

TOWN OF OAK BLUFFS
EMERGENCY MEDICAL SERVICE – 2020
Job Description – Per Diem and Seasonal EMT Basic

1. Follow the Chain of Command at all times:

Chief

1st Lieutenant

2nd Lieutenant

2. All employees shall have and maintain the following licenses, certifications, authorizations, and/or proof of training:

- a. Valid Massachusetts Driver's License
- b. EMT-B Certification
- c. CPR Certification
- d. BLS Interfacility Transport Course certification
- e. Affiliated with Massachusetts Region 5

3. Be free of any alcohol or drugs while on duty. This shall include prescription drugs that prevent the safe operation of motor vehicles and/or impede the ability to provide patient care. Employee shall be required to read and sign off on Substance Abuse Policy. We reserve the right for random drug testing.

4. Adhere to the policies, procedures, protocols, rules and regulations of the Oak Bluffs Fire-EMS, Town of Oak Bluffs, Cape & Islands EMSS and the Massachusetts Department of Public Health Office of Emergency Medical Services.

5. Be proficient with the application and use of all EMS equipment.

6. Shall keep Medic skills equal to or better than the accepted Standard of Care.

7. Will wear uniform, be neat and clean in appearance at all times while on duty, and represent the Oak Bluffs Ambulance with courteous, respectful and professional conduct at all times.

8. Will be responsible for daily chores and inventory as set forth by the Chain of Command.

9. Must attend QA/QI reviews for all transports done if required by Chief.

10. May be required to do additional training when necessary.

11. If transports are pending during your shift, you may be asked to come in early or finish late.
12. Log all ambulance runs into Patient data base.
13. Conduct the written ambulance check list daily. Check the ambulance after every transport. You are responsible for any missing equipment, supplies and cleaning after transport.
14. Ensure that perishable items (i.e. sterile water, activated charcoal, Epi-pens etc) are replaced as necessary on or before their expiration date.
15. Make sure all ambulances are fully stocked for the oncoming shift.
16. Clean the inside of the ambulance and related equipment after every run.
17. Keep ambulances fueled and have tank topped off after each transport.
18. Report any ambulance or equipment failure via the chain of command ASAP. Report any problems regarding transports to the Lt or Chief immediately.
19. Wash and wax ambulances as needed.
20. Keep the fire station neat and clean inside and out. Duties will include and not be limited to: sweeping and washing apparatus bay floors, emptying trash, keeping the outside appearance neat and any other duties directed by the chain of command.
21. Will be required to do all 911 and or transports received during scheduled shift and may be called in early or stay late when necessary to cover transport.

Employee Signature

Date