



Job Description			
Advanced Emergency Medical Technician I (AEMT)			
Effective Date:	January 1, 2019	Review Date:	2020 1Q

Position Information

Position Title	Advanced Emergency Medical Technician I (AEMT)
Reports to	Shift Captain (Supervising EMS Officer)
Direct Reports	None
FLSA	Non-Exempt

Position purpose and summary

The primary focus of the AEMT is to provide advanced emergency medical care for critical and emergency patients who access the emergency medical system. This individual possess the complex knowledge and skills necessary to provide patient care and transportation. AEMTs function as part of the comprehensive EMS response, under medical oversight. AEMTs perform interventions with the basic and advanced equipment typically found on an ambulance.

Pre-Requisites

- 1. Certification/Licensure:**
 - a. National Registry of EMTs: Certification as an Advanced Emergency Medical Technician.
 - b. Utah AEMT Licensure; if candidate does not currently have a Utah AEMT License, they must be in possession of one by time of hire
 - c. Valid Driver’s License
 - d. Emergency Vehicle Operations Course within six (6) weeks of hire
 - e. Valid AHA BLS for Healthcare Providers certification
 - I. Preferred criteria include: ACLS, PALS, ITLS and/or PHTLS certification
 - f. Possession of NIMS ICS 100, 200, IS 700 and 800.

- 2. Education:** Possession of a high school diploma or General Education Diploma (GED)
 - I. Preferred criteria include: associate, bachelor, or graduate level degree from a regionally accredited post-secondary education institution.

- 3. Length of Service:** Minimum of 1 year of experience as a field EMS provider (EMT, AEMT)
 - i. Preferred criteria include: 2 or more years of experience as a field provider at the AEMT level

- 4. Skills:** Ability to effectively communicate verbally and in writing, Specifically:
 - a. Ability to utilize word processing and spreadsheet software to prepare letters, memos, and reports.
 - i. Preferred criteria include the ability to use the Microsoft Office or similar software including but not limited to: Word, Excel, Outlook, OneNote, and powerpoint.
 - b. Ability to utilize electronic patient care reporting software to generate patient care reports.
 - c. Ability to identify and operate at all levels of the incident management system.

Essential Functions

Core Value: Professionalism

- 1. Work Attitude:** The AEMT will: Take the initiative to complete work assignments without prompting; exert maximum effort and serve as a role model for coworkers; demonstrate persistence during the performance of daily duties; bring a high level of energy to job performance; and maintain an optimistic demeanor.
 - a. Measurement methods: Direct observation, team feedback. Measurement criteria:
 - I. Outstanding: Independently and proactively performs all work on shift, leads by example, and maintains a high level of personal and team attitude.
 - II. Meets standard: Performs all work on shift and ensures that all work is accomplished during shift.
 - III. Needs improvement: Exhibits a low level of energy on shift or often seen relaxing or sitting while staff are performing work or requires frequent prompting to tackle work tasks.



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- 2. Communication:** The AEMT will understand the importance of effective communication with key stakeholders including but not limited to: coworkers, patients, customers, other emergency responders, dispatching personnel, healthcare professionals, the public, etc.
 - a. Measurement methods: Direct observation and team feedback. Measurement criteria:
 - I. Outstanding: The AEMT leads by example, provides effective communication, facilitates discussions, and teaches other how to do the same.
 - II. Meets standard: The AEMT provides effective communication with coworkers with minimal or no guidance and facilitates discussion with internal stakeholders.
 - III. Needs improvement: The AEMT does not effectively communicate with external or internal stakeholders and/or communication is interpreted as confrontational or argumentative.

- 3. Quality Assurance – Readiness:** Ensures that in-service vehicles, supplies, controlled substances, and equipment have been thoroughly checked by all EMS personnel. Ensures that all reported discrepancies are corrected at the earliest possible time. Documents and reports discrepancies to the appropriate supervisory officer.
 - a. Measurement Methods: Vehicle checklists, daily chore logs, etc. Measurement criteria:
 - I. Outstanding: >90% compliance with documented inspections, vehicle checks, etc.
 - II. Meets Standard: 80-90% compliance with documented inspections, vehicle checks, etc.
 - III. Needs improvement: <80% compliance with documented inspections, vehicle checks, etc.

Core Value: Integrity

- 4. Acting with Integrity:** The AEMT will: aim to reduce waste in daily operations; follow all appropriate ethical standards in the workplace; consistently act honestly and display the highest level of integrity; be accountable and accept personal responsibility for her or his own actions and those of subordinates; and understand the importance of ethical behavior in the face of adversity or contrary public opinion.
 - a. Measurement methods: Direct observation, team feedback. Measurement criteria:
 - I. Outstanding: The AEMT is aware of the organizational goals, and values; ensure personal accountability and progress toward meeting objectives, and effectively communicates status to both coworkers and management.
 - II. Meets standard: The AEMT sets an example of fulfilling work obligations and holds all coworkers accountable in a fair and consistent manner; maintains patient confidentiality in accordance with all federal and state laws, rules, and regulations (e.g., HIPAA)
 - III. Needs improvement: The AEMT fails to hold themselves or coworkers accountable for day-to-day responsibilities or promotes a culture that misrepresents work accomplishments in ways that would cover up mistakes or breaches of responsibilities.

- 5. Work Habits & Attitudes:** The AEMT will take the initiative to arrive at work rested and prepared; complete the job at hand without prompting including but not limited to: all patient care assignments; general custodial and housekeeping duties; vehicle cleanliness; initiative to handle routine and special projects; and accomplish other EMS duties as assigned by a Supervisors, Managers, or the Executive Director.
 - a. Measured by direct observation, team feedback. Measurement criteria:
 - I. Outstanding: The AEMT leads by example and independently performs and completes routine and special projects with minimal or no guidance.
 - II. Meets standard: The AEMT performs and completes duties with minimal or no guidance.
 - III. Needs improvement: The AEMT does not complete routine duties or assigned projects without prompting from other supervisory or managing officers.

- 6. Quality Assurance – Documentation:** The AEMT will take the initiative to complete and review their own patient care and billing documentation for completeness and accuracy prior to the end of every shift worked.



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- a. Measured by documented random sampling of shift documentation, and documentation noted to be incomplete by the Administrative or QA personnel. Measurement criteria:
 - I. Outstanding: 100% of daily documentation complete
 - II. Meets standard: 85-95% of daily documentation complete
 - III. Needs improvement: <85% of daily documentation complete and/or 10% or more of documentation found to require correction or revision upon further review.

Core Value: Knowledge

- 7. **Learning:** The AEMT will demonstrate the importance of: developing good learning strategies; maintaining a level of intellectual curiosity; continuous learning; and seeking feedback regarding personal performance to continuously grow.
 - a. Measured by formal education completed, direct observation, and team feedback. Measurement criteria:
 - I. Outstanding: The AEMT is a constant student and educator. He/she develops strong processes for research, development, and feedback.
 - II. Meets standard: The AEMT is a constant student and educator who utilizes time to educate coworkers when learning situations arise.
 - III. Needs improvement: The AEMT puts in the minimum educational hours required or overextends and misses deadlines or assignments.

- 8. **Problem Solving:** The AEMT will: use current information to make educated decisions; have a basic understanding of how analytical decision are made to help ensure clinical and operational excellence; be able to concentrate and use information gathering skills to make immediate coherent decisions.
 - a. Measurement methods include direct observation and team feedback. Measurement criteria:
 - I. Outstanding: The AEMT independently and proactively employs information gathering techniques to understand problem scope and formulates plans appropriate to the issue at hand. The AEMT often identifies potential problems before they affect safety, service excellence, customer experience, or the standing of the organization within the community.
 - II. Meets standard: The AEMT employs information gathering techniques to understand problem scope and formulates plans appropriate to the issue at hand.
 - III. Needs improvement: The AEMT fails to complete analysis of problems (under-or over- analysis) or makes assumptions about the origin of problems or makes hasty or prolonged decisions that may result in actions affecting the wrong issue or inaction.

- 9. **Quality Improvement – Competency & Education:** The AEMT will complete knowledge, psychomotor, and affective domain education assignments, simulation programs (simple or high-fidelity), and other programs as assigned by GCEMS in a timely fashion.
 - a. Measurement method is via completed knowledge and psychomotor competencies. Measurement criteria:
 - I. Outstanding: 100% completion of mandatory education and competency programs well prior to the deadlines.
 - II. Meets Standard: 100% completion of mandatory education and competency programs on or prior to the established deadlines.
 - III. Needs improvement: <100% completion of mandatory education and competency programs prior to the deadline (e.g., requires supervisor or manager prompting after deadlines for completion).

Core Value: Respect

- 10. **Civic Responsibility:** The AEMT will: understand the value of giving within the community; understand the balance of success of the organization with that of society and maintains focus on doing what is in the best interest of the patient first and foremost (patient advocacy); set a good example for coworkers and consistently behave in accordance with law and policy.
 - A. Measured by direct observation. Measurement criteria include:



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- I. Outstanding: The AEMT provides a positive public image with patients, their loved ones, and other members of the community. The AEMT is able to ensure the organization presents a positive image in the community during events and when cooperating with other organization. The AEMT develops a reputation for superb patient advocacy.
- II. Meets standard: The AEMT provides a positive public image with patients, their loved ones, and other members of the community.
- III. Needs improvement: The AEMT is not able to engage with patients or the public and provide a positive public image; or fails to engage coworkers in ways that are designed to be of benefit to the organization.

11. Motivating others: The AEMT will understand the importance of: her or his role as a clinical team member within the organization; and of organization goals and objectives and ensure all coworkers understand the same.

- a. Measured by direct observation, team feedback. Measurement criteria:
 - I. Outstanding: The AEMT adheres to the organization’s mission, and values. She/he maintains an open, running dialogue with coworkers and supervisors.
 - II. Meets standard: The AEMT adheres to the organization’s mission and values.
 - III. Needs improvement: The AEMT preaches to coworkers regarding adherence to the organization’s mission but fails to live up to the standards that her or she describes.

Executing Tasks and Responsibilities

12. Executing Tasks – Response: The AEMT will respond to all request in a timely and efficient manner. Respond to emergency assignments within the timeframes established within the Districts SOPs.

- a. Measurement methods include ePCR data, direct observation, and team feedback. Measurement criteria:
 - I. Outstanding: >95% compliance
 - II. Meets standards: 90-95% compliance
 - III. Needs improvement: <90% compliance

13. Executing Tasks – Patient Care: The AEMT will provide excellent patient care based upon: knowledge of current department clinical guidelines and QA/QI initiatives; internal EMS benchmarks; and evidence-based medicine or best practices.

- a. Measurement method is by submitted patient care reports and direct observation. Measurement criteria:
 - I. Outstanding: >90% compliance
 - II. Meets standards: 80-90% compliance
 - III. Needs improvement: <80% compliance

14. Managing Significant Incidents: Responds to multi-patient, technical, or complicated incidents and serves in the ICS capacity assigned to them depending on the complexity and jurisdiction of the response.

- a. Measured by direct observation and team feedback. Measurement criteria:
 - I. Outstanding: The AEMT leads by example and independently initiates appropriate ICS principles and routinely practices these principles with coworkers through case review; review of positions, terminology, and tools.
 - II. Meets standard: The AEMT leads by example and independently initiates appropriate ICS principles with minimal or no guidance.
 - III. Needs improvement: The AEMT does not initiate appropriate ICS principles without prompting from other supervisory or managing officers.

Physical Requirements of the Position

The physical demands described here are representative of those that must be met by an employee to successfully



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perform the essential functions of this position. The position requires significant physical strength and dexterity and the ability to function in very adverse environments with exposure to numerous safety risks typically found at emergency scenes. The following guidelines are used to describe the frequency of activities in this position of a typical work day:

- Occasionally equals 1-33%
- Frequently equals 34-66%
- Continuously equals 67-100%

STANDING/WALKING:

Continuously. This usually includes: going to and from the emergency vehicle, and getting patients from their locations, and rendering treatment. Most walking would be for short distances, as emergency vehicles are allowed to get as close to the location as possible. However, distances of over 3 mile are not uncommon. Walking and running may vary, however, as the patient may be located inside a large, multi- floored facility, or in a backcountry environment. Standing, walking and running could be on all types of surfaces, including but not limited to: asphalt, cement, concrete, soft/packed dirt, linoleum, wood, hardwood floors, etc. The individual must be able to go up and down slight inclines or declines that may be found at roadsides, agricultural areas, etc. At a location, standing would occur more often than walking or running. Standing would occur on the wide variety of surfaces mentioned above. Standing could last from a few minutes to hours, depending on the situation. Standing could occur in the standard erect position, the kneeling or squatting position, etc.

SITTING:

Frequently. When responding to a location, the individual will sit in the emergency vehicle. The emergency vehicles are equipped with a standard installed vehicle seat. The time performing the sitting activity on a call would depend upon the specific situation. Frequently in station, as the facility is equipped with a small lounge area that is furnished.

LIFTING AND CARRYING:

Frequently. Required to lift and carry weights ranging from a few pounds to ten pounds and above. Occasionally required to lift and carry weights in excess of 100 pounds or more. Employees will need to lift and carry with one team member adult patients, lifting them from various positions (such as a bed or a chair) onto various patient movement devices, such as an ambulance stretcher, a stair chair, long back boards, etc., and then efficiently move them into an ambulance. Other heavier objects in the high range category would be 5-foot tall, 10 inch diameter oxygen cylinders, and medical equipment boxes. The oxygen cylinders can be made of quarter-inch steel and weigh up to 120 pounds. The medical equipment boxes can weigh approximately fifty pounds or more.

BENDING AND STOOPING:

Frequently. Throughout a work shift the individual will be required to bend in a range of 1 to 90 degrees. The average situation will require the individual to work in a range of 35 to 65 degree bends. This would involve: lifting a patient, lifting equipment, treating a patient at ground level, sitting on a bench located in the ambulance. This activity may be prolonged and last up to 30 minutes or more. During any given call, the provider may bend and/or stoop any number of times per incident.

CROUCHING AND KNEELING:

Frequently. Crouching and kneeling may be performed when on the scene picking up equipment or assisting patients. The actual number of times this is done depends on the particular incident.

CLIMBING:

Occasionally. This is required when climbing steps up and down with a patient on a cot or other device, and when entering or exiting the emergency vehicle. Generally, the climbing would require that the employee be lifting and



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carrying heavy objects such as a cot or other device with a patient on it. Balancing may be required when backing down staircases.

REACHING:

Frequently. Throughout the work shift in order to review monitoring equipment, operate communication equipment, administer oxygen, and operate equipment. The employee may also be required to reach in precarious positions, such as in a vehicle, which has been crushed in an accident, or in other confined spaces. If working inside the ambulance en route to a medical facility, the employee will need to reach to access the patient and supplies. Reaching will involve partial to full extension of the arms.

PUSHING AND PULLING:

Frequently. The activities that would require the most force in pushing and pulling is when removing or returning a gurney to the emergency vehicle, with and without a patient on the gurney. The weight required to push/pull will vary, depending on the weight on the gurney. Slight pushing will be required if the employee is performing CPR, which can require repetitive pushing and may range from a few minutes to hours. Pushing and pulling is required when operating and closing vehicle doors.

HANDLING OR GRASPING:

Continuously. While working at any given location, continual bilateral gross manipulation is performed in this position. This may be involved when: opening/closing doors; using, handling, carrying and operating medical equipment that may weigh approximately fifty pounds or more, stretcher rails, various handles attached to equipment and tools. The arm and hand must be able to perform all types of positions, including supination and pronation. Hyperextension, extension and flexion of the fingers will be involved, ulnar and radial deviation, abduction and adduction of the hand and wrist will be required. A wide variety of grasping will be required, such as cylindrical grasping, palmer grasping, hook grasping, tip grasping, lateral and spherical grasping.

HAZARDS:

Occasionally. The employee, when responding to emergency situations, may be exposed to dust, fumes, gases, fire, smoke, adverse weather conditions, and chemicals. There is also exposure to body substances that may contain infectious materials that could cause illness or death. There is potential for bodily harm or death from violent patients, bystanders, or other dangers. At all times the employee is expected to adhere to all applicable Policies and Procedures concerning safety and the prevention of contamination and infection due to bloodborne pathogens.

OTHER PHYSICAL REQUIREMENTS

Maintain balance and strength in awkward positions; Speak clearly under stressful circumstances; Accurately communicate ideas orally and in writing in English; Respond physically with speed; Operate effectively in loud environments; and Get along well with others.

MENTAL REQUIREMENTS OF THE POSITION

Handle a significant number of stressful situations, and be able to function calmly, coolly and collectedly under all types of stressful situations; Get along well with diverse personalities; Communicate with patients and others with empathy and respect; Create and maintain a positive and cooperative working environment in stressful situations; Work smoothly and professionally in an environment where teamwork is essential; Analyze and interpret difficult and complex patient care and personnel situations; Work independently with minimum supervision for assigned tasks; Exercise sound independent judgment within general Policy and procedural guidelines; Anticipate and identify problems and take initiative to prevent or correct them; Establish and maintain effective working relationships with all levels of personnel within the medical community, the Squad, outside agencies, patients, and members of the community; Understand and follow federal, state and local laws, and Squad policies, procedures, and rules; Establish



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and maintain effective working relationships with others; Follow orders; Remember and apply concepts, knowledge and principles; Analyze and interpret situations; and Appropriately deal with stress and maintain composure when encountering serious injuries or illnesses.

Employee Acknowledgement

I hereby acknowledge that I, _____, have read this job description and received a copy for my reference.

Employee Signature:

Date: