



# Garrett County Emergency Services

## Standard Operating Guidelines



### Section 101: Job Descriptions

Job Discriptions - 101.00		
S.O.G. # 101.01	<b>Basic Life Support Provider</b>	# of Pages: 3
Effective Date: 10/1/2017	Authorized By: W. Tiemersma - EMS Chief	
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#### 101.01.01 - Description

**JOB TITLE:** Basic Life Support Provider  
**DEPARTMENT:** Garrett County Emergency Services  
**REPORTS TO:** GCES Lieutenant  
**FLSA STATUS:** Non-Exempt

**SUMMARY:** This work is in the area of emergency medical care. Responsibilities include response to medical and rescue incidents, provide support functions including vehicle and equipment maintenance, emergency responses, records and reporting duties, and emergency medical treatment including but not limited to medical and trauma emergencies. Plans and organizes medical service functions within applicable laws, codes, rules and regulations.

Available for scheduled shift work and mandatory callback during emergency situations. The job requires 24-hour/seven day week availability, may demand being called in during adverse weather conditions and may require extended work periods.

#### 101.01.02 – Essential Duties and Responsibilities:

1. Working in conjunction with volunteer and career personnel to respond to and participate in medical emergencies and to provide basic life support emergency medical treatment to ill or injured persons in a pre-hospital setting.
2. Identifies patient treatment needs through adequate assessment and provides appropriate prioritization and care in accordance with basic and advanced life support standards and the Maryland Medical Protocols.
3. Performs basic and advanced life support medical care including but not limited to assessment, treatment, and transportation of medical and trauma patients to an appropriate health care facility.
4. Drives and operates emergency vehicles under emergency and non-emergency conditions.
5. Performs inspections and basic preventative maintenance at prescribed intervals on vehicles and equipment to insure operational readiness.
6. Performs housekeeping duties with vehicles and stations.
7. Executes comprehensive reports documenting emergency and non-emergency responses.
8. Completes daily checks of ambulance inventory and equipment condition.
9. Participates in continuing educations activities, skills review, and in-service training necessary to maintain required certifications and department requirements.
10. Assist the Emergency Services Chief where necessary with the jurisdictional Quality Assurance/Quality Improvement and Provider Education Programs.
11. Exhibits professionalism and self-discipline while both on and off duty.



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12. Assists with the orientation of volunteer and career staff and participate in peer reviews.
13. Maintains patient confidentiality in accordance with current HIPPA regulations
14. Participate in special projects as assigned.
15. Perform other related duties as assigned.

### **101.01.03 – Qualifications:**

To perform this job successfully, an applicant must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. A comparable amount of training and experience may be substituted for the minimum qualifications.

### **101.01.04 – Required knowledge, Skills, and Ability:**

1. Ability to work in conjunction with career and volunteer personnel in various stations and settings, respond to and participate in medical emergencies and other emergency operations as required.
2. Possess extensive knowledge of EMS practices and procedures as well as the Maryland Medical Protocols for Emergency Medical Services Providers.
3. Applicants must have the ability to perform BLS skills in accordance with the objectives in the DOT/EMT Curriculum.
4. Ability to establish and maintain effective working relationships with volunteer or career personnel and the general public.
5. Ability to maintain personnel and medical information confidential in accordance with the applicable laws and regulations.
6. Working knowledge of Garrett County geography and surrounding areas.
7. Knowledge of Garrett County fire, rescue, and police operations.
8. Must be willing to work all shifts and weekends.

### **101.01.05 – Education and/or Experience:**

- ❖ Must be 18 years old at time of appointment.
- ❖ Must be a certified BLS provider in good standing with the Maryland Institute for Emergency Medical Services Systems Department of Licensure.
- ❖ Current certification of EMT-B
- ❖ Completion of NIMS 100.
- ❖ Pertinent volunteer emergency response experience is beneficial.
- ❖ Preference may be given to applicants with additional advanced training in emergency medical care, fire suppression, hazardous materials, or technical rescue disciplines.
- ❖ Proficient in use of computer applications including but not limited to word processing, Spreadsheets, email and “EMAIS” incident reporting system.

### **101.01.06 – Certifications, Licenses, Registrations:**

1. High School diploma or GED
2. Current Maryland EMT-B
3. Current certification in CPR
4. Current certification in Basic Trauma Life Support
5. Possession of valid Maryland class “C” driver’s license



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### **101.01.07 – Additional Desirable Qualifications:**

1. Completion of National Incident Management System courses IS 100, IS 200 and IS 700 within six (6) months of employment.
2. Completion of hazardous Materials Operations Course.
3. Completion of Emergency Vehicle Operations Course (EVOC)

### **101.01.08 – Physical Demands:**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the general public through the use of telephone, radio and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physically capability to effectively use and operate various items of office related equipment, such as, but not limited to a personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift, carry and balance a minimum of 125 pounds (250 with assistance) Physical ability to have fine motor skills such as a rapid finger dexterity and the ability to do multi-tasks correctly at the same time as well as good hand-eye coordination.

With proper personal protective equipment, perform various functions under emergency conditions including operating environments immediately dangerous to life and health (IDLH) with appropriate personnel protective equipment.

### **101.01.09 – Work Environment:**

The work environment requires periods of strenuous physical effort and involves exposure to extreme weather conditions, dirt, and other unpleasant conditions. An employee in this classification is regularly exposed to the risk of injury or disease, requiring the use of protective clothing and strict adherence to safety precautions. The omission of specific duties does not exclude them from this classification if the work is similar, related or a logical assignment to the classification.