

POSITION OVERVIEW

Job Title: Emergency Medical Tech I
Business Title: Emergency Medical Tech I, EMT-C
Job Code: EMTI
FLSA Status: Non-Exempt
Department:
Reports to: XXXXX
Location: OIC
Draft Date: 07/13/25
Revision Date: XXXXX
Approved By: XXXXX
Role: Individual Contributor

POSITION SUMMARY

Support technical and medical staff by ensuring consistent patient workflow. Following Clinical Operating Guidelines, responsible for providing quality patient medical care and performing all duties in a safe and professional manner to ensure the safety of all patients, customers, and employees.

POSITION DUTIES AND RESPONSIBILITIES

- Maintain consistent clinical workflow by performing duties in a manner that helps to facilitate uninterrupted patient care.
- Assesses patients to obtain medical history, medications, allergies, etc. Complete screening form to determine any contraindications for the procedure.
- Identify patients and review their exam requisition for consistencies with the requested examination.
- Performs clinical duties including patient advocacy, direct patient care, and meeting the physical and emotional needs of the patient.
- Responsible for performing insertion & removal of IV catheters on patients per policy.
- Assists with injection of contrast material as needed. Monitors patient post exam and acts accordingly to ensure safety.
- Performs i-Stat Creatinine testing.
- Ensures efficient patient workflow including positioning patient on exam tables as needed, including appropriate coil selections and anatomical landmarks. Setting up the exam room in preparation for the requested exam.
- Monitor and maintain adequate levels of equipment and supplies.
- Performs clinical duties including patient advocacy, direct patient care, and meeting the physical and emotional needs of the patient.
- Assist with quality assurance of patient schedules throughout the shift; prepares for patient care as needed including, verification and clarification of orders and implant screening with referring physician, etc.
- Proficient in radiology information system (RIS).
- Understands and consistently practices MRI safety per MRI safety policy:
 - assist with MRI safety screening of patients and visitors
 - assist with confirming MR compatibility of implanted items
- Performs other related duties incidental to the work described herein.

EMT Specific Functions:

- Assists Paramedic and/or RN with medical care as outlined in COG.
- Ensures emergency equipment is in proper working order per established policy.
- Operates all emergency equipment, supplies, and monitoring devices including crash cart defibrillator, MRI Safe patient monitors, suction units, blood pressure monitors, oxygen regulators, etc.
- Responds to any medical emergency in the clinic, including allergic reactions, and takes appropriate action. Transfers care to paramedic if higher level of care is required.
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- Monitors and assesses all extravasations. Determines severity, contacts radiologist and/or Paramedic Medical Director for further instructions. Completes all required documentation and follow-up per established protocol. Transfers care to paramedic if higher level of care is required.
- Informs and prepares patients for special procedures.
- Monitors patient's vital signs per established policy.
- Meets established QA benchmarks for charting and documentation.
- Responsible for monitoring and maintaining controlled medications per established policy.
- Maintain required skills and knowledge base, subject to review by the Chief Medical Officer.
- Assists with maintaining records and controls required by state and federal accrediting and governing agencies.
- Assists with orientation for newly hired staff.

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficient in all EMT skills including patient assessment, IV access and oral written communication.
- Excellent time managing skills.
- Highly motivated with great organizational skills.
- Able to multi-task and provide proficient patient care in the clinical setting.
- Demonstrates a results orientation for delivering appropriate products and services in an accurate, complete and timely fashion.
- Demonstrates appropriate customer service attitudes and services in a variety of work settings.
- Ability to deal efficiently & courteously with all co-workers and patients.
- Demonstrates ability to act independently upon information and make decisions that achieve optimal results.
- Proficient in basic EMT skills and word processing, spreadsheets, Internet and e-mail.
- Must be skilled in written and verbal communications, requiring the ability to read and write effectively and efficiently.
- Successful incumbent possesses high energy, drive and positive attitude; is committed to customer service and teamwork; has the ability to multi-task; and is focused on achieving results.

REQUIRED QUALIFICATIONS

- Education – Successful completion of the State Department of Health Services approved EMT program.
- Certified State approved Emergency Medical Technician.
- Current AHA Basic Life Support certification.

PREFERRED PROFESSIONAL SKILLS AND EXPERIENCE

- One year minimum of EMT experience in a healthcare setting.

Physical Activities

Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.

Never Occasionally Constantly

Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.

Never Occasionally Constantly

Remaining in a stationary position, often standing or sitting for prolonged periods.

Never Occasionally Constantly

Moving about to accomplish tasks or moving from one worksite to another.

Never Occasionally Constantly

Adjusting or moving objects up to 15 pounds in all directions.

Never Occasionally Constantly

Communicating with others to exchange information.

Never Occasionally Constantly

Repeating motions that may include the wrists, hands and/or fingers.

Never Occasionally Constantly

Operating machinery and/or power tools.

Never Occasionally Constantly

Operating motor vehicles or heavy equipment.

Never Occasionally Constantly

Assessing the accuracy, neatness and thoroughness of the work assigned.

Never Occasionally Constantly

Environmental Conditions

Low temperatures.

Never Occasionally Constantly

High temperatures.

Never Occasionally Constantly

Outdoor elements such as precipitation and wind.

Never Occasionally Constantly

Noisy environments.

Never Occasionally Constantly

Hazardous conditions.

Never Occasionally Constantly

Poor ventilation.

Never Occasionally Constantly

Small and/or enclosed spaces.

Never Occasionally Constantly

No adverse environmental conditions expected.

Never Occasionally Constantly

Physical Demands

Sedentary work that primarily involves sitting/standing.

Never Occasionally Constantly

Light work that includes moving objects up to 20 pounds.

Never Occasionally Constantly



Medium work that includes moving objects up to 50 pounds.

Never Occasionally Constantly

Heavy work that includes moving objects up to 100 pounds or more.

Never Occasionally Constantly

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my manager or a member of the Human Resources team.

I acknowledge that the job has been explained to me both verbally and in written format.

Support Teammate's Signature

Date