

JOB DESCRIPTION/PERFORMANCE EVALUATION FORM

Position: EMT-B

| | |
|--|---|
| POSITION TITLE: EMT-B | DEPARTMENT: EMS |
| APPROVED BY: CNO | IHA JOB CODE: Click here to enter text. |
| LATEST REVIEW OF JOB DESCRIPTION: March 2013 | LATEST REVISION OF JOB DESCRIPTION: March 2013 |
| FORMER REVISION: May 2008 | EXEMPTION STATUS: Exempt Non-exempt x |

Job Summary:

Works as a member of the team demonstrating knowledge and applying current theory and principles of care in the performance of the following functions appropriate to the age of the patient in the delivery of quality care and services; emergency and non-emergency care of the patient, maintains a safe and clean environment, quality improvement, actively and consistently contributes to department operations and communications, behaves in a manner consistent with the mission and objectives of Davis County Hospital and performs other duties as requested.

JOB QUALIFICATIONS:

Education and Training:

High school graduate or GED, Iowa EMT-B certification required, Current BCLS, BCLS instructor preferred (Full-time employees required to obtain in a timely manner), EVOC preferred and PHTLS preferred.

Licensures/ Certifications:

Valid Iowa Driver's license; class "D" and endorsement "3" (at a minimum). Driving record must be approved by insurance prior to hiring.

Experience:

1-3 years EMS experience preferred.

Skills and Abilities:

Good verbal and written communication skills. Motor coordination and manual dexterity required. Adaptable to changing work schedules and patient needs.

REPORTING RELATIONSHIPS:

Reports to: Lead Paramedic and Patient Services Leader

Supervises: May at times, supervise other EMT-B or First Responders.

Security Access: Based on matrix in HR- each position will be assigned "HIGH", "MEDIUM", or "LOW" Employee has access to restricted or confidential patient/financial information and must comply with the terms of Davis County Hospital Security Policies as it applies to their job role.

| |
|---|
| JOB PERFORMANCE DEFINITIONS: |
| 5 – Outstanding. Consistently performs above the job expectations, continuously producing high quality results. |
| 4 – Exceeds Job Requirements. Often performs above the job expectations, often producing high quality results. |
| 3 – Fully Competent. Employee successfully performs all essential job functions on a continuous basis. May occasionally exceed performance expectations. An employee who is new in a position, but who has not yet become fully competent may still be rated a “3” if they are progressing at expected levels. |
| 2 – Below Job Requirements. Usually successfully performs most job functions. May occasionally not meet some performance expectations. |
| 1 – Unsatisfactory. Employee may meet some requirements of the job, however, one or more primary job functions need improvement |
| Reminder: Comments must be added for each area in which the standard has been exceeded (4 & 5's) or the standard is below (2 & 1's). Performance Improvement Plans also need to be developed for standards that is below (2 & 1's). See HR for the PIP form. |

| Duties and Responsibilities | | | | | |
|--|------------|---|---|---|---|
| The following description of job responsibility and standards is intended to reflect the major responsibilities and duties of the job, but is not intended to describe minor duties and other responsibilities as may be assigned. All are essential job functions according to ADA guidelines and are listed in order of importance. | | | | | |
| | Evaluation | | | | |
| | 5 | 4 | 3 | 2 | 1 |
| Functions at appropriate level according to Iowa Department of Public Health-EMS section, demonstrating the ability to provide and assure the carrying out of procedures and protocols and assuring the maintenance of a safe environment. Provides emergency and non-emergency care, demonstrating the ability to assess patient and situation needs and problems responding appropriately. | | | | | |
| Comments: Click here to enter text. | | | | | |
| | 5 | 4 | 3 | 2 | 1 |
| Assists as needed in providing patient care in the emergency departments, assisting with patient management under the supervision of the Paramedic, ER nurse or physician when working in-house. | | | | | |
| Comments: Click here to enter text. | | | | | |
| | 5 | 4 | 3 | 2 | 1 |
| Is ready to respond immediately, in uniform, to calls when on duty. Maintains own skills, remaining current in knowledge of equipment, protocols and trends. | | | | | |
| Comments: Click here to enter text. | | | | | |
| | 5 | 4 | 3 | 2 | 1 |
| Demonstrates thorough, concise and timely, documentation and verbal communication of activities, including patient care and fleet maintenance. | | | | | |
| Comments: | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Click here to enter text. | | | | | |
| Assists in the orientation of new personnel. Participates in various hospital and community education and services, representing Davis County Hospital EMS in a professional manner. | 5 | 4 | 3 | 2 | 1 |
| | | | | | |
| Comments: Click here to enter text. | | | | | |
| Attends 75% of departmental meetings actively participating and serves on committees as able. Follows and assists in the implementation and interpretation of protocols, policies, and procedures. | 5 | 4 | 3 | 2 | 1 |
| | | | | | |
| Comments: Click here to enter text. | | | | | |
| Assist in the monitoring, procurement and proper inventory of supplies in ER and EMS. Assist in maintaining equipment and fleet. Completes charges as appropriate to services, providing appropriate documentation. | 5 | 4 | 3 | 2 | 1 |
| | | | | | |
| Comments: Click here to enter text. | | | | | |
| Self-motivated and able to make decisions independently keeping paramedic, manager and appropriate others informed and supporting the hospital's philosophy and decisions. | 5 | 4 | 3 | 2 | 1 |
| | | | | | |
| Comments: Click here to enter text. | | | | | |
| Communicates with others (verbally and in writing) in an appropriate and timely manner, demonstrating tact, sensitivity, and ability to deal with people beyond giving and receiving instructions. | 5 | 4 | 3 | 2 | 1 |
| | | | | | |
| Comments: Click here to enter text. | | | | | |
| Versatile in filling schedule needs. | 5 | 4 | 3 | 2 | 1 |
| | | | | | |
| Comments: Click here to enter text. | | | | | |
| Adheres to and promotes the established values of the organization, i.e., customer service, safety, compliance standards and all others. | 5 | 4 | 3 | 2 | 1 |
| | | | | | |
| Comments: Click here to enter text. | | | | | |
| Reviews Policy & Procedure manuals annually. | 5 | 4 | 3 | 2 | 1 |
| | | | | | |
| Comments: Click here to enter text. | | | | | |
| Reviews 75% of manager's meeting reports. | 5 | 4 | 3 | 2 | 1 |
| | | | | | |
| Comments: Click here to enter text. | | | | | |
| Completes annual OSHA training. | 5 | 4 | 3 | 2 | 1 |
| | | | | | |

| | | | | | |
|--|---|---|---|---|---|
| | | | | | |
| Comments: | | | | | |
| Click here to enter text. | | | | | |
| Observes State of Iowa EMS Scope of Practice. https://www.idph.state.ia.us/ems/common/pdf/proposed_042012.pdf | 5 | 4 | 3 | 2 | 1 |
| | | | | | |
| Comments: | | | | | |
| Click here to enter text. | | | | | |

| Behavior Expectations for all Employees | | | | | |
|--|------------|---|---|---|---|
| | Evaluation | | | | |
| Mission and Commitment- Demonstrates commitment to DCH mission and values. Is respectful of all levels of the organization. Inclusive of diverse ideas, backgrounds, cultures. | 5 | 4 | 3 | 2 | 1 |
| | | | | | |
| Comments: | | | | | |
| Click here to enter text. | | | | | |
| Personal Characteristics/Ethics- Acts with integrity. Builds relationships on trust and respect. Holds self and others accountable; admits mistakes and learns from them. | 5 | 4 | 3 | 2 | 1 |
| | | | | | |
| Comments: | | | | | |
| Click here to enter text. | | | | | |
| Customer/Patient Focus- Makes customers/patients and their needs a primary focus. Is dedicated to meeting the expectations of internal and external customers/patients. Represents organization in a positive and professional manner. Solicits customer/patient feedback and uses it for improvement in service. | 5 | 4 | 3 | 2 | 1 |
| | | | | | |
| Comments:Click here to enter text. | | | | | |
| Teamwork- Actively participates as a team member to work toward completion of goals. | 5 | 4 | 3 | 2 | 1 |
| | | | | | |
| Comments: | | | | | |
| Click here to enter text. | | | | | |
| Continuous Improvement- Participates effectively in process improvement changes. Originates action to improve existing conditions and processes. Uses appropriate methods to identify opportunities, implement solutions, and measure impact. | 5 | 4 | 3 | 2 | 1 |
| | | | | | |
| Comments: | | | | | |
| Click here to enter text. | | | | | |
| Excellence – Demonstrates passion for excellence in day to day work activities. Delivers high quality results on time, contributes to departmental/organizational quality and / or process improvement efforts. | 5 | 4 | 3 | 2 | 1 |
| | | | | | |
| Comments: | | | | | |
| Click here to enter text. | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Collaboration /Communication- communicates and interacts appropriately with all personnel, is open to others' ideas and opinions, supports the department's/organization's efforts, maintains confidentiality, is viewed by others as an example of professional, considerate behavior. Maintains flexibility to adapt to different methods of achieving work-related goals. Open to change. | 5 | 4 | 3 | 2 | 1 |
| Comments: Click here to enter text. | | | | | |
| Stewardship- Works efficiently, utilizes all resources in a cost-effective manner, adheres to organization's policies and procedures, actively seeks ways to reduce cost and conserve resources to improve results. Demonstrates social responsibility. Is green | 5 | 4 | 3 | 2 | 1 |
| Comments: Click here to enter text. | | | | | |
| Orientation- Assists with new employee orientation. Creates a receptive environment for new employees, making them welcome and assisting both informally and formally with new employee orientation. | 5 | 4 | 3 | 2 | 1 |
| Comments: Click here to enter text. | | | | | |
| Dress Code- Wears ID badge at all times. Follows DCH dress code policy. | 5 | 4 | 3 | 2 | 1 |
| Comments: Click here to enter text. | | | | | |
| Attendance- Maintains proper attendance- stays within attendance policy guidelines. Regular/reliable attendance is required. Demonstrates flexibility in scheduling. | 5 | 4 | 3 | 2 | 1 |
| Comments: Click here to enter text. | | | | | |
| Safety- Demonstrates safe work habits and knowledge of all related requirements and practices relative to job assignment. Completes incident reports according to policy for work-related illness or injury. Follows all established infection control practices. Assists in maintaining a safe environment at DCH. Knows emergency plans and participates in all emergency preparedness activities (including drills) in a professional and competent manner. | 5 | 4 | 3 | 2 | 1 |
| Comments: Click here to enter text. | | | | | |

Physical Demands/Work Environment

WORKING CONDITIONS:

The worker is subject to hazards: including a variety of physical conditions such as proximity to mechanical parts and chemicals including odors.

The worker at times is required to wear a facemask, gown and/or gloves.

Employees in this job classification have been identified as having the likelihood of occupational exposure to blood and other potentially infectious materials, therefore are included in the OSHA Exposure Control Plan with it's specification for preventing contact with the above materials.

PHYSICAL ACTIVITY REQUIREMENTS: (Constant = 67-100% of work day, Frequent = 34-66% of work day, Occasional 33% or less of work day.)

Constant Walking: Moving about on foot to accomplish tasks, particularly of long distances.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Frequent Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.

Kneeling: Bending legs at knee to come to a rest on knee or knees.

Crouching: Bending the body downward and forward by bending leg and spine.

Reaching: Extending hand(s) and arm(s) in any direction.

Standing: Particularly for sustained periods of time.

Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.

Occasional Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.

Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor

is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.

Crawling: Moving about on hands and knees or hands and feet.

Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.

PHYSICAL REQUIREMENTS:

Very heavy work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

VISUAL ACUITY REQUIREMENTS:

MACHINE OPERATORS (including inspection), INSPECTION CLOSE ASSEMBLY, CLERICAL, ADMINISTRATIVE. This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.

INTELLECTUAL AND EMOTIONAL REQUIREMENTS:

1. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
2. Adaptability to situations involving the interpretation of feelings, ideas, or facts in terms of personal viewpoint.
3. Adaptability to influencing people in their opinions, attitudes, or judgments about ideas or things.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
5. Adaptability to making generalizations, evaluations or decisions based on measurable or verifiable criteria.
6. Adaptability to dealing with people beyond giving and receiving instructions.
7. Adaptability to performing repetitive work, or to performing continuously the same, according to set procedures sequence, or pace.
8. Adaptability to performing under stress when confronted with emergency, critical, unusual, or dangerous situations; or situations in which working speed and sustained attention are make-or-break aspects of the job.
9. Adaptability to situations requiring the precise attainment of set limits, tolerance, or standards.
10. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.

| Goals- mutually set between employee and leader | | | |
|---|-----------------------------|-----|---------|
| | | Met | Not Met |
| Current | 1 Click here to enter text. | | |
| | | | |
| | 2 Click here to enter text. | | |
| | | | |
| | 3 Click here to enter text. | | |
| | | | |
| Future | 1 Click here to enter text. | | |
| | | | |
| | 2 Click here to enter text. | | |
| | | | |
| | 3 Click here to enter text. | | |
| | | | |

In signing this report the employee does not indicate agreement, but acknowledges he/she has received it. If he/she wishes to add a written statement concerning any part of the report, he/she may use the section below or attach an additional page.

I am attesting that I have reviewed the Employee Confidentiality Statement, the Standards of Conduct, and the DCH Behavioral Standards.

Employee signature/date Department

Manager signature/date

Senior Team signature/date