. The successful completion of the Emergency Medical Technician Course is required.

- Maintains the appropriate up-to-date manual motor vehicle driver's License.