

Big Tree Volunteer Fire Company, Inc.
Standard Operating Guideline

Qualifications & Job Descriptions

Revised 10-07-2002

POLICY:

In order to ensure that patients receive the highest quality care, it is essential to ensure that EMS providers meet minimum qualifications. Additionally, uniform job descriptions ensure that all patients consistently receive high-quality care. This guideline outlines the qualifications and job descriptions that EMS providers in the Big Tree Volunteer Fire Company must follow.

PROCEDURE:

The Big Tree Volunteer Fire Company requires that all EMS providers and ambulance personnel be properly qualified to perform their respective job duties. Below is an outline of qualifications and job descriptions that each member must meet. In general, it is important to note that only EMTs or EMS providers with higher levels of certification can serve as an in-charge care provider on an EMS call. Certified First Responders can only render assistance to higher-level EMS providers.

Driver

Qualifications:

In order to operate any Big Tree apparatus, a member must be at least twenty-one years of age, possess a valid driver's license, have taken an Emergency Vehicle Operations Course, have been trained by authorized Big Tree personnel and have been approved to drive apparatus by the Chief. Once cleared to operate apparatus, the member's name will be placed on the appropriate driver's list.

Job Description:

A driver's job includes driving the ambulance (#8), rescue truck (#1), or fly car (#7-1) in the safest and most appropriate manner. Drivers are also responsible for ensuring the cleanliness of the ambulance (interior and exterior) after each call.

Shotgun

Qualifications:

In order to serve as the "shotgun" (front seat passenger) on an EMS call, a member must possess a county fire radio card and be competent and knowledgeable in filling out a New York State Prehospital Care Report (PCR).

Job Description:

The "shotgun" person is responsible for radio communications between the ambulance and dispatch. At the scene this person is responsible for initiating the PCR by gaining as much patient information as possible from family, bystanders and/or the patient. Additionally, this person shall assist the EMS crew with any requests.

Senior EMS Provider (Tech In Charge)

Qualifications:

In order to serve as the senior EMS provider on an EMS call, a member must be certified as a New York State EMT or above and have been cleared by the EMS Chief to serve in such capacity. Ideally, the senior EMS provider on a call should be the person with highest level of certification.

Job Description:

The senior EMS provider is responsible for all patient care rendered. This person shall work with the remainder of the crew to ensure that the patient receives appropriate high-quality care. In addition, the senior EMS provider shall ensure that the PCR is completed, the ambulance is cleaned and restocked after a call and that all rules and regulations related to the provision of patient care are followed.

EMT- Basic, AEMT- Intermediate, AEMT- Paramedic

Qualifications:

- Complete the *Application for Emergency Medical Services Certification* (DOH-65), including affirmation regarding criminal convictions
- Successfully complete an approved New York State EMT-B or AEMT course
- Achieve a passing score on the practical and written certification examinations
- Must be at least 18 years of age by the end of the month in which they are scheduled to take the written certification examination
- Knowledge and Skills required show need for high school or equivalent education
- Ability to communicate effectively via telephone and radio equipment
- Ability to lift, carry and balance up to 125 pounds (250 pounds with assistance)
- Ability to interpret oral, written and diagnostic form instructions
- Ability to use good judgement and remain calm in high stress situations
- Ability to be unaffected by loud noises and flashing lights
- Ability to function efficiently without interruption throughout an entire work shift
- Ability to calculate weight and volume ratios
- Ability to read English language, manuals and road maps
- Ability to accurately discern street signs and addresses
- Ability to interview patients, patient family members and bystanders
- Ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such
- Ability to converse, in English, with coworkers and hospital staff with regard to the status of the patient
- Possesses good manual dexterity with ability to perform all tasks related to the highest quality patient care
- Ability to bend, stoop and crawl on uneven terrain
- Ability to withstand varied environmental conditions such as extreme heat, cold and moisture
- Ability to work in low light situations and confined spaces
- Ability to work with other providers to make appropriate patient care decisions

Competency Areas:

EMT-B

Must demonstrate competency in assessment of a patient, handling emergencies using Basic Life Support equipment and techniques. Must be able to perform CPR, control bleeding, provide non-invasive treatment of hypoperfusion, stabilize / immobilize injured bones and the spine, manage environmental emergencies and emergency childbirth. Must be able to use a semi-automatic defibrillator. Must be able to assist patients with self-administration or administer emergency medications as described in state and local protocol.

AEMT-Intermediate

Must demonstrate competency in all EMT-B skills and equipment usage. Must

be able to provide Advanced Life Support using intravenous therapy, defibrillator and advanced airway adjuncts to control the airway in cases of respiratory and cardiac arrest.

AEMT-Critical Care

Must demonstrate competency in all EMT-B skills and equipment usage. Must be able to provide Advanced Life Support using the AEMT-Intermediate skills and equipment. Must be able to administer appropriate medications.

EMT-Paramedic

Must be capable of utilizing all EMT-B and AEMT-intermediate skills and equipment. Must be able to perform under Advanced cardiac Life Support (ACLS) and Basic Trauma Life Support (BTLS) standards. Must be knowledgeable and competent in the use of a cardiac monitor/defibrillator and intravenous drugs and fluids. The EMT-Paramedic has reached the highest level of pre-hospital care certification.

Job Description:

Responds to calls when dispatched. Reads maps, may drive ambulance to emergency site using most expeditious route permitted by weather and road conditions. Observes all traffic ordinances and regulations.

Uses appropriate body substance isolation procedures. Assesses the safety of the scene, gains access to the patient, assesses extent of injury or illness. Oversee extrication of patients from entrapment. Communicates with dispatcher requesting additional assistance or services as necessary. Determines nature of illness or injury. Visually inspects for medical identification emblems to aid in care (medical bracelet, charm, etc.) Uses prescribed techniques and equipment to provide patient care. Provides additional emergency care following established protocols. Assesses and monitors vital signs and general appearance of patient for change. Makes determination regarding patient status and priority for emergency care using established criteria. Reassures patient, family members and bystanders.

Assists with lifting, carrying and properly loading patient into the ambulance. Avoids mishandling patient and undue haste. Determines appropriate medical facility to which patient will be transported. Transports patient to medical facility providing ongoing medical care as necessary enroute. Reports nature of injury or illness to receiving facility. Asks for medical direction from medical control physician and carries out medical control orders as appropriate. Assists in moving patient from ambulance into medical facility. Reports verbally and in writing observations of the patient's emergency and care provided (including written report(s) and care provided by Certified First Responders prior to EMT-B/AEMT arrival on scene) to emergency department staff and assists staff as required.

Complies with regulations in handling deceased, notifies authorities and arranges for protection of property and evidence at scene.

Replaces supplies, properly disposes of medical waste. Properly cleans contaminated equipment according to established guidelines. Checks all equipment for future readiness. Maintains ambulance in operable condition. Ensures cleanliness and organization of ambulance, its equipment and supplies. Determines vehicle readiness by checking operator maintainable fluid, fuel and air pressure levels. Maintains familiarity with all specialized equipment.

Certified First Responder

Qualifications:

- Complete the *Application for Emergency Medical Services Certification* (DOH-65), including affirmation regarding criminal convictions
- Successfully complete an approved New York State CFR course
- Achieve a passing score on the practical and written certification examinations
- Must be at least 16 years of age by the end of the month in which they are scheduled to take the written certification examination
- Knowledge and Skills required show a need for high school or equivalent education
- Ability to communicate effectively via telephone and radio equipment
- Ability to lift, carry and balance up to 125 pounds (250 pounds with assistance)
- Ability to interpret oral, written and diagnostic form instructions
- Ability to use good judgement and remain calm in high stress situations
- Ability to be unaffected by loud noises and flashing lights
- Ability to function efficiently without interruption throughout an entire work shift
- Ability to read English language, manuals and road maps
- Ability to accurately discern street signs and addresses
- Ability to interview patients, patient family members and bystanders
- Ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such
- Ability to converse in English with coworkers and hospital staff with regard to the status of the patient
- Possesses good manual dexterity with ability to perform all tasks related to the highest quality patient care
- Ability to bend, stoop and crawl on uneven terrain
- Ability to withstand varied environmental conditions such as extreme heat, cold and moisture
- Ability to work in low light situations and confined spaces
- Ability to work with other providers to make appropriate patient care decisions

Competency Areas:

- Patient Assessment
- Use of Basic Life Support Equipment within the scope of practice for the CFR
- Ability to perform Cardio-Pulmonary Resuscitation (CPR)
- Control Bleeding
- Provide non-invasive treatment for hypoperfusion
- Manage environmental emergencies
- Provide initial care in medical and trauma emergencies, and emergency childbirth

Job Description:

Responds to calls when dispatched. Reads maps, may drive emergency response vehicle to emergency site using most expeditious route permitted by weather and road conditions. Observes all traffic ordinances and regulations.

Uses appropriate body substance isolation procedures. Assesses the safety of the scene, gains access to the patient, assesses extent of injury or illness.

Communicates with dispatcher requesting additional assistance or services as necessary. Determines nature of illness or injury. Visually inspects for medical identification emblems to aid in care (medical bracelet, charm, etc.) Uses prescribed techniques and

equipment to provide patient care. Provides additional emergency care following established protocols. Assess and monitor vital signs and general appearance of patient for change. Makes determination regarding patient status and priority for emergency care using established criteria. Reassures patient, family members and bystanders. Avoids mishandling patient and undue haste. Reports verbally and in writing, information gathered about patient's emergency and care rendered to EMT or AEMT in charge of ambulance crew on scene. Assists with lifting, carrying and properly loading patient into the ambulance.

Complies with regulations in handling deceased, notifies authorities and arranges for protection of property and evidence at scene.

Replaces supplies, properly disposes of medical waste. Properly cleans contaminated equipment according to established guidelines. Checks all equipment for future readiness. Maintains emergency vehicle in operable condition. Ensures cleanliness and organization of emergency response vehicle, its equipment and supplies. Determines vehicle readiness by checking operator maintainable fluids, fuel and air pressure levels. Maintains familiarity with all specialized equipment.