



Functional Position Description of an EMT Basic

Introduction

The following is a position description for the EMT-Basic. This document identifies the minimum qualifications, exceptions and competencies and tasks expected by the EMT Basic.

Qualification for State Licensure

ELIGIBILITY. To apply for an initial license as an EMT or certificate as a first responder, the applicant shall meet all of the following requirements:

The individual is 18 years of age or older.

- The individual is capable of performing the actions authorized by the department in the Wisconsin scope of practice for the practice level for which the applicant applies.
- If trained in Wisconsin, the individual has successfully completed training in the applicable Wisconsin curriculum within the 24 months immediately preceding submission of the application to the department for an initial license or certificate.
- The individual has current registration with the NREMT at or above the practice level for which the application is made. If the individual does not hold certification with the NREMT, he or she must complete a written and practical assessment exam through the NREMT which must be authorized by the department.
- The individual is certified in CPR at the healthcare professional level by a CPR organization specified under s. DHS 110.17 (1).
- Subject to ss. 111.321, 111.322, and 111.335, Stats., the individual does not have an arrest or conviction record that is substantially related to performing the duties of a first responder or EMT, as determined by the department.

Note: Application for an initial license or certification is submitted by the applicant electronically through the E-Licensing system available at www.dhs.wisconsin.gov/ems. Completed applications are processed electronically through this system. For further information contact the Emergency Medical Services Section, 1 W. Wilson St., P.O. Box 2659, Madison, WI 53701-2659.



Competencies

The EMT-Basic must demonstrate competency in handling emergencies utilizing basic life support equipment and skills as described in “Emergency Medical Technician: A Practice Based Approach to EMS Education,” and National Emergency Medical Series Education Standards.

You will find this curriculum by using this weblink:

<https://www.dhs.wisconsin.gov/ems/training/emtcurriculum.pdf>

The EMT-Basic must also demonstrate the ability to:

- Verbally communicate in person and utilizing telecommunications.
- Hear spoken information from co-workers, patients, physicians and dispatchers despite background sounds common to the emergency scene.
- Lift, carry and balance a minimum of 125 pounds equally distributed (250 pounds with assistance) at a height of 33 inches and a distance of 10 feet.
- Read and comprehend written materials under stressful conditions.
- Document, in writing, patient information in a prescribed format.
- Complete a WARDS (Wisconsin Ambulance Run Data System) compliant report.
- Demonstrate manual dexterity and fine motor skills with the ability to perform all tasks related to quality patient care in a safe manner.
- Bent, stoop, crawl and walk on uneven surfaces.

Description of Tasks

The EMT-Basic must demonstrate the ability to complete the minimum tasks in handling emergencies utilizing basic life support equipment and skills based on the “emergency Medical Technician: A practice Based Approach to EMS Education” with the inclusion of the National Emergency Medical Series Education Standards. The EMT-Basic must demonstrate the ability to perform these tasks:

- Receive a dispatched call, verbally acknowledge the call
- Read road maps, use global positioning system devices
- Observe traffic laws and regulations
- Upon arrival at the scene, ensure that the vehicle is parked in a safe location. Safely determine scene safety including the presence of hazardous materials
- Identify mechanism of injury or illness, and the total number of patients



- Perform triage
- Request additional assistance if necessary
- Take precautions to protect the patient(s) and the providers assisting in the care of the patient(s)
- Use body substance isolation techniques to protect the patient(s) and providers from possible contamination
- Inspect for medical identification emblems or other documentation that provide emergency medical care information about the patient(s)
- Determine the nature and extent of illness or injury
- Check respirations, listen to breath sounds, take pulses, auscultate/palpate blood pressure- including proper placement of the cuff
- Visually observe changes in skin color
- Establish priority for emergency care based on assessment findings
- Render emergency care to adults, children & infants

Skills Performed (Included, but not limited to)

- Establishing and maintain an airway
- Ventilating patients
- Cardiac resuscitation
- Use of automated external defibrillators
- Provide pre-hospital emergency care of single and multiple system trauma
- Controlling hemorrhage, bandage wounds
- Treatment of shock (hypoperfusion)
- Spinal immobilization and splinting of painful swollen or deformed extremities

Manage Medical Patients (Included, but not limited to)

- Assisting in childbirth
- Management of respiratory patient(s)
- Management of cardiac patient(s)
- Management of diabetic patient(s)
- Management of allergic patient(s)
- Management of behavioral patient(s)
- Management of suspected poisoning
- Management of environmental emergencies
- Perform interventions and assist patient(s) with prescribed medications including sublingual nitroglycerin, epinephrine auto injectors, meter dose inhalers while observing safety measures for self and others.
- Responsible for the administration of oxygen, oral glucose and other medications as allowed
- Reassures patient(s) and bystanders by working in a confident efficient manner



- Functions in varied environmental conditions such as lighted or dark work areas, extreme heat, cold and moisture
- Performs on a regular basis in situations that create stress and tension
- Where extrications are required:
 - o Assess extent of entrapment
 - o Provide all possible emergency care to patient(s)
 - o Use recognized techniques and equipment for removing patients safely
 - o Communicates verbally for additional assistance as needed
- Complies with policies for handling crime scenes
- Complies with policies for handling pre-hospital deaths
- Lift and move patient(s) into ambulance
- Assures patient stretchers are secured
- Continues emergency medical care and monitors patient enroute while following protocols
- Determines most appropriate facility for patient(s) transport
- Ability to maneuver to all points in the patient compartment while transporting with a stretchered patient
- Reports to receiving facility the nature and extent of injuries and the number of patients being transported
- Assists in lifting and carrying patient and appropriate equipment from ambulance into receiving facility
- Reports, verbally and in writing, observations and emergency care given to the patient(s) at the scene
- Upon request, provide assistance to the receiving facility staff
- Disposes of contaminated supplies in accordance with established guidelines
- Decontamination of vehicle interior
- Decontamination of used equipment and supplies
- Maintains ambulance in operate condition including the following:
 - o Cleanliness
 - o Orderliness
 - o Restocking of equipment and supplies
 - o Checking engine oil level and regular maintenance of ambulance
 - o Refueling the ambulance with fuel
 - o Check all medical equipment for future readiness
 - o Maintains familiarity with all specialized equipment
 - o Attends continuing education refresher training programs as required by EMS Service, medical director and DHS 110.07
- Meets all qualifications within the functional job analysis of the EMT-Basic