

**GOOD SAMARITAN HOSPITAL ASSOCIATION  
HEART OF AMERICA MEDICAL CENTER  
HAROLD S. HAALAND HOME**

*MISSION STATEMENT*

*Our mission is to provide quality medical care, as reflected by the needs and demographics of north central North Dakota. Although we are determined to be self-supporting, our Christian dedication is primarily to provide an array of quality services for patients and residents regardless of race, color, creed, age, disability or their ability to pay. We endeavor to minister to the whole person-physical, mental, spiritual-in so far as our abilities permit.*

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**JOB TITLE:** ADVANCED EMT  
**DEPARTMENT:** EMS

**NAME:** \_\_\_\_\_  
**RESPONSIBLE TO:** EMS Manager

**QUALIFICATIONS:**

Education: High School Graduate (or equivalent)

Certification:

**Required:**

Current ND AEMT/EMT-I85 license

Current BLS Healthcare Provider CPR Provider

ICS 100, 200, 700 & 800

Emergency Vehicle Operator Course (*within 6 months of employment*)

**Full Time Only:**

AHA BLS CPR Instructor (*within 1 year of employment*)

ND EMS Continuing Education Coordinator (*within 1 year of employment*)

Skills:

Demonstrates written and oral communication skills.

Must maintain a valid North Dakota driver's license and maintain insurability with GSHA's insurance carrier.

**JOB SUMMARY:**

The primary duties of the AEMT are for the delivery of emergency patient care.

- They must be competent in trauma and medical situations, both pre-hospital and in the clinical setting.
- They will provide BLS and Limited ALS level care on ambulance transports and ALS intercepts to all regional ambulance services, as requested.
- Safe operation of ambulances and response vehicles as stipulated by EMS department policies and ND laws & regulations.
- Will work in clinical setting under the supervision of the Medical Staff and in other areas of the facilities following state rules and regulations.
- They will assist the EMS Director or the Education Coordinator with educational needs of the EMS department and the affiliated services and service area residents.

**AGES OF POPULATION SERVED:**

- Geriatrics
- Adult
- Adolescent
- Pediatric
- Newborn

**TYPICAL WORKING CONDITIONS:**

- Primary work in EMS patient care and education.
- May assist in other areas of the hospital as needed.
- Works with staff, patients, families, physicians and all affiliated services.
- Must be willing to take call, working irregular hours.

**TYPICAL PHYSICAL DEMANDS:**

- Requires full range of body motion to include standing, walking, bending, stretching and sitting in ambulances for extended periods of time.
- Requires lifting a minimum of 125 pounds, transferring patients and pushing occupied patient transfer carts.
- Requires corrected vision and hearing to normal range.
- Requires working under stressful situations.
- Some exposure to communicable diseases or bodily fluids expected.

**RESPONSIBILITIES:****• LEADERSHIP/PROFESSIONALISM****○ Standards:**

- Assists in orientation of new personnel.
- Serves as a role model for the EMS Department and Heart of America Medical Center and exemplifies the mission of both.
- Cooperates in implementing planned changes and activities to improve patient care.
- Suggests ways to solve problems and make improvements.
- Maintains a positive, professional attitude when dealing with patients, families, staff, physicians and EMS Department affiliated services.
- Assists with the collection of data in order to determine staffing and EMS Department needs.
- Represents the EMS Department and Heart of America Medical Center in community activities, media coverage and educational programs as required.
- Maintains strict confidentiality of patient and organization information.
- Maintains professional growth and development to keep abreast of EMS knowledge and skills.
- Assists with equipment maintenance and routine checks.
- Demonstrates understanding of HAMC Emergency Procedures
- Follows HAMC Infection Control policies

- **PATIENT CARE**

- **Standards:**

- Is knowledgeable in the clinical assessment, treatment and care of the emergency patient of all ages, to include neonatal, pediatric, adolescent, adult, geriatric and developmentally disabled. Recognizes significant changes in patient's condition and takes appropriate action.
    - Properly transcribes and implements physician's orders.
    - Keeps appropriate staff members and physicians informed regarding the status of critically ill patients.
    - Implements and documents patient/family teaching.
    - Delivers direct patient care within the scope of license and as authorized by standing orders.
    - Administers medication and IVs on an emergency basis and as ordered by the physician, using safe appropriate techniques.
    - Demonstrates quality performance levels of technical skills, new routines and all procedures within scope of license to Anesthesia, Medical Staff and Nursing Administration as appropriate.

- **SAFEGUARDING THE PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION (PHI) IN ANY FORM INCLUDING ELECTRONIC, WRITTEN OR VERBAL.**

- **Standards:**

- Responsible for safeguarding any PHI or EPHI seen, used or disclosed during this positions normal job functions as stated in the above job responsibilities based on the HIPAA privacy and security policies and procedures.
    - Responsible to conduct any oral discussions of PHI with other staff or with patients and family members in a manner that limits the possibility of inadvertent disclosures.
    - Responsible for maintaining strict confidentiality with any unintentional access to PHI whether written electronic or oral.
    - Responsible for reporting suspected violations of the safeguarding of PHI or EPHI by any GSHA employee or business association.
    - Responsible to ensure the use or disclosure of PHI or EPHI that is not routinely available to this position must be coordinated with the HIPAA Privacy Officer, Security Officer or designee.

- **EDUCATION SERVICES**

- **Standards:**

- Assists with required continuing education for all affiliated agencies.
    - Assists with instruction of Emergency Medical Responder, EMT and AEMT courses to improve the level of emergency care of all member ambulance squads.
    - Assists with community education on Safety, Wellness, Early Cardiac Care and First Responders.

- **CONTINUING EDUCATION**
  - **Standards:**
    - Attends yearly mandatory in-service meetings to include:
      - Fire Safety
      - Infection Control
      - Hazardous Waste
      - Disaster Procedures
      - Monthly IDMs
      - CPR
      - Back Safety
    - Assumes responsibility for own continuing education needs:
      - Maintains NREMT and ND AEMT certifications.
      - Maintains certifications in HCP CPR & EVOC.
      - Completes all CEC requirements required to maintain authorization (*full time only*).
      - Actively seeks continuing education by attending available in-services and workshops. Shares knowledge gained with other personnel.
  
- **PROFESSIONAL ATTITUDE, LEADERSHIPROLE AND TEAM MEMBER ABILITIES.**
  - **Standards:**
    - Maintains a positive professional role throughout the facility and community.
    - Exhibits a positive professional approach when dealing with the public, and demonstrates solution-oriented involvement with problems of facility, staff and patients/residents.
    - Attendance and involvement in management meetings, CQI, and voluntary groups/committees.
    - Good communication with subordinates and peers.
    - Shows initiative and follow-through in work projects.
    - Values and pursues professional education and self improvement.
    - Timeliness of reports, i.e., evaluations, CQI reporting.
  
- **SAFETY (may not be all inclusive – this is the minimum requirement)**
  - **Standards:**
    - Familiarizes self with and adheres to all facility and department safety policies and procedures.
    - Completes all required annual safety training.
    - Supports and implements safety into all job responsibilities regarding self, other employees, residents/patients and visitors.
    - Reports safety violations (or unsafe observances) to supervisor and/or department head immediately.
    - Promotes a culture of safety to improve employee safety within the facility and/or the department.

*“I have read and understand my job description”*

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

**REVISED: ~~6-2006~~, 4-2018**