

Job Title: Emergency Medical Technician-Paramedic (EMT-P)

Job Code: 3

Reports to: Lead Nurse/Paramedic, Clinical Manager

Status: NA

Overview/Job Purpose

The EMT-P is responsible for assisting the clinical team in the care of patients of all ages from neonatal through geriatric. The EMT-P's primary purpose is to provide professional care for patients following established standards and practices. Delivering appropriate care requires that EMT-Ps perform initial triage screening assessments, monitor waiting area to prioritize patients based on clinical acuity, direct patient flow in the clinic to ensure maximum efficiency while providing fast, friendly, quality patient care. While performing the tasks mentioned above, the EMT-P will be accountable for routine patient care duties, stabilizing and/or preparing patients for transport to definitive care, documenting patient care activities, and providing ongoing patient monitoring. Under Medical Direction, the EMT-P will administer IV and oral medications based on appropriate New Mexico Scope of Practice Guidelines and Duke City Urgent Care (DCUC) TIP protocols while assuring adherence to applicable policies and procedures. The EMT-P also provides assistance to physicians and staff in coordinating patient care, and functions as primary liaison between patients, staff, and providers.

Summary of Primary Duties:

As an EMT-P at DCUC, your day-to-day duties may include, but are not limited to, the various tasks below:

- Responsible for ensuring appropriate management and observation of all patients in the clinic
- Identify and assess patients presenting with clinical symptoms requiring immediate intervention and promptly initiate appropriate treatment
- Clean patient care rooms, equipment and instruments, report equipment problems;
- Assist providers with complex treatment procedures; perform treatment procedures as allowed based on policies and procedures
- Under medical direction, administer oral and IV medications and appropriate NM State Scope of Practice while documenting any clinical findings
- Perform and interpret 12 lead EKGs and report significant findings to attending providers immediately
- Assist in providing all components of advanced life support
- Collaborate with attending providers to obtain and review outpatient laboratory and imaging results, ensuring that results are communicated to the patient or caregiver
- Educate patient/family about diagnostic procedures, medications, and nutritional maintenance of health and wellness

- Complete wound care process according to medical protocol under the direct supervision of EMT-P or attending provider
- Follow patient safety-related policies, procedures and protocols
- Demonstrate proactive approach to patient and staff safety by seeking opportunities to improve safety through questioning of current policies and processes
- Transport patients, collect, label and transport specimens, equipment, and supplies
- Identify and report/correct environmental conditions and/or situations that may put a patient at undue risk
- Assist with the provision of administrative support in regards to equipment maintenance, calibration, and statistical data compilation

Education Requirements:

Associates degree in Emergency Medicine required, Bachelors preferred

Experience Requirements:

- 2 years directly related experience preferred
- Advanced computer literacy and experience with EMRs and MS Office products

Required Licensures/Certifications:

- Current New Mexico Emergency Medical Technician-Paramedic License
- CPR Certification for Healthcare/BLS Providers for Professional Rescuer
- Advanced Cardiac Life Support (ACLS)
- Pediatric Advanced Life Support (PALS)

Preferred Licensures/Certifications:

- Nationally Registered EMT-P License
- Professional licensure as appropriate to the clinical objectives of Duke City Urgent Care

Physical Demands Requirements:

- Heavy Work: Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects or people. Physical Demand requirements are in excess of those for Medium Work

Behavioral Demands/Requirements:

- Must have the appropriate level of behavioral maturity and patience in handling patients
- Must have the diplomacy and tact in handling difficult and irate patients
- Very good interpersonal relationship skills and can work and relate well with co-employees, patients and customers



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- Outstanding communication skills and persuasiveness, specifically the ability to communicate instructions and procedures for treatments, keeping and giving the patients a desired level of comfort and confidence
- Must have strong sensitivity to the needs and anxieties of patients and the ability to motivate patients to undergo treatments and/or procedures
- Strong ethics and a high level of personal and professional integrity

Testing Requirements:

- Tuberculin Skin Test required annually