

## Murray County Medical Center Position Description

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<b>Classification:</b>	Emergency Medical Technician
<b>Department:</b>	Ambulance
<b>Location:</b>	Murray County Medical Center
<b>Reports to:</b>	Ambulance Director
<b>FSLA Classification:</b>	Salaried/Exempt

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### Position Purpose

Administer emergency medical care to ill and injured individuals in pre-hospital environments and during patient transfers to surrounding medical facilities. Work within the ambulance department while completing administrative responsibilities including maintaining accurate documentation, billing records, scheduling, and equipment standards. Perform routine equipment checks and maintenance, restock medical supplies, clean and prepare vehicles and equipment, and assist with drill planning and interagency coordination.

Provide support in the Emergency Department by performing general medical duties under the supervision of the ER provider. Responsibilities include assessing patient needs, monitoring patient conditions, gathering relevant medical information, and compiling detailed patient care reports.

Support community and regional emergency preparedness by collaborating with Murray County Emergency Management and neighboring agencies. Participate in mutual aid drills, mock demonstrations, fair planning and demonstrations, and attend monthly or quarterly coordination meetings.

### Essential Duties and Responsibilities

#### **Provide emergency medical care for both emergent and non-emergent patient calls.**

- Respond to 911 emergency calls and interfacility patient transfers.
- Complete 30 office hours per week (90 hours per 4-week cycle) with a schedule of three weeks on, one week off.
- Maintain 168 on-call hours per 4-week cycle (average of 42 hours per week) according to the following rotation:
  - Week 1: Monday–Friday, 0000–0800
  - Week 2: Monday–Friday, 0800–1600
  - Week 3: Monday–Friday, 1600–0000
  - Week 4: Off duty Monday–Friday; on-call 0000–0000 Saturday–Sunday
- Ability to swap scheduled hours with full-time employees during assigned weeks as needed.

- Option to pick up additional on-call shifts outside assigned rotations to cover casual positions; additional hours compensated at the casual employee pay rate.
- Maintain a maximum response time of 10 minutes from the ambulance garage while on call.
- Assist in the Emergency Department with general patient care duties at the discretion of the ER provider.

### **Operations & Equipment Management**

- Maintain readiness of EMS vehicles, equipment, and medical supplies.
- Perform routine equipment checks and maintenance on EMS tools and supplies.
- Oversee ambulance management, including cleaning, washing, and coordinating scheduled maintenance.
- Manage inventory of medical supplies and ensure proper restocking.
- Maintain general housekeeping and cleanliness of the EMS base.

### **Administrative Responsibilities**

- Assist with fiscal management and departmental planning, including budgeting and strategic planning initiatives.
- Manage Electronic Patient Care Reports (ePCR) and associated documentation.
- Complete billing for ePCR reports in coordination with the Business Office at Murray County Medical Center (MCMC).
- Assist with department scheduling and staffing coordination.
- Attend Safety Committee meetings.
- Assist with planning, coordinating, and implementing the Murray County Medical Center Disaster Plan, including participation in county disaster drills.
- Participate in and periodically lead monthly department meetings and training sessions.
- Attend required meetings for Continuing Education Units (CEUs) associated with service variances approved by the State Office of EMS (OEMS).
- Assist with State OEMS relicensing inspections.
- Assist with identifying and applying for grant opportunities.

### **Professional Conduct**

- Maintain patient confidentiality and demonstrate respect for all patients and their rights.
- Demonstrate professional accountability and support the philosophy and goals of Murray County Medical Center.
- Report to work as scheduled and fulfill assigned responsibilities.
- Maintain a professional appearance in accordance with the MCMC Ambulance Department dress code:
- Required uniform includes medic pants, MCMC/MCA shirt, EMS boots, and ID badge.
- Present a positive public image of Murray County Medical Center when interacting with patients, families, and community members.

- Comply with all MCMC compliance policies and procedures, reporting any non-compliance issues when identified.
- Demonstrate the ability to adapt to organizational and environmental changes in a cooperative and professional manner.
- Other duties as assigned.

## **Education and Experience**

- Minnesota and Nationally Registered Emergency Medical Technician license. Basic or Intermediate levels for a minimum of 2 years.
- Valid Driver's License
- Current CPR Healthcare Provider's Card

Service specific education that is needed but also provided through the service is: Driving Course, Airway Intubation, ARMER Radio Instruction, NIMS 100, 200, 700, Medication usage and distribution, and Cardiac Monitoring and Defibrillation.

## **Working Conditions and Physical Demands**

### Special Demands:

The ability to work and interact with a variety of personalities including those specifically from the following areas; ambulance, first responders, hospital emergency room nurses and aids and police departments.

Compassion and understanding for patients and families in emergency situations.

The ability to make quick decisions and sound judgments in life threatening situations.

And Communication, the ability to communicate with other entities, crew members, and mutual aid personnel in all situations good and bad.

Must be able to operate an ambulance.

Knowledge of federal, state and local legislation and regulations which influence the delivery of ambulance services including HIPAA and OSHA.

### Physical Demands:

EMT requires a full range of body motion, including handling and lifting patients, manual and finger dexterity and eye-hand coordination. Walking and standing for extensive periods of time.

Allotted time will be covered for the employee to use towards maintaining their physical health. Consistent exercise and focus on general wellbeing.

Notable physical demands include:

Ability to carry/lift over 70 lbs.

Occasional bending, stooping, squatting, crawling, climbing, crouching, pushing/pulling, and twisting to name a few.

Frequent reaching and kneeling.

A requirement of corrected vision with the ability to distinguish various colors, hearing in the normal range, speech ability and to distinguish various odors.

Working under stressful conditions and working irregular and occasionally long hours.  
Work involves potential exposure to infectious and chemical agents, weather extremes  
both cold and heat and noise.

**Employee Signature:** I have read and agree that I can perform the essential functions of this position.

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Print Name

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Signature

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Date

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Manager or HR Rep. Signature

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Date