

**NORTHEAST MONTANA HEALTH SERVICES**  
**JOB DESCRIPTION**  
**AMBULANCE ATTENDANT**

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

**ACCOUNTABLE TO:** **DIRECTOR OF AMBULANCE SERVICES**

**PURPOSE OF YOUR JOB POSITION**

The primary purpose of your job description is to perform basic emergency patient care tasks. In the pre-hospital setting, perform basic EMT skills within the guidelines of Northeast Montana Health Services and the State of Montana. In the Emergency Room assist the Physician and RN in the preparation of patients and equipment to provide patient care.

Every effort has been made to make this as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical job assignment to the position.

**WORKING CONDITIONS**

1. Is subject to Sitting, standing, and bending intermittently throughout the day.
2. Is subject to frequent interruptions.
3. Is subject to hostile, emotionally upset patients, residents, family members, personnel, visitors, etc.
4. Is subject to infectious diseases and hazardous waste.
5. Is subject to falls, odors, etc. throughout the day.
6. Is willing to work beyond normal working hours, weekends, and holidays when necessary.
7. Communicates with Medical Staff, Personnel and other Department Managers.

**ESSENTIAL EDUCATIONAL REQUIREMENTS**

1. Must have current Drivers License and Current CPR Certification.
2. Must be currently licensed, EMT preferred or FRA acceptable.

**ESSENTIAL JOB FUNCTIONS**

1. Must be able to work flexible hours.

2. Must be able to speak the English language in an understandable manner.
3. Must be able to cope with the mental and emotional stress of this position.
4. Must be able to see and hear, or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
5. Must function independently, have flexibility, personal integrity, and the ability to work effectively with patient, family members, physicians and co-workers.
6. Must be in good general health and demonstrate emotional stability.
7. Must be able to relate and work with the ill, disabled, elderly, emotionally upset, and at times hospital people within the facility.
8. Must be able to lift a minimum of 50 pounds.
9. Must display ability to maintain absolute confidentiality at all times.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Responsible for maintenance of emergency vehicles.
  - a. Initiate work requisitions for vehicle maintenance.
  - b. Ensure that ambulance is in top working condition at all times.
2. Responsible for driving specially equipped emergency vehicles to specified locations while maintaining communication with dispatcher at all times.
  - a. Abides by Ambulance Policies and Procedures while operating emergency vehicles.
  - b. Ensures open communications with dispatcher at all times.
3. Responsible for ensuring adequate inventory of and cleanliness of equipment in field packs, treatment rooms, and ambulances.
  - a. Complete vehicle check list after each shift.
  - b. Inform Director of equipment needing repair.
4. Responsible for attending to patients in the pre-hospital setting and determining the nature/extent of injury.
  - a. Apply necessary first aid procedures and removing or assisting in removal of patients from injury/illness location.

- b. Perform appropriate emergency care in the pre-hospital setting as directed by the Montana State Law, regarding “Basic EMT Practice.”
5. Responsible for attending to patients in the Emergency Department.
  - a. Perform basic patient care tasks, under the direction of an RN, or Physician.
  - b. Ensure best possible care is applied to all patients.
6. Responsible for preparing for and assisting in the use of emergency equipment.
  - a. Assist in the application of such under the direct supervision of an RN or Physician.
  - b. Current knowledge of emergency equipment, including but not limited to the following: oxygen delivery devices, suction units, MAST suit, Dynamap blood pressure machine, and radio equipment.
  - c. Knowledge of all communication mechanisms in use by Emergency Services.
  - d. Preparing equipment for application of dressings, splints and other patient care aids.
7. Responsible for assisting in controlling disturbed patients.
  - a. Take necessary measures to ensure the safety of patients including safe application of restraints.
  - b. Take all necessary measures to minimize risk of injury to patient as well as all hospital personnel.
8. Responsible to maintain accurate and complete records.
  - a. Record necessary information on Emergency Department and field incidents.
  - b. Keep accurate records.
9. Responsible for the safety and well being of the patient, co-workers, pedestrians and other drivers at all times.
  - a. Take necessary measures to ensure safety.
  - b. Operate within guidelines established by Northeast Montana Health Services, State and Federal Regulations.
10. Responsible for answering telephone and radio communication equipment.
  - a. Complete flight/ground regional dispatched under direction of RN.

- b. Maintain clear and accurate communications with flight crew at all times.
11. Responsible to abide by all Policies of Northeast Montana Health Services.
- a. All Cooperate Compliance.
  - b. All Ambulance Policies.
  - c. All Personnel Policies.
  - d. All OSHA Regulations.
  - e. All HIPAA
  - f. All Hazcom/Blood Borne Pathogens

I have read the job description and hereby agree to perform the above duties and responsibilities to the best of my ability.

---

Supervisor

Date

---

Employee

Date