



## Career Service Authority

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### EMT-Basic

#### **GENERAL STATEMENT OF CLASS DUTIES**

This class performs full performance level paraprofessional emergency care and transportation in an out-of-hospital setting as part of a comprehensive emergency medical services (EMS) response under the direction of a physician.

#### **DISTINGUISHING CHARACTERISTICS**

The *EMT-Basic* class performs full performance level paraprofessional work providing immediate lifesaving care for critical patients who become suddenly ill or injured outside of the hospital. The *EMT-Basic* class is distinguished from the *Paramedic* class by the level of training; the *EMT-Basic* class has the emergency skills to provide basic lifesaving interventions with minimal equipment and functions as part of a comprehensive EMS response. The *Paramedic* class provides the most extensive pre-hospital care.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

#### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice.

#### ***Interpersonal Communications and Purpose:***

Contacts with persons under stress or emergency conditions where an immediate service is rendered according to established procedures or instructions.

***Level of Supervision Exercised:***

None.

**ESSENTIAL DUTIES**

Under medical direction, provides basic emergency care at the scene of an accident and while transporting patients by ambulance to the hospital.

Assesses a patient's condition and renders on-scene emergency care; manages respiratory, cardiac, and trauma emergencies using non-invasive interventions, working to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies.

Responds as part of an organized emergency medical services (EMS) response, assists paramedics and other EMS resources, and provides care designed to minimize secondary injury and comfort the patient and family while awaiting additional EMS resources.

Transfers care to higher trained personnel ensuring a progressive increase in the level of assessment and care.

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Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.  
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**MINIMUM QUALIFICATIONS**

***Competencies, Knowledges & Skills:***

**Customer Service** – Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or outside organizations) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services and evaluating customer satisfaction.

**Medicine and Dentistry** – Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptom, treatment alternatives, drug properties and interactions, and preventive health-care measures.

**Public Safety and Security** – Knowledge of intelligence operations; public safety and security operations; occupational health and safety; investigation and inspection techniques; or rules, regulations, precautions, and prevention techniques for the protection of people, data, and property.

**Education and Training** – Knowledge of the concepts, principles, and theories of instructional methods such as teaching, training, research, making presentations, lecturing, and testing.

**Chemistry** – Knowledge of the concepts, principles, theories of the composition, structure, and properties of substances, and of the chemical processes and transformations, including uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

**Mathematical Reasoning** – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

**Decision Making** – Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

**Reading** – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Writing** – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; produced written information, which may include technical material, that is appropriate for the intended audience.

**Psychology** – Knowledge of the concepts, principles, and theories of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.

**Oral Communication** – Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

**Interpersonal Skills**– Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

**Learning** – Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

**Oral Communication** – Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

**Teaching Others** – Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

Knowledge of and demonstrated competence in a skill set focused on the acute management and transportation of critical and emergent patients.

Skill in giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Skill in performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

Skill in understanding the implications of new information for both current and future problem-solving and decision-making.

***Physical Demands:***

Balancing: maintaining body equilibrium to prevent falling over  
Carrying: transporting an object, usually by hand, arm or shoulder  
Crouching: bending body downward and forward by bending legs  
Eye/hand/foot coordination: performing work through using two or more  
Fingering: picking, pinching or otherwise working with the fingers  
Handling: seizing, holding, grasping or otherwise working with hands  
Kneeling: bending legs to come to rest on one or both knees  
Lifting: raising or lowering an object from one level  
Pushing: exerting force upon an object so that the object is away  
Pulling: exerting force on an object so that it is moving to the person  
Reaching: extending the hand(s) and arm(s) in any direction  
Standing: remaining on one's feet in an upright position.  
Walking: moving about on foot.  
Sitting: remaining in the normal seated position.  
Talking: expressing or exchanging ideas by means of spoken words.  
Hearing: perceiving the nature of sounds by the ear.  
Near vision: ability to see details at close range (within a few feet of the observer).  
Accommodation: ability to adjust vision to bring objects into focus  
Color vision: ability to distinguish and identify different colors  
Depth perception: ability to judge distance and space relationships  
Far acuity: ability to see clearly at 20 feet or more  
Field of vision: ability to see peripherally

***Working Environment:***

Extreme cold: temperature cold enough to cause marked bodily discomfort  
Extreme heat: temperature hot enough to cause marked bodily discomfort  
Temperature changes: variations in temperature from hot to cold  
Wet: frequent contact with water or other liquid  
Noise: sufficient noise to cause distraction or possible hearing loss  
Hazards: conditions where there is danger to life, body, and/or health  
Atmospheric conditions: conditions that affect the skin or respiratory system

***Education Requirement:***

Graduation from high school or possession of a GED certificate.

***Experience Requirement:***

None.

***Education/Experience Equivalency:***

None.

***Licensure and/or Certification:***

Possession of a current Colorado Emergency Medical Technician–Basic Certificate (EMT-B) issued by the State of Colorado and possession of a valid Colorado Class “R” Driver’s License at

the time of appointment. All certificates and licenses must be kept current as a condition of continued employment.

## CLASS DETAIL

**FLSA CODE:** Non-exempt

**ESTABLISHED DATE:** 08/01/2005

**REVISED DATE:**

**REVISED BY:** Earline Hill

**CLASS HISTORY:** This classification was created during the Denver Health Paramedic Division reorganization.