

## **JOB DESCRIPTION**

### **BLACKFEET TRIBAL EMERGENCY MEDICAL SERVICES**

#### **EMERGENCY MEDICAL TECHNICIAN- Paramedic (EMT-P)**

##### **A. MAJOR DUTIES AND RESPONSIBILITIES:**

The Emergency Care Provider (ECP)- EMT-P are responsible for the emergency medical care and transportation of patients on and off the Blackfeet Indian Reservation. The ECP must perform various duties with the ability to work and use good judgment in dealing with patients, medical personnel, co-workers, the Blackfeet Tribal Health Administration, and the Indian Health Service-Blackfeet Community Hospital staff.

1. ECPs are responsible for emergency medical care and transportation of patients from the scene (Blackfeet Reservation) to the Blackfeet Community Hospital Emergency Department.
2. ECPs are responsible for patients' medical care and transportation to off-reservation medical facilities.
3. ECPs must complete a trip report and the attached paperwork for EVERY ambulance page/call for patient transports and non-transports (refusals, etc.).
4. ECPs must maintain confidentiality at all times and not release any patient information. ECPs must refer all requests to the BTEMS administration.
5. ECPs must maintain ambulance and equipment regularly by completing the checklist form and reporting any deficiencies to the Vehicle Maintenance Coordinator.
6. ECPs must complete a checklist on each ambulance twice a week to restock ambulance supplies and equipment.
7. ECPs are to inspect the ambulance used locally at the beginning and end of each shift, making sure the ambulance and equipment are clean and sanitized. The ambulances and equipment must be cleaned and sanitized after every patient contact. Off-reservation transport ambulances are to be cleaned, sanitized, fueled up, and ready for the next patient transport.
8. ECPs are to document the mileage, ambulance number, and the ECP who pumped the fuel on the receipt before submitting the receipt in the folder. There is to be a receipt for every fuel purchase. The BTEMS office manager will pick up the receipts.
9. ECPs are to attend training pertinent to their licensure. They will be required to participate in in-person and online training when authorized. They must continue onto a higher level of training when available.
10. ECPs must maintain current licenses from the Montana Board of Medical Examiners, the National Registry of EMTs Paramedic (NREMT-P), CPR Health Care Provider, ALS Provider CPR, PALS provider CPR, and PHTLS.

11. ECPs with the most experience or higher level of licensure will be responsible for supervision in the field.
12. ECPs are required to perform duties 24/7, on weekends and holidays. They will be required to work overtime and stand by upon request. (You must be at the workstation and punch/sign in on the time/attendance form). Subject to funds available.
13. ECPs must be orientated to the Blackfeet Tribal EMS, Tribal Health Administration, and the Blackfeet Community Hospital (IHS).
14. ECPs must complete other duties as assigned within the scope of licensure.

## **B. FACTORS:**

### **1. KNOWLEDGE REQUIRED BY POSITION**

ECPs must have the following knowledge or requirements for the Blackfeet Tribal EMS Program:

- a. Must provide documentation of all ECP licenses.
- b. Must have current Cardio Pulmonary Resuscitation (CPR) BLS Card. Paramedics must have current ACLS, PALS, and PHTLS licensure.
- c. Must have current Montana Driver's License.
- d. Must be able to clear a Blackfeet Tribe/Indian Health Services background check.
- e. Must have all IHS Personnel and HIPPA forms completed.
- f. Must have radio communication skills.
- g. Must have current immunization record.
- h. Must be physically fit physician (certified) approval yearly.
- i. Must be mentally fit physician (certified) approval yearly.
- j. Must submit to a yearly drug test or reasonable suspicion test.
- k. Must adhere to the Blackfeet Tribal Personnel Policy and Procedure Manual.
- l. FEMA ICS 100, 200, 300, 700, 800 or the ability to obtain within 6 months of employment.
- m. Minimum of three (3) years active service in an accredited EMS agency licensed for patient transport.
- n. Experience to prepare and deliver training programs.
- o. Computer proficient in Microsoft Word, Excel, and Power Point programs.
- p. Excellent written and oral communication skills.

### **2. DIRECTOR AUTHORITY**

The BTEMS Director or their designee will provide duty assignments, BTEMS policy and procedures, ED Duty/Shift schedules, and other duties as assigned

ECPs may serve as shift supervisors in the field as senior ranking ECP and will:

- a. Assign duties to co-ECPs daily.
- b. Work with other ECPs to ensure tasks are completed within the BTEMS policy and procedures.
- c. Make referrals to the BTEMS Director for complaints and grievances.

### **3. GUIDELINES**

Guidelines include the Blackfeet Tribal EMS Policy and Procedures, Blackfeet Tribal Personnel Policy and Procedures, Montana State Board of Medical Examiners Protocols, Montana State Trauma and EMS Bureau licensing requirements, Indian Health Service PL93-638 contract laws and regulations, written directives from BTEMS through the Blackfeet Tribal Health, the Tribal Health Board, the Blackfeet HSS committee, to the Blackfeet Tribal Business Council and Indian Health Services Administration.

### **4. COMPLEXITY**

ECPs will perform their duties under conditions deemed necessary by the patient care required. The Senior ECP will supervise while delivering patient medical care or driving the ambulance.

### **5. SCOPE AND EFFECT**

The ECP duty affects the quality of emergency medical care provided to the people of the Blackfeet Reservation. It improves the Tribal communities, BTEMS, and the well-being of the Blackfeet Tribe, individual members, and the general public.

The better quality of emergency medical care and transportation of patients will provide better health and well-being for the people on and off the Blackfeet Reservation.

### **6. PERSONNEL CONTACTS**

ECP's contact will be with co-workers, both BTEMS and IHS, Tribal Health Administration, and the general public.

Contacts will be to provide emergency medical care and transportation of patients and to resolve problems that arise while providing patient care.

Contact also provides for the continuation of EMS education in the field.

### **7. PURPOSE OF CONTACTS**

ECPs are to provide the best quality of emergency medical care and transportation to the patient.

ECPs are to maintain a cooperative work relationship to function effectively and efficiently.

ECPs are to maintain current Montana State and National Licensure.

### **8. PHYSICAL DEMANDS**

ECPs will be required to work assigned shifts.

BTEMS has 24/7 ambulance coverage.

Need to be available for Weekends, Overnight, and Holidays as scheduled.

**ECPs will be required to lift patients (including the bariatric patient). Work and Drive in all types of weather conditions. ECPs will work in the field, in an ambulance, at the Blackfeet Community Hospital Emergency Department, and at the Heart Butte Station.**

**I have received and read the job description for the Blackfeet Tribal Emergency Medical Services. I understand and will adhere to the Job Duties and Responsibilities listed.**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SUPERVISOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_