

**WASHINGTON HOSPITAL CENTER
POSITION DESCRIPTION**

EMERGENCY SERVICES EMT- BASIC

**JOB CODE: 09387
FLSA: NON-EXEMPT**

**GRADE: 29A
EEO CODE: 3**

SEIU, LOCAL 722 REPRESENTED

GENERAL SUMMARY

Provides professional and courteous ambulance or van transportation services to WHC patients and or guests. Transports patients between MedStar Health facilities and/or from other facilities to WHC and/or other MedStar facilities. Provides basic patient medical care during inter-facility ambulance or van transport and/or in the Emergency Services Department. Performs medical procedures under medical control contact or the supervision of physician and/or nursing staff and/or established protocol(s).

Incumbents in this position may perform all, or a combination of the duties described depending upon their assigned work area and the specific needs of the department.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Maintains accurate Driver logs in accordance with all applicable Department/Hospital/Transportation Department rules/regulations. Obtains patient information including detailed reports and records all appropriate patient data and completes appropriate department records for assigned patients. *
2. Operates company owned or leased vehicles in a safe and professional manner. Is observant of patient and crew comfort and takes corrective actions during transport, i.e. going too fast, caution with bumps, pain and bathroom needs, etc. Transports patients to various locations as assigned.*
3. Loads and unloads patients, medical equipment, and passengers from MedStar transportation vehicles. May assist in the unloading and transportation of MedSTAR patients from other transportation vehicles, through MedSTAR, and to assigned rooms as required. *
4. Initiates department standing orders in appropriate patients. Performs basic airway techniques including oxygen therapy. May perform bag-mask ventilation according to established departmental protocols in emergency situations. *
5. Performs fingerstick procedures to obtain specimens for laboratory analysis as appropriate and/or directed.
6. Establishes and maintains professional radio communications with the MedSTAR Communications Center and other agencies, adhering to appropriate FCC protocols. *
7. Assists MedSTAR patients with Activities of Daily Living (ADL's) such as feeding, dressing, bathing, ambulating, etc. while in MedSTAR area(s). *
8. Maintains vehicle in good working condition by performing daily operations check. Delivers vehicle for scheduled maintenance when required. Ensures cleanliness and appropriate par levels of supplies in transport vehicle(s).*

9. Participates in on-going education, quality assurance tasks, projects and committees as assigned. Assists in the orientation of new employees.
10. Facilitates and/or assist in the completion of all patient care records including verifying demographics, insurance information and archiving of patient records.

*** These duties are designated essential in accordance with the Americans With Disabilities Act of 1990.**

MINIMUM JOB REQUIREMENTS

EDUCATION: Requires knowledge that which would be acquired through the completion of a high school education or GED, plus specialized and/or advanced clerical, technical or other vocational training acquired during 1 - 2 years of additional job-related training. May require the use of specialized medical equipment (i.e., EKG, Glucometer), or data processing equipment (i.e., computer consoles). Successful completion of the Department of Transportation (DOT) module EMT course is required.

Required Certification, Registration, and/or Licensure: A valid motor vehicle operator's license with no points, current Basic Life Support (BLS) certification, and VA, DC or MD EMT-Basic licensure is required before hire and the successful attainment of all three by the end of first 90 days of employment is required. An Emergency Vehicle Operator Certificate (EVOC) certification is also required prior to the end of first 90 days of employment.

EXPERIENCE: From 1 to 3 years EMT-Basic experience required; a minimum of two years experience as a licensed ambulance driver or operator and a minimum of two years as an EMT-Basic with significant field experience in a high acuity, high volume EMS system, and pre/intra hospital experience is strongly preferred. Within 90 days of job, must be trained and demonstrate competency in all department specific requirements.

COMPLEXITY AND JUDGEMENT: Job holder makes most decisions, using standard instructions, policies, protocols and/or procedures for guidance. Supervisor is consulted to handle non-standard activities.

CONTACTS/INTERACTION: Contacts/interactions in own department, including multiple locations of same department, are limited and involve obtaining/providing factual information. Contacts/interactions extend beyond own department, but generally remain within WHC and/or MedStar affiliates, are frequent, and involves obtaining/providing factual information. Contacts/interactions extend beyond WHC and/or MedStar affiliates, are frequent, and involve obtaining/providing factual information.

IMPACT ON CUSTOMER/BUSINESS RELATIONS: Inappropriate decisions and errors may be serious and pose some risk to patients, visitors, and/or other Washington Hospital Center personnel. Inappropriate decisions and errors would usually be detected in succeeding operations within a department and/or work area (s). Most work is verified or checked, during or shortly after completion; correction may involve re-checking by others. Corrections may require significant effort, time and expense.

WORKING CONDITIONS: Working conditions include regular exposure to noise, dust, heat, fumes, electrical, chemical or biological hazards, or similar elements, with one almost continuously present. Injuries, should they occur, could result in partial incapacitation (e.g., loss of arm, leg or eye, or a severe health hazard).

MINIMUM JOB REQUIREMENTS CONTINUED

PHYSICAL DEMANDS: Heavy Work Duties require exerting fifty to one hundred pounds of force occasionally, and/or twenty-five pounds of force frequently, and/or ten to twenty-five pounds of force constantly to move objects.

These statements are intended to describe the general nature and level of work being performed by personnel assigned to this job classification. They are not to be construed as an exhaustive list of job duties performed by personnel in this classification. Other job duties may be assigned by management.

APPROVALS:

_____ Vice President	_____ Date
_____ Assistant Vice President	_____ Date
_____ Manager/Department Head	_____ Date
_____ Director, Compensation	_____ Date
_____ Compensation Analyst	_____ Date

DATE ISSUED:

DATE REVISED: 01/19/06

DATE REVISED: _____